

KBP Employee Handbook Addendum Colorado

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Colorado. 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 hair texture, hairstyle or hair type historically associated with race); color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; ancestry; sexual orientation; gender identity and expression; lawful off-duty activities; credit report; marital status; 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 provides leave for adoption on the same terms as any leave offered for the birth of a child.

COLORADO PAID FAMILY AND MEDICAL LEAVE INSURANCE BENEFIT

The Company provides paid family and medical leave benefits (“FAMLI”) to eligible employees. FAMLI provides employees with a partial wage replacement, up to a maximum amount specified by law, based on a percentage of the employee’s average weekly wage, when the employee is unable to work because of family, medical, parental or certain personal needs arising out of specific circumstances.

Benefit Amount

Beginning January 1, 2024, eligible employees will receive up to twelve (12) weeks of FAMLI per 12-month Application Year; except, that eligible employees with serious health conditions related to pregnancy or childbirth complications may receive up to an additional four (4) weeks of leave per application year.

The “Application Year” is the 12-month period beginning the first day of the calendar week in which the employee’s benefit start date occurs. The 12-month period is measured backward from the date an employee uses FAMLI. Under this “rolling” 12-month period, each time an employee takes

FAMLI, the remaining leave entitlement would be the balance which has not been used during the immediately preceding twelve 12 months.

Eligible Employees

To be eligible for FAMLI, employees must have: (i) earned at least \$2,500 in wages, subject to premiums, during the employee's base period or alternative base period provided by law; (ii) requests leave for a qualifying reason listed below; and (iii) submits an application for benefits as required by law.

Plan Funding

Benefit premiums are fully-funded through payroll taxes split between the Company and the employee. Employee contributions are paid through regular payroll deductions as authorized by law.

Qualifying Reasons

FAMLI can be used for leave necessary due to:

1. Care of and/or bonding with a new child during the first year following birth, adoption or placement of that child;
2. Care of a family member with a serious health condition;
3. The employee's own serious health condition;
4. To handle certain qualifying exigencies arising out of the fact that your family member is on covered active duty or notice of an impending call or order to active duty in the armed forces.
5. Leave due to the employee or a family member's status as a victim of domestic violence, the victim of stalking or the victim of sexual assault or abuse ("Safe Leave") to: (a) seek a civil protection order to prevent domestic violence; (b) obtain medical care or mental health counseling for both themselves or their children to address physical or psychological injuries resulting from the act of domestic violence, stalking or sexual assault or abuse; (c) making their home secure from the perpetrator of the act of domestic violence, stalking or sexual assault or abuse, or seeking new housing to escape said perpetrator; or (d) seeking legal assistance to address issues arising from the act of domestic violence, stalking or sexual assault or abuse, or attending and preparing for court-related proceedings arising from said act or crime.
6. Any other reason allowed by law.

Definitions

As used in this policy, the following definitions apply:

- "Family Member" includes (i) regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or a person to whom the employee stood *in loco parentis* when the person was a minor; (ii) a biological, adoptive or foster parent, stepparent or legal guardian of an employee or employee's spouse or domestic partner or a person who stood *in loco parentis*

when the employee or employee's spouse or domestic partner was a minor child; (iii) a person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee; (iv) a grandparent, grandchild, or sibling (whether biological, foster, adoptive or step relationship to the employee or the employee's spouse or domestic partner; or (v) any other individual with whom the employee has a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.

- “Qualifying Exigencies” includes but is not limited to providing for the care or other needs of the military member's child or other family member, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of a military member.
- “Serious Health Condition” has the same definition as under the Federal Family and Medical Leave Act, except where those rules conflict with the FAML I act or its implementing regulations, and includes an illness, injury, impairment, pregnancy, recovery from childbirth, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a healthcare provider.

Requesting & Scheduling Leave

Where the need for leave is foreseeable, an employee must provide at least thirty (30) days' advance notice to the Company of the need for leave. Where the need for leave is not foreseeable, or if providing thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable. The Company may request that notice include the anticipated start time, anticipated duration, and where applicable, anticipated frequency of leave. To the extent possible, an employee must make reasonable efforts to schedule leave so as not to unduly disrupt business operations.

