

KBP Employee Handbook Addendum Arkansas

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Arkansas. If any provision in this Addendum conflicts with language in the Employee Handbook (“Handbook”) and/or any other previous policy, this Addendum will control.

This Addendum is to be read in connection with the Handbook. Together, the Handbook and Addendum will provide you with information about your employment and serve as a guide to the Company’s current policies, practices, and procedures.

POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company prohibits discrimination, harassment, and retaliation in employment based on race (including natural and protective, or cultural hairstyles such as afros, dreadlocks, twists, locs, braids, cornrows, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance); color; religion; genetic information; national origin; sex; sexual orientation; gender identity and expression; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; ancestry; based upon an employee’s status as a medical marijuana patient or designated caregiver; or any other category protected by federal, state or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination. Please see the legal postings on the bulletin board for a full list of state protected EEO categories.

ADOPTION PARITY

The Company offers leave for adoption on the same terms as those provided for birth of a child.

BONE MARROW AND ORGAN DONATION LEAVE

The Company will provide employees who are not otherwise eligible for leave under the Federal Family and Medical Leave Act with up to ninety (90) days of unpaid leave to serve as a bone marrow donor or an organ donor. Please provide your supervisor with written physician verification of the purpose and length of each leave as far in advance of the need for leave as possible.

EMPLOYEE MICROCHIPS

The Company will not require microchip implantation of employees as a condition of employment.

MILITARY LEAVE

An employee who is called to active state duty as a member of the armed forces (including the National Guard, reserves, or the militia) is provided with military leave and generally afforded such employment and reemployment rights, privileges, benefits, and protections in employment as if that person had been called to active duty in the service of the United States.

Employees requesting time off under this policy must notify their supervisor as soon as possible after learning the intended dates upon which leave will begin and end. Employees may but are not required to use accrued paid time off to run concurrent with leave under this policy.

NO WEAPONS IN THE WORKPLACE

The Company prohibits you and all other persons (other than law enforcement and authorized security personnel) from having firearms in working areas, in buildings, or on your person during working time or while performing work. Firearms are prohibited on all Company property and in Company vehicles. The only exception to this rule is that a person with a current license to carry a firearm may keep a firearm in their personal vehicle so long as it is kept out of sight in a locked, enclosed compartment or area of their vehicle in the Company's parking lot. Anyone who has a license to carry a firearm and will have the firearm on Company property, must notify the Company and provide a copy of the license.

Failure to notify the Company with a copy of a current firearm license, to properly secure and protect a firearm or to comply with this policy may subject you to discipline, up to and including immediate termination. Employees who have questions concerning the application of this policy, should consult Human Resources immediately.

VICTIMS OF CRIME LEAVE

The Company provides reasonable and necessary unpaid leave from work to employees who are victims of a crime, to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Company reasonable advance notice that leave under this policy is required.

VOTING LEAVE

Although polls are open most of the day, we realize that in some instances our employees are required to work overtime and may find that these hours are insufficient to get to the polls. If you have a problem in this regard, please let your supervisor know. We will make arrangements for you to have the necessary unpaid time off to get to the polls.

WAGE PAYMENTS

The Company pays you no less frequently than on a semimonthly basis.

MEAL AND BREAK PERIODS

KBP is committed to full compliance with federal and state wage and hour laws regarding employee break and mealtimes. Employee break schedules, when applicable, are set by store management based upon the business needs and in compliance with any legally required breaktimes. Generally, for our non-exempt employees, a duty-free meal period of 20 minutes or longer will be unpaid and break period(s) under 20 minutes will be paid. Hourly employees should remember to clock-in/out for all duty-free meal and break period(s) and should not perform any work during these break times. KBP prohibits employees from working off-the-clock under any circumstances including during break/ mealtimes. Employees should not perform work unless you are "on the clock." Violations of this policy will result in disciplinary action up to and including termination.

Arkansas

Arkansas has no state rule regarding mandatory employee breaks or mealtimes. If you have questions about meal periods or breaks, please communicate with your store management.

EMPLOYING MINORS – CHILD LABOR

KBP is committed to full compliance with the federal and state child labor laws. KBP has implemented various compliance and monitoring processes to ensure compliance with KBP's policies and the requirements of the law.

Due to the nature of KBP's business, the Company from time to time may hire minors to fill designated non-hazardous positions. KBP defines a minor as any employee between the ages of 15 and 17. KBP however, strictly prohibits hiring anyone under the age of 15, regardless of the position or location.

KBP also strictly prohibits minors working in any KBP position that is or may be dangerous, hazardous, or harmful in any way to their lives, health, safety, morals, or welfare, including any functions, activities, or occupation declared hazardous by applicable state or federal law. To ensure compliance with this policy, all KBP minor employment placements must be approved by the General Manager or Area Coach in your location. Placing a minor in a position prohibited by this policy is grounds for disciplinary action up to and including termination, which may be progressive or immediate. KBP will determine the appropriate level of discipline based upon the particular facts and circumstances.

In locations where federal and state child labor laws differ, KBP is required to follow the more restrictive rules as outlined below. If you are unsure about the child labor laws applicable to your location, please contact your HR Business Partner or KBP's HR Ethics Hotline at 888-971-2991. For your reference, links to the federal and state child labor laws are provided below:

US DOL: <https://www.dol.gov/agencies/whd/child-labor>

Arkansas DOL: <https://www.labor.arkansas.gov/labor/labor-standards/child-labor/>

Hazardous Functions, Activities, Occupations

Federal and state law prohibits minors from working in positions or occupations that are declared hazardous. Minors employed by KBP are **strictly prohibited** from performing any of the following activities:

Minors under 18:

- use, set up, adjusting, cleaning of commercial mixers and power-driven bakery machines;
- working in freezers and coolers, except to momentarily retrieve permitted items;
- loading and unloading from motor vehicles.

