

KBP Employee Handbook Addendum *Iowa*

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Iowa. 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 (including same sex); sexual orientation; gender identity or expression; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; membership in the national guard, civil air patrol, or armed services reserves; 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.

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 manager 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 their manager as soon as possible and report to work if necessary.

PREGNANCY-RELATED DISABILITY LEAVE

The Company provides employees with unpaid disability leave for pregnancy, childbirth, or other pregnancy-related medical conditions. Eligible employees may request leave for the period of the temporary disability, up to a maximum of eight (8) weeks.

Eligible employees are required to submit a certification from their healthcare provider to verify the need for the leave.

Upon return from leave, the employee will be returned to the same or a similar job with the equivalent pay, unless the Company’s circumstances have changed so as to make it impossible or unreasonable to do so.

This leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

PERSONNEL RECORDS

Employees must have access to their own personnel files and will be permitted to copy material including but not limited to evaluations, disciplinary records, and other information concerning employer-employee relations. Consistent with applicable law, employees do not have access to employment references.

Files may be examined at a mutually agreed time and in the presence of a Company representative. Upon request, the employee may obtain a copy of their file. The Company may charge a reasonable fee for such copy. For more information, please speak with your supervisor.

VETERANS DAY LEAVE

Employees who are released or discharged from active military duty are permitted to take unpaid leave on Veterans Day. Eligible employees must provide written notice to their supervisor of the need for leave under this policy at least one (1) month in advance of Veterans Day.

The Company may request a federal certificate of leave or discharge supporting eligibility for leave. Please speak with Human Resources if you have any questions.

VOLUNTEER EMERGENCY SERVICES LEAVE

The Company provides employees who serve as Volunteer Emergency Service Providers with unpaid leave when absent or late to work when necessary to respond to an emergency call received before the employee's shift. If a call is received while the employee is at work, the Company will determine whether the employee can leave work to serve.

Eligible employees must provide the Company with advance written notice that they serve as a volunteer emergency services provider. Further, employees using this leave must make reasonable efforts to notify the Company of their service and must continue to keep the Company informed over the course of any absence.

The Company may request the employee provide a written statement from their supervisor or acting supervisor of the emergency unit or organization stating that the employee responded to an emergency and stating the date and time of the emergency.

VOTING LEAVE

Our Company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee, whose work schedule does not provide them two (2) consecutive hours between the opening and closing of the polls during which the employee is not required to be on the job will be granted up to two (2) hours of paid leave to vote. The Company may select the hours you are excused to vote.

Please notify your supervisor of your need for voting leave at least one (1) day before Election Day. When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.

WAGE PAYMENT

Wages must be paid on regular paydays at consistent intervals at least in monthly, semimonthly, or biweekly installments designated in advance by the employer on paydays not more than twelve (12) days, excluding Sundays and legal holidays, after the end of the pay period in which the wages were earned.

However, if any wages due are determined on a commission basis, the employer may, upon agreement with the employee, pay only a credit against such wages. If such credit is paid, the employer must, at regular intervals, pay any difference between a credit paid against wages determined on a commission basis and such wages actually earned on a commission basis. An employer may establish alternative pay periods based on a written agreement which is maintained as a record.

WITNESS LEAVE

Employees are given the necessary unpaid leave to attend or participate in court proceedings as a witness in a criminal proceeding or as a plaintiff, defendant, or witness in a civil proceeding in accordance with state law.

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.

Iowa

Iowa 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 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>

Iowa DOL: <https://www.iowadivisionoflabor.gov/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.

Iowa - Hazardous Functions, Activities, Occupations

In addition to the federal rules listed above, Iowa law places *further restrictions* on minors. Iowa prohibits any minor under 18 years of age, from being employed in any occupation considered to be hazardous to health, safety, or welfare.

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

- perform any of the following types of work:
 - outside window-washing from windowsills and any work from scaffolds;
 - work in freezers and meat coolers;
 - cooking except at lunch counters or soda fountains;
 - power-driven food slicers, grinders, choppers, or mixers; or
 - loading and unloading goods to and from trucks or other vehicles for a food service, establishment.

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.

Iowa - Employment Certificates/Work Permits

Any minor under 16 *must* obtain and present a **work permit** to KBP during the recruiting process prior to being hired. Therefore, KBP prohibits anyone in management from allowing a minor under 16 to begin employment without first obtaining the required work permit.

After employing a minor with a work permit, KBP must keep the minor’s work permit on file in compliance with state law. **Managers are required to upload a copy to KBP’s Workday system and should keep a copy on-stie at the work location.** KBP will maintain a file containing all minor work permits and the names and ages of all minors under age 16 working 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 (Iowa):

- May work no more than 28 hours per week on any school week;
- May not work during school hours;
- May not work for more than 8 hours a non-school day;
- Must be given a break of at least 30 minutes for every 5 hours of work;
- *Minors under the age of 16 who are legally out of school or working in a supervised school-work program are not subject to these work hour restrictions.*

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 Iowa ("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.