Further, to request FAML I benefits, the employee must apply to the Division of Family and Medical Leave Insurance (“Division”), for benefits. Applications may be submitted up to thirty (30) days prior to the benefit start date. If the need for leave is unforeseeable, or if submitting an application in advance is otherwise impracticable, applications can be submitted up to thirty (30) days after the leave has begun. Employees will be required to provide documentation supporting their need for leave, as requested by the Division.

If an event occurs or is anticipated to change the amount or duration of approved leave, the employee must immediately notify both the Company and must immediately notify the Division, no later than ten (10) days after the occurrence of the event.

Records and documents provided in connection with leave will be maintained confidential, to the extent required by law.

Intermittent Leave

An employee may take leave intermittently in increments of either one (1) hour or shorter periods (if doing so would be consistent with the increments the Company typically uses to measure employee leave), except that benefits are not payable until the employee accumulates at least eight (8) hours of FAML I benefits.

Health Benefits

The Company will maintain any healthcare benefits the individual had prior to taking FAMLl for the duration of the leave, as if the employee had remained in employment continuously from the date the individual commenced leave. The employee must make arrangements to pay their share of health plan premiums while on leave. An employee's failure to pay their share of the health coverage premium, may result in an elimination of coverage after thirty (30) days. Use of FAMLl will not result in the loss of any employment benefit that accrued prior to the start of FAMLl.

Coordination with Paid Time Off and Other Benefits

An employee is not required to exhaust any accrued vacation leave, sick leave or other paid time off prior to or while receiving FAMLl benefits. However, upon approval by the Company, the employee may use any accrued vacation leave, sick leave or other paid time off to supplement FAMLl benefits, so that they can receive 100% of their weekly wage while on leave. Employees cannot receive more than a combined total of 100% of their average weekly wage while on leave.

Employees applying for FAMLl will be required to disclose whether their serious health condition was caused by or otherwise related to a workplace injury or illness. Employees whose absence from work is caused by circumstances that would entitle them to workers compensation benefits, the employee will not be eligible to collect FAMLl benefits for the absence.

Similarly, an employee must notify the Division if they apply for or receive unemployment insurance benefits during a period of paid family and medical leave. If an employee is awarded continuous leave for a qualifying condition, the duration of leave is not impacted by subsequent employment. If leave is caused by circumstances that would entitle the employee to unemployment insurance benefits, the individual will not be entitled to FAMLl benefits. If an employee is awarded intermittent leave or reduced leave for a qualifying condition, and is subsequently terminated, the awarded leave is terminated at the time of unemployment, and the employee can apply for benefits upon re-employment.

Interaction with Other Leaves

Leave taken pursuant to this policy will run concurrent with Federal Family and Medical Leave, to the extent applicable and allowed by law.

Reinstatement

Upon return from leave, any individual who has been employed with the Company for at least one hundred and eighty (180) days prior to the commencement of leave, will be restored to the position they held when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Leave taken under the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) constitute employment towards the one hundred and eighty (180) day requirement.

Depending on the circumstances, the Company may require employees to provide certification of their fitness for duty prior to returning to work, following their absence, where doing so would be consistent with applicable law.

The Company is not required to reinstate employee where their leave extends beyond the maximum benefit duration provided under this policy and applicable law, where the employee's written contract for employment has ended, where an employee's position is eliminated due to legitimate downsizing or reorganization, where an employee cannot perform the essential functions of their job any longer, with or without a reasonable accommodation, following their period of leave, or any under any other circumstances outlined by law.

Further, nothing prohibits the Company from disciplining or terminating employees who have attendance issues unrelated to protected leave or who have violated Company policies compliant with applicable law. Further, any employee approved for leave on an intermittent or reduced leave schedule and who fails to work during hours scheduled, in accordance with that leave may likewise be subject to disciplinary action.