Minors Age 15 (in addition to those listed above also are prohibited from the following):

- cooking duties over open flame;
- use of deep fat fryers unless it has devices that automatically raise and lower the baskets;
- operating broilers, rotisseries, pressure cookers, high-speed ovens or rapid toasters;
- performing any baking activities;
- and using any slicers, grinders, or processors.

Arkansas - Hazardous Functions, Activities, Occupations

In addition to the federal rules listed above, Arkansas law places *further restrictions* on minors. Arkansas prohibits any minor under 16 years of age, from being employed may not work in any occupation dangerous to life or limb, health, or morals.

Arkansas Minors Age 15 (in addition to the federal rules listed above) may not:

- perform any of the following occupations:
 - maintaining, repairing, oiling, wiping, adjusting machinery belts, or cleaning machinery or equipment;
 - outside window washing from window sills; or work requiring ladders, scaffolds, or their equivalent;
 - cooking (except at soda fountains, lunch counters, snack bars, or cafeteria service counters) and baking;
 - operating power-driven food preparation machines; or
 - working in freezers and meat coolers, or preparing meats for sale.

Minors Age 15 – Permissible Job Functions at KBP:

KBP has outlined a non-exhaustive list of common job functions performed at its locations that 15-year old are permitted to perform as listed below. If you have questions about a particular job function or equipment that may or may not be listed below, contact your HR Business Partner prior to the 15 year-old commencing the work.

Acceptable KBP Job Functions for 15-year-old employees:

- Greet customers and obtain orders;
- Perform cashiering duties;
- Provide drive-thru support;
- Make beverages;
- Pack Orders;
- Bag and carry out customer orders;
- Clean up work (wiping tables, sweeping floors, cleaning restrooms, picking up trash in parking lot, washing dishes)
- Prep in the kitchen area (not in the cooler and/or freezer); and
- Prep sides by using the microwave.

Employment Certificates/Work Permits

Minors must present KBP documents as evidence of their age. The original documents KBP obtains for certifying the age of minor employees should be kept on site at the work location **and** uploaded to KBP's Workday system, by the hiring manager.

Uniforms for 15-Year-Old Workers

All KBP employees are required to adhere to the Company's uniform, appearance and hygiene standards. Employees 15-years old are required to wear specialized hat colors (color dependent upon brand and location) at all times during their shift. The hat colors provide managers a monitoring system to be easily alerted to the employee's specific work limitations and restrictions.

Hours of Work

Once KBP hires a minor, the Company will strictly comply with the hours of work limitations for minors. In areas where the state and federal laws differ, KBP follows the more restrictive hours limitations for minors. Generally, minors may only be scheduled as follows:

KBP Scheduling Minors Age 15:

Minors Age 15 (Federal):

- **When school is in session**, may only work between the hours of 7 a.m. to 7 p.m., and
 - May not be scheduled or work more than 3 hours on any school day, including Fridays;
 - May not be scheduled more than 8 hours on any non-school day; and
 - May not work more than 18 hours total in any school week.
- Between June 1 and Labor Day, 15-year-olds may work between the hours of 7 a.m. and 9 p.m., but may not be scheduled or work more than 40 hours per week.

Minors Age 15 (Arkansas):

- Minors age 15 in Arkansas:
 - cannot work more than 6 days in a week;
 - cannot work more than 48 hours in a week;
 - cannot work more than 8 hours in a day;
 - May work until 9 p.m. on nights preceding non-school days.

Minors Age 16 (Arkansas):

- May work until midnight on night preceding non-school days;
- May work between midnight and 6 a.m. on nights preceding non-school days;
- May not work after midnight without supervision by an adult age 21 or older or in violation of any local curfew ordinance.

All Minors Under Age 17 (Arkansas):

- All minors under age 17 in Arkansas will not be required to work:
 - for more than 6 days in a week;
 - for more than 54 hours in a week;
 - for 10 consecutive hours in a day;
 - for 10 hours in a 24-hour period;
 - or before 6 a.m. or after 11 p.m., except on nights preceding non-school days in occupations that the Arkansas Division of Labor determines are sufficiently safe.

Questions/Reporting

Employees with questions concerning the application of this child labor policy, must consult with Human Resources immediately. Any employee who knows or suspects that this policy is being violated is required immediately to report this information to Human Resources. Any questions or reports relating to child labor should be made by contacting KBP's HR Ethics Hotline at 888-971-2991.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK ADDENDUM

I acknowledge that I have received a copy of the **KBP** ("Company") Employee Handbook and Employee Handbook Addendum for Arkansas ("Addendum"). I will familiarize myself with the Handbook (including the Addendum) and all of its contents.

I understand that the Handbook (including the Addendum) represents only current policies and benefits and that it does not create a contract of employment. The Company retains the right to change these policies and benefits at any time, without advance notice, as it deems appropriate.

I understand that I have the right to terminate my employment at any time, for any reason with or without advance notice, and that the Company has a similar right. I further understand that my status as an at-will employee may not be changed except in writing, signed by the Company's CPO.