

KBP Employee Handbook Addendum ***Kansas***

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of **Kansas**. If any provision of 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 or expression; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; ancestry; 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.

DOMESTIC AND SEXUAL VIOLENCE LEAVE

The Company provides any employee who is the victim of domestic violence or a victim of sexual assault with up to eight (8) days of unpaid leave, per year, to:

1. Obtain or attempt to obtain judicial relief, such as a restraining order;
2. Seek medical attention related to the domestic violence or sexual assault;
3. Obtain services from a domestic violence shelter, domestic violence program, or rape crisis center; and/or
4. Make court appearances in the aftermath of domestic violence or sexual assault.

If you need to take leave under this policy and where possible, you must provide us with reasonable advance notice of at least two (2) days of the need for leave. Upon return, the Company may require you to provide documentation demonstrating that the time off was used for a covered purpose. Any information provided in connection with leave will be maintained confidential, except where otherwise required by law.

Although leave under this policy is unpaid, employees may choose to use any paid time off available to run concurrent with leave. Likewise, to the extent allowed by law, this leave may run concurrent with Federal Family and Medical Leave.

JURY DUTY

If you receive a call to jury duty, please notify your supervisor immediately so that we can plan our work with as little disruption as possible. The Company will provide employees with unpaid leave to serve.

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

The Company will not discriminate or retaliate against employees for requesting or using jury duty leave.

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 and will have the firearm on Company property, must notify us and provide a copy of their license.

An employee's failure to notify the Company with a copy of their current firearm license, 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.

SMOKING IN THE WORKPLACE

Use of tobacco in any form is permitted only in designated outdoor spaces outside of the Company facilities. Smoking is prohibited by law in any area where paint or other flammable materials may be present. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-cigs, e-smoke, digital cigarettes, alternative cigarettes and "vaping." In cases of excessive time spent smoking, managers may restrict or curtail smoking privileges during the workday.

VOTING LEAVE

We believe 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 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 paid leave to vote. The Company may select the hours you are excused to vote.

If your schedule does not provide two consecutive hours to vote during the period when the polls are open, please notify your supervisor of your need for voting leave as soon as possible. You will be responsible for presenting a voter's receipt to your supervisor upon your return.

WAGE PAYMENT

The Company pays you biweekly.

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.

Kansas

Kansas 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 under the age of 18. 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>

Kansas DOL: <https://www.dol.ks.gov/-/child-labor-laws>

Hazardous Functions, Activities, Occupations for Minors

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, and frying or grilling in any capacity;
- 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; this includes cleaning, working with, or using in any way the hot water machine or bun toasters;
- performing any baking activities;
- and using any slicers, grinders, or processors.

Kansas - Hazardous Functions, Activities, Occupations

In addition to the federal rules listed above, Kansas law places *further restrictions* on minors. Kansas prohibits any minor under 18 years of age, from being employed at any time in any occupation, trade or business that is in any way dangerous or injurious to the life, health, safety, morals or welfare of the minor.

Kansas Minors Age 15 (in addition to the federal rules listed above) may not perform any of the following:

- work in connection with maintenance or repair of the establishment, machines or equipment;
- outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds or their substitutes;
- cooking or baking;
- occupations or activities that involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers;
- any work in coolers or freezers, and all work in preparation of meats for sale (except wrapping, sealing, labeling, weighing, and stocking when performed in other areas);
- loading and unloading goods to and 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 kept on-site at the work location **and** a copy uploaded to KBP's Workday system, by the hiring manager.

Kansas - 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, *unless* the minor is enrolled in or attending a secondary school in Kansas. Therefore, KBP prohibits anyone in management from making an offer of employment to a minor under 16 without first obtaining either:

- A state-issued work permit,
- Or some document establishing verification of enrollment/attendance at a secondary school.

After employing a minor with a work permit, KBP must keep the minor's work permit or evidence establishing participation in a secondary school in compliance with state law. **Managers are required to upload a copy to KBP's Workday system.** This document is to be kept available for review by any inspector or officer who enforces the child labor laws. Upon separation of employment, a KBP manager must return a minor's work permit to the issuing official within two days after the minor's employment ends with the Company.

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. during periods, 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 (Kansas):

- Must be scheduled for less than 8 hours per calendar day,
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- For further information see the Kansas Department of Labor posted notice on the bulletin board.

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 leaves where 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 Kansas ("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.