Non-Discrimination or Retaliation

The Company does not discriminate or retaliate against employees for taking or requesting the benefits offered under this policy and in accordance with applicable law. Supervisors and managers are prohibited from discriminating or retaliating against employees for taking or requesting benefits under this policy. Leave taken pursuant to this policy will not be used as an absence for disciplinary action.

Enforcement

This policy will be interpreted and enforced consistent with applicable law. Exceptions to this policy will be made where required by law such as in the event applicable law extends the above rights (for public health emergencies, etc.).

Employees willfully making false statements or misrepresentations to obtain FAMLl benefits may be disqualified from FAMLl benefits by the Division, for one (1) year after date of disqualification and may be subject to disciplinary action by the Company.

Questions

If you have questions regarding eligibility or benefits offered under this policy, please contact Human Resources for additional information.

DOMESTIC VIOLENCE CRIME VICTIM LEAVE

The Company provides employees who have completed one (1) year of continuous employment with up to three (3) days of unpaid leave in a twelve (12) month period in connection with their status as a victim of domestic abuse, stalking, sexual assault or any other crime involving domestic violence. Pursuant to this policy, leave may be used to:

- Seek a civil protection order to prevent domestic abuse;
- Obtain medical care or mental health counseling for themselves or their children;
- Make the employee's home secure against the perpetrator or to find a new home;
- Seek legal advice concerning any of the above offenses; or
- Prepare or attend court proceedings arising from any of the above offenses.

Where applicable, this leave runs concurrently with leave provided under federal, state, and/or local law. Please notify the Company as soon as possible of your need for leave under this policy.

EMERGENCY CIVIL AIR PATROL LEAVE

Employees who serve as a member of the Civil Air Patrol and are called to duty for a civil air patrol mission will be provided with up to fifteen (15) days of unpaid leave a year to fulfill their obligations as a Civil Air Patrolman. Upon return, employees will be restored to the same or similar position held prior to the leave of absence. The Company may require documentation supporting the need for leave.

FAMILY AND MEDICAL LEAVE

In addition to purposes specified in our Family and Medical Leave (FMLA) policy, employees may use FMLA leave to care for the serious health condition of a civil union partner or domestic partner.

JURY DUTY

If you receive a call to jury duty, please notify Human Resources immediately so that we can plan our work with as little disruption as possible. While on jury duty, the Company will pay regular employees their normal wages, not to exceed \$50 each day, for their first three (3) days of jury duty. Any additional leave provided will be unpaid.

Employees with jury duty must provide Human Resources with a copy of the subpoena. Employees who are released from jury service before the end of their regularly-scheduled shift or who are not asked to serve on a jury panel are expected to call Human Resources as soon as possible and report to work if necessary.

LACTATION BREAKS

The Company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for her infant child up to two (2) years of age. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally-scheduled rest periods, and such time generally will be unpaid in accordance with state law. The Company also will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the staff member to express milk in private.

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.

Colorado

The Company provides employees who work at least five (5) hours, with a thirty (30) minute duty-free meal period. The Company also provides employees with a ten (10) minute rest period for every four (4) hours worked.

MILITARY LEAVE

Members of the Colorado National Guard may request up to fifteen (15) days of unpaid leave per year for training. Upon return to work, an employee will be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Employees requesting time off must notify their direct supervisor as soon as possible after learning the intended dates upon which such leave will begin and end. Employees may, but are not required to, elect to substitute any accrued paid time off.

NO DATING

The Company will not take adverse action against an individual simply because they are married to or plan to marry a co-worker. Exceptions may apply where: (1) one spouse directly or indirectly would exercise supervisory, appointment, or dismissal authority or disciplinary action over the other spouse; (2) one spouse would audit, verify, receive, or be entrusted with monies received or handled by the other spouse; or (3) one spouse has access to the Company's confidential information, including payroll and personnel records.

OVERTIME PAY

To provide the best possible service to our customers and maintain an efficient operation, it may be necessary for employees to work overtime. Eligible employees will receive overtime pay in accordance with federal law, applicable state laws and collective bargaining agreements where and when applicable.

