

KBP Employee Handbook Addendum *Louisiana*

INTRODUCTION

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

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

POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. The Company prohibits discrimination, harassment, and retaliation in employment based on race; (including natural, protective or cultural hairstyles such as afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance); color; religion; genetic information; national origin; sex; sexual orientation; gender identity or expression; pregnancy, childbirth, or related medical condition; age; sickle-cell trait; disability or handicap; citizenship status; service member status; veterans who take time away from work for medical appointments; status as a tobacco user or non-user; 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.

BONE MARROW DONATION LEAVE

Employees who work an average of twenty (20) or more hours per week are eligible to receive up to forty (40) hours of paid leave to donate bone marrow. Employees should provide their supervisor with advance notice of their need for leave as far in advance as possible. The Company may request a written physician verification supporting the need for leave and specifying the length of leave.

EMERGENCY RESPONDER LEAVE

Employees who are volunteers engaged in activities involving the Governor's Office of Homeland Security and Emergency Preparedness, and first responders (including but not limited to medical personnel, emergency and medical technicians, volunteer firemen, auxiliary law enforcement officers and members of the Civil Air Patrol) will be provided with unpaid time off from work when necessary for the employee to respond to a state of emergency.

An employee who is absent from work as a result of being a first responder to a designated state of emergency is still subject to the terms and conditions of the Company’s policies regarding leaves of absence and must report back to work no more than seventy-two (72) hours after they have been released from first responder duty.

Employees will be reinstated to their previous or a comparable position to the extent it is not impossible, unreasonable and will not impose an undue hardship on the Company.

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. While on jury duty, the Company will pay hourly employees their regular wages for the first day. Thereafter, employees will be provided 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.

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 the Company 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.

PREGNANCY ACCOMMODATIONS AND RELATED LEAVE

The Company provides reasonable accommodations to employees related to pregnancy, childbirth, or related medical conditions (including lactation, for up to one (1) year after a child's birth), unless doing so would pose an undue hardship on the operation of the business.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing the accommodation, which may include, but is not limited to:

- Making existing facilities readily accessible to and usable by the employee (the Company is not required to construct a permanent, dedicated space for expressing breast milk);
- Providing scheduled and more frequent or longer compensated break periods;
- Providing more frequent bathroom breaks;
- Providing a private place, other than a bathroom stall, for the purpose of expressing breast milk;
- Modifying food or drink policies;

- Providing seating or allowing the employee to sit more frequently if the job requires the employee to stand;
- Providing assistance with manual labor and limits on lifting;
- Temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified;
- Job restructuring or light duty, if available;
- Acquiring or modifying equipment or devices necessary for performing essential job functions; or
- Modifying work schedules.

The Company also provides employees with a reasonable amount of unpaid leave when necessary due to pregnancy, childbirth, or related medical conditions. Time off for pregnancy and childbirth that are without complications is limited to six (6) weeks. In the event of complications, time off may not exceed four (4) months. Employees may be required to use available PTO, vacation and sick leave] before requesting unpaid leave under this policy. Leave taken for reasons covered by this policy may not exceed four (4) months and is unpaid.

When leave is provided, such leave may run concurrent with leave under the Federal Family and Medical Leave Act and any other leave permitted by applicable law.

Employees needing leave due to pregnancy, childbirth, and related medical conditions should provide Human Resources with written notice, including medical verification identifying the expected date leave will begin, and the employee's anticipated date of return.

Upon return, employees will be placed in the same or a comparable position, consistent with staffing and business needs. The Company will not discriminate or retaliate against an employee who requests or uses a reasonable accommodation under this policy. For more information, or if you have any questions, please contact Human Resources.

SCHOOL AND DAY CARE VISITATION LEAVE

The Company supports the role of working parents and understands that from time to time, employees may be required to attend, observe or participate in a child's school or day care conference or other classroom activity. Where reasonably possible, such activities should be scheduled during non-working hours. Where such activity cannot be scheduled during non-working hours, the Company will provide employees with up to sixteen (16) hours of unpaid leave to attend, observe or participate in a child's school or day care conference or other classroom activity for their child, each school year (academic 12-month period).

Employees must provide reasonable notice of their need for leave and must make reasonable effort to schedule leave so as not to unduly disrupt business operations. Employees who have vacation or other paid time off available, may use such time to run concurrent with leave under this policy.

VACATION/PAID TIME OFF (PTO)

The Company will pay you for all earned unused vacation/paid time off at the end of employment.

VETERANS MEDICAL APPOINTMENT LEAVE

The Company is very proud of its veterans and proud to support such veterans. We will not discriminate, terminate, otherwise discipline, or threaten to terminate or discipline honorably discharged veterans of the U.S. armed forces who take time off from work to attend medical appointments that are necessary to receive veterans' benefits. This includes but is not limited to veterans of the reserve components of the U.S. armed forces, Army or Air National guard, the commissioned corps of the Public Health Service, or any other category of persons designated by the U.S. President in a time of war or emergency.

Veterans should make reasonable efforts to try to schedule any such appointments so as not to unduly disrupt business operations and should request any such leave as far in advance as possible. The Company may request a doctor's note verifying attendance at the appointment.

MEAL AND BREAK PERIODS

KBP is committed to full compliance with federal and state wage and hour laws regarding employee breaks 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.

Louisiana

Louisiana 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>

Louisiana Workforce Commission: https://www.laworks.net/ors_mainmenu.asp

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.

Louisiana - Hazardous Functions, Activities, Occupations

In addition to the federal rules listed above, Louisiana law places *further restrictions* on minors as provided below.

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

- perform any of the following occupations:
 - cooking or baking (except at a lunchroom or soda counter);
 - work with or near power-driven machinery;
 - outside window washing and any work from ladders or scaffolding; or
 - loading and unloading 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-olds 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.

Louisiana - Employment Certificates/Work Permits

Any minor under 18 *must* obtain and present an **employment certificate** to KBP during the recruiting process prior to beginning work. Therefore, KBP prohibits anyone in management from allowing a minor to begin work without first obtaining the required certificate.

After employing a minor with an employment certificate, KBP must keep the certificate in compliance with state law. **Managers are required to keep the original employment certificates on-site at the work location and a copy uploaded to KBP's Workday system by the hiring manager.** This document must be made accessible to the state labor department. Upon separation of employment, a KBP manager must return a minor's work permit to the issuing officer within three 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., 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 16 (Louisiana):

- May not work after 11 p.m. or before 5 a.m. prior to any school day, unless they have already obtained a high school diploma or its equivalent.

Minors Age 17 (Louisiana):

- May not work after midnight or before 5 a.m. prior to any school day, unless they have already obtained a high school diploma or its equivalent.

All Minors (Louisiana):

- Must be provided a 30-minute meal period for every 5 consecutive hours worked.
- For further information see the Louisiana Department of Labor posted notice on the bulletin board.

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 Louisiana ("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.