

KBP Employee Handbook Addendum Georgia

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Georgia. 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; color; religion; genetic information; national origin; sex; sexual orientation; gender identity; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member 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.

BREAKS FOR NURSING MOTHERS

The Company will provide a reasonable amount of break time to accommodate a female employee’s need to express breast milk. The break time should, if possible, be taken concurrent with other break periods already provided. Break times will be paid where required by law. The Company will provide the use of a room or other location in close proximity to the employee’s work area to express milk in private.

JURY DUTY

If you receive a call to jury duty, please notify your manager immediately so that we can plan our work with as little disruption as possible. While on jury duty, the Company will pay hourly employees at their regular hourly rates, less the amount received from jury duty.

Employees with jury duty must provide their supervisor 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 notify their supervisor as soon as possible and report to work if necessary.

KIN CARE

Employees who work at least thirty (30) hours per week, may use up to five (5) days of earned

sick leave per year for the care of an immediate family member. As used in this policy, "immediate family member" means an employee's child, spouse, grandchild, grandparent, or parent or any dependents as shown on the employee's most recent tax returns.

Leave can be used on the same terms upon which the employee uses their own personal sick leave benefits. The Company may request written verification to support the need for leave, where consistent with other Company benefit plans or paid leave policies. This leave may run concurrent with the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

MILITARY LEAVE

In addition to the leave and benefits provided under federal law, regular employees who require time off to perform military service are provided necessary leave to serve. Upon return from leave, employees are restored to their position or to a position of like seniority, status, and pay, unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so. Similarly, regular employees who require time off to attend annual military training or service school are provided up to six (6) months of leave during any four (4) year period to participate. The employee must:

- Provide a certificate of completion of military service duly executed by an officer of the applicable force of the armed forces of the United States or by an officer of the applicable force of the organized militia;
- Be qualified to perform the duties of the position; and
- Apply for reemployment within ninety (90) days after being relieved from service.

You are expected to notify the Company of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible.

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 lawfully authorized to carry a firearm, may keep the firearm in their personal vehicle in the Company's parking lot, so long as it is kept out of sight in a locked, enclosed compartment or area of the vehicle (trunk, glove box, etc.). For safety and security, anyone maintaining a lawful firearm in their vehicle, is required to notify the Company and may be requested to provide a copy of their license, to the extent applicable. This policy will be interpreted and enforced consistent with applicable law.

If you are aware of any violations or threats of violations of this policy, you are immediately required to report those violations or threats to your supervisor. Any employee's failure to properly secure and protect a firearm or to comply with this policy may subject the employee to discipline, up to and including immediate termination.

Employees with questions concerning the application of this policy, should consult Human Resources immediately.

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 two (2) consecutive hours between the opening of the polls and the beginning of their shift or between the end of their shift and the close of the polls will be granted up to two (2) hours of unpaid leave to vote. If you have a problem in this regard, please let your manager know so that we can make arrangements for you to have the necessary time to get to the polls.

WAGE PAYMENT

The Company pays you biweekly.

WITNESS LEAVE

The Company provides employees with unpaid leave when necessary to attend or participate in court proceedings.

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.

Georgia

Georgia has no state rule regarding mandatory employee breaks or mealtime. 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 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 KBP 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>

Georgia DOL: <https://dol.georgia.gov/faqs-employers/employers-faqs-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.

Georgia - Hazardous Functions, Activities, Occupations

In addition to the federal rules listed above, Georgia law places *further restrictions* on minors. Georgia prohibits any minor under 16 years of age from working in any occupations designated by the commissioner of labor as hazardous, dangerous, or injurious to their health or morals.

Georgia Minors Age 15 (in addition to the federal rules listed above) may not work jobs involving:

- operating power-driven machinery;
- freezers and/or meat coolers;
- loading and unloading goods to or from trucks or other vehicles.

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 uploaded to KBP's Workday system, by the hiring manager.

Georgia - Employment Certificates/Work Permits

Any minor under 16 *must* obtain a **work permit** during the recruiting process in order to begin employment. The minor must initiate a work permit application with the state and then provide necessary information to KBP so the Company may complete its portion of the application. KBP prohibits anyone in management from allowing a minor under 16 to begin work without first obtaining a state-issued work permit.

After employing a minor with a work permit, KBP must keep the minor's work permit for the duration of the minor's employment in compliance with state law. **Managers are required to upload a copy to KBP's Workday system** and should keep a copy on-site at the work location.

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 (Georgia):

- May not work during school hours (unless graduated from high school or excused by state Board of Education);
- May not work for more than 40 hours in a non-school week;
- May not work earlier than 6 a.m. or later than 9 p.m.

Minors Age 16 & 17:

- Other than the hazardous functions or occupations that 16- and 17-year-olds may not perform (see above), these individuals may be scheduled and work unlimited hours in compliance with the generally applicable wage and hour laws.

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 Georgia (“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.