Colorado non-exempt employees will be paid one and one-half (1½) times regular rate of pay for all hours worked in excess of twelve (12) hours in one (1) day or forty (40) hours in one (1) week, or twelve (12) consecutive hours regardless of starting and ending time of the workday. Employees must have prior approval from their supervisor to work any overtime.

The Company expects employees to be willing and able to work overtime upon request. The Company will attempt to provide employees with reasonable notice when the need for overtime work arises. Advance notice may not always be possible.

PAID SICK AND SAFE LEAVE

We recognize the need for employees to be away from work due to illness or injury or to care for the illness or injury of a family member and to otherwise take necessary steps for the safety of themselves and their family.

Eligible Employees

All employees are eligible for paid sick and safe leave ("paid sick leave").

Accrual Rate

At the start of employment, eligible employees begin accruing paid sick leave at a rate of not less than one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per Benefit Year.

Benefit Year

Sick leave is calculated based on the anniversary year ("Benefit Year").

Use of Leave

Employees may begin using paid sick leave as soon as it is accrued. Employees may use up to forty-eight (48) hours of paid sick leave per Benefit Year.

Purposes for Paid Sick Leave

Paid sick leave may be used for any of the following purposes:

1. For the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. Where the employee needs to care for a family member due to the family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care;
3. If the employee or the employee's family member is a victim of domestic abuse, sexual assault, or harassment, to obtain services from a victim services organization; to obtain mental health or other counseling; to relocate due to domestic abuse, sexual assault, or harassment; to obtain legal services, including preparation for any civil or criminal proceedings related to or resulting from the domestic abuse, sexual assault or harassment;
4. When the Company is closed by order of a public official due to a public health emergency;
5. When an employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
6. When an employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
7. When an employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
8. When the employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence; or
9. Any other reason allowed by law.

As used in this policy, family members include an employee's immediate family member, a child to whom the employee stands *in loco parentis*, a person who stood *in loco parentis* to the employee when the employee was a minor, a person for whom the employee is responsible for providing or arranging health- or safety-related care, or any other individual identified by law.

Carry Over

Employees may carry over up to forty-eight (48) hours of paid sick leave from one Benefit Year to the next, subject to the above usage terms.

Notice and Scheduling Leave

Where the need for leave is foreseeable, employees must provide reasonable advanced notice of the need for leave. Where the need for leave is not foreseeable, employees must provide notice of their need for leave as soon as practicable. Leave may be taken in minimum increments of one (1) hour.

Certification

For paid sick leave of four (4) or more consecutive work days, the Company may require reasonable documentation supporting the need for sick leave.

Payment of Sick Leave

Leave will be paid at the employee's same hour rate or salary and with the same benefits as the employee normally earns during work hours. Please consult Payroll for detailed information on how the dollar amount of your sick pay is calculated and the amount you are entitled to receive; the actual dollar amount may vary according to your pay plan.

Supplemental Leave in the Event of Public Health Emergency

If a public health emergency is declared, the Company will supplement an employee's accrued sick leave stated above, as follows ("Supplemental Paid Sick Leave"):

- Full-Time Employees. Employees who normally work forty (40) or more hours per week, will receive a Supplemental Paid Sick Leave of eighty (80) hours.
- Part-Time Employees. Employees who normally work less than forty (40) hours per week, will receive Supplemental Paid Sick Leave in either the amount of time the employee is scheduled to work in a fourteen-day period or the amount of time the employee actually works on average in a fourteen-day period, whichever is greater.

Employees retain their accrued paid sick leave rights during a public health emergency. Employees continue earning accrued paid sick leave at their ordinary rate, up to forty-eight (48) hours per Benefit Year. If an employee has unused, accrued paid sick leave when their need for PHE-Related Leave occurs, the Company may count their accrued paid sick leave as a "credit" toward the amount of PHE-Related Leave required to be provided. However, employees are allowed to use PHE-Related Leave for any of the PHE qualifying conditions listed below, before using their accrued paid sick leave, if their reason for leave would qualify for both kinds of leave. The Company will only provide a one-time allotment of Supplemental Paid Sick Leave per public health emergency, regardless of whether the public health emergency is amended, extended, restated or prolonged.

Supplemental Paid Sick Leave must be used within four (4) weeks after the official termination or suspension of the public health emergency. The Company will not require documentation in connection with supplemental paid sick leave.

Supplemental paid sick leave may be used for an employee's need to:

1. Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a public health emergency.
2. Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency.
3. Seek or obtain medical diagnosis, care or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency.
4. Seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency.
5. Seek preventive care concerning a communicable illness that is the cause of a public health emergency.
6. Care for a family member who: (A) Is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency; (B) Is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency; (C) Needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or (D) Is seeking preventive care concerning a communicable illness that is the cause of a public health emergency.
7. A local, state, or federal public official or health authority having jurisdiction over the location in which the employee's place of employment is located or the employee's employer determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness.
8. Care of a family member after a local, state, or federal public official or health authority having jurisdiction over the location in which the family member's place of employment is located or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness.
9. Care of a child or other family member when the individual's childcare provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely.
10. An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public

health emergency.

11. Any other reason allowed by law.

Employees must notify the Company of the need for leave as soon as practicable when the need for leave is foreseeable and the Company has not been closed.

At the End of Employment

Unused sick leave will not be paid out at the end of employment.

Reinstatement of Leave

If an employee separates from employment and is rehired by the Company within one-hundred and eighty (180) days after the separation, the Company will reinstate any paid sick leave that the employee had accrued but not used during the employee's previous employment with the Company, assuming it was not converted to monetary compensation to the employee at the time of separation.

Confidentiality

The Company will not require disclosure of details relating to domestic violence, sexual assault or stalking or the details of an employee's or an employee's family member's health information as a condition of receiving paid sick leave. Any information obtained by the Company will be maintained confidential, except to the extent disclosure is required by law.

Interaction with Other Leaves

Where applicable, leave may run concurrent with the Federal Family and Medical Leave Act and/or any other leave, where permitted by state or federal law.

Discrimination and Retaliation Prohibited

The Company will not discriminate or retaliate against any employee for requesting or using leave provided under this policy or exercising any right allowed under applicable law. Any employee who feels that they have been discriminated or retaliated against in violation of this policy, should notify Human Resources immediately. If after consulting Human Resources, the employee still believes they were unlawfully denied paid sick leave or is retaliated against for exercising their rights, the employee may file a complaint or bring civil action.

Questions

If you have any questions regarding this policy, please contact Human Resources.

PERSONNEL RECORDS

The Company maintains personnel records on all employees. Employees may request to inspect their personnel records at least once annually at a mutually-agreeable time, on Company premises and in the presence of a Company official. Inspection includes documents or records

regarding the employee's qualification for employment, promotion, additional compensation, termination, or other disciplinary actions. Inspection does not include documents or records: (1) required to be placed or maintained in a separate file from the regular personnel file by federal or state law; (2) pertaining to confidential reports from previous employers; (3) an active criminal investigation or disciplinary investigation by the Company; (4) an active investigation by a regulatory agency; or (5) identifying any person who, in the sole discretion of the Company, made a confidential accusation against the employee.

Similarly, upon request, former employees may make one (1) inspection of their personnel file following termination of employment, unless otherwise required by law.

PREGNANCY ACCOMMODATION

The Company will provide reasonable accommodations to employees with medical disabilities related to pregnancy, childbirth or related medical conditions to the extent an accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Company will engage in a timely and good-faith interactive process with the employee to determine effective, reasonable accommodations for the employee, which may include, but are not limited to: allowing more frequent or longer break periods; allowing more frequent restroom, food, and water breaks; providing or modifying equipment or seating; placing limitations on lifting; temporary transfer to a less strenuous or less hazardous position; job restructuring; light duty work, if available; assistance with manual labor; or modified work schedules.

The Company will not require an employee to take leave to the extent that another reasonable accommodation can be provided.

Prior to providing a reasonable accommodation, the Company may require the employee to provide certification from a licensed health care provider of the necessity for the accommodation. If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not retaliate or take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this policy. Further, the Company will not require an employee to accept an accommodation which the employee has not requested or which is unnecessary for the employee to perform the essential functions of his or her job.

VACATION/PAID TIME OFF

Employees may carry over unused paid time off from one year to the next. The Company will pay you all earned but unused paid time off at the end of your employment.

VICTIMS OF CRIME LEAVE

The Company grants unpaid leave to employees who are victims of a crime, to attend or participate in legal proceedings pertaining to the crime. Please provide the Company with as much advance notice as possible of your need for leave pursuant to this policy.

VOLUNTEER FIREFIGHTER LEAVE

Employees who serve as volunteer firefighters will be provided with unpaid leave when

responding to an emergency summons, unless deemed essential to the Company's operations by law. The Company may require documentation certifying the employee's status as a volunteer firefighter and/or substantiating the need for leave.

VOLUNTEER CIVIL DEFENSE WORKER LEAVE

Employees who serve as a volunteer member of a disaster organization will receive up to fifteen (15) days of unpaid leave a year to assist in emergency disasters pursuant to their volunteer membership. To be eligible, employees must be called to service through the volunteer organization under the authority of the state or local government. The Company may require documentation substantiating the need for leave.

Upon return, employees will be restored to the same or similar position held prior to the leave of absence.

Where an employee's absence would likely cause economic injury to the Company, the employee may be denied leave in accordance with state law.

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. Any employee whose work schedule does not provide them three (3) or more hours between the opening of the polls and the close of the polls during which the employee is not required to be on the job will be granted up to two (2) paid hours of excused time to vote. If you have a problem in this regard, please let Human Resources know so that we can make arrangements for you to have the necessary time to get to the polls.

WAGE DISCLOSURE PROTECTION

The Company does not prohibit an employee from inquiring about, disclosing, comparing or otherwise discussing the employee's wages or the wages of another employee. The Company does not require nondisclosure of an employee's wages as a condition of employment and will not require an employee to sign any contract, waiver or document to the contrary.

Further, the Company will not take an adverse action or retaliate against an employee discussing his or her wages or for aiding or encouraging any employee in the exercise of his or her rights. The Company will not prohibit an employee from lodging a complaint or testifying, assisting or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy will be construed to permit an employee whose job responsibilities require or allow access to other employees' wage or salary information from disclosing that information, unless the person is under a legal obligation to furnish the information and/or has obtained written consent from the employee whose information is requested or sought. Additionally, nothing in this policy requires the Company or an employee to disclose their wages in response to an inquiry by another employee.

WAGE PAYMENT

The Company pays you biweekly and no later than (ten) 10 days after the close of the pay period, unless an agreement provides for alternative pay periods.

WITNESS LEAVE

If you are subpoenaed to appear as a witness, please notify Human Resources immediately so we can plan our work with as little disruption as possible. Employees are given unpaid leave to attend, participate in, or prepare for a court proceeding in accordance with state law.

Employees with witness duty must provide Human Resources with a copy of the subpoena. Employees who are released from witness service before the end of their regularly scheduled shift are expected to call Human Resources as soon as possible and report to work if requested.

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>

Colorado: <https://cdle.colorado.gov/youth-law>

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.

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.

Colorado - Employment Certificates/Work Permits

Any minor under 16 who wants to work on school days during school hours must obtain release permits from their school system. Permits require that the work must be not prohibited by child labor laws, must have the consent of the parent or guardian, and must be for a specific period not to exceed 30 days. KBP will retain such permits until termination of the authorized employment and will then return the permits to the school system with a notation showing the date of termination.

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 (Colorado):

- May not be scheduled to work more than 6 hours on any day preceding a school day.

All Minors Under Age 18 (Colorado):

- May not be scheduled to work more than 40 hours in a week or more than 8 hours in any 24-hour period, except in an emergency and with approval from the Colorado Director of Labor.

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 Colorado ("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 may 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.