

KBP Employee Handbook Addendum *Maryland*

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Maryland. 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 traits historically associated with race such as hair texture, afro hairstyles and protective hairstyles, like braids, locks, and twists); 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 or expression; marital status; credit history; 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

Leave offered for the birth of a child may be used for adoption leave on the same terms and conditions as the Company provides such leave to biological parents.

BONE MARROW AND ORGAN DONATION LEAVE

The Company provides eligible employees with up to sixty (60) days of unpaid leave in any twelve (12) month period to serve as an organ donor. Similarly, eligible employees will be provided up to thirty (30) days of unpaid leave in any twelve (12) month period to serve as a bone marrow donor.

To be eligible, employees must have completed at least one (1) year of employment and must have worked at least 1,250 hours in the previous year. Employees seeking leave may be requested to provide written physician verification of the medical need for leave.

While on leave, the Company will maintain health care coverage in the same manner as if the employee had continued working. Leave provided will not be considered a break in service for purposes of salary adjustments, sick leave, vacation, paid time off, annual leave, or seniority, to the extent applicable.

Upon return from leave, the employee will be returned to their same or an equivalent position. The Company will not discriminate or retaliate against any employee for requesting or using leave pursuant to this policy or for exercising their rights under applicable law.

Leave provided pursuant to this policy will not run concurrent with leave provided under the federal Family and Medical Leave Act and will be provided in addition to any leave for which you may be eligible under the federal Family and Medical Leave Act.

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.

Maryland

Except for certain exempt employees, retail employees who work between four (4) and six (6) consecutive hours are required to take a fifteen (15) minute non-working shift break. An employee who does not work more than six (6) consecutive hours may, however, waive this requirement if done so in writing as agreed upon by the employee and the Company.

Employees who work more than six (6) hours in a day are allowed a thirty (30) minute unpaid break period. Employees should not perform any work during this break period.

Employees working over eight (8) hours in a single shift, are provided with an additional fifteen (15) minute break for every four (4) additional hours worked in that shift.

CIVIL AIR PATROL LEAVE

The Company provides eligible employees who serve as Civil Air Patrol members with up to fifteen (15) days of unpaid leave when necessary to serve.

To be eligible for leave under this policy, the employee must have been employed by the Company for at least ninety (90) days immediately preceding the start of leave. Eligible employees must give as much notice as possible of the expected duration of leave. If leave is due to an emergency, the employee must provide notice to the Company as soon as possible. It is your duty to keep your supervisor informed should the time for leave change.

Employees may be required to provide certification from the civil air patrol authority of eligibility for the requested leave. Employees may choose to use earned available paid time off for leave under this policy.

COURT ATTENDANCE AND WITNESS LEAVE

The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify their supervisor immediately so that the Company may plan our work with as little disruption as possible.

EMERGENCY SERVICES LEAVE

The Company provides Emergency Response Personnel with unpaid leave when necessary to respond to an emergency declared by the Governor of Maryland or governing body of a county or municipal corporation.

Emergency Response Personnel includes members of the Civil Air Patrol, civil defense, volunteer fire department, or volunteer rescue squad.

Employees must submit written proof that their participation in the emergency was required. Employees may choose to use earned paid time off to run concurrent with leave under this policy.

FAMILY MILITARY LEAVE

The Company provides eligible employees with unpaid leave from work when an immediate family member of the employee is leaving for, or returning from, active duty outside the United States as a member of the Armed Forces of the United States. The Company will not require eligible employees to use any sick, vacation, or other paid time off available when taking leave under this policy.

As used in this policy, "Immediate Family Member," includes an employee's spouse, parent, stepparent, child, stepchild, and sibling.

To be eligible for family military leave, an employee must have been employed with the Company for at least twelve (12) months and worked 1,250 hours during the previous 12-month period.

The Company may require an employee requesting leave under this policy to submit proof verifying the need for leave.

FLEXIBLE FAMILY LEAVE

Pursuant to the Maryland Flexible Leave Act, employees who are eligible for paid leave including sick leave, vacation, and other paid time off may use the time to take care of any member of an immediate family member who is sick or for bereavement leave related to the death of an immediate family member. As used in this policy, the term "immediate family member" includes the employee's child, parent, or spouse.

Employees who earn more than one type of leave with pay may elect the type and amount of leave with pay to be used. The amount of leave is limited to actually earned leave or time off; employees cannot take advances on their paid sick leave or time off benefits to use for flexible family leave. Employees should request such leave pursuant to the notice requirements under the applicable paid time off policy.

The Company will not retaliate, discriminate or take adverse action against an employee who requests or uses leave pursuant to this policy.

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 you with unpaid leave for 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.

Please note, an employee who is summoned and appears for jury service for four (4) hours or more, including traveling time, will not be required to work an employment shift that begins (1) on or after 5:00 p.m. on the day of the employee's appearance for jury service; or (2) before 3:00 a.m. on the day following the employee's appearance for jury service.

PAID SICK AND SAFE LEAVE [MARYLAND STATE ONLY]

The Company provides eligible employees with paid sick and safe leave ("paid sick leave" as follows:

Accrual Rate

Eligible employees begin accruing paid sick leave at the start of employment. Paid sick leave accrues at a rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty (40) hours of paid sick leave per Benefit Year.

Employees do not accrue paid sick leave during a: (i) two week pay period in which they worked fewer than twenty-four (24) hours total; (ii) one week pay period if the employee worked fewer than a combined total of twenty-four (24) hours in the current and the immediately preceding pay period; or (iii) pay period in which the employee is paid twice a month regardless of the number of weeks in a pay period and the employee worked fewer than twenty-six (26) hours in the pay period.

Eligible Employees

All employees who regularly work twelve (12) hours or more a week are eligible for paid sick leave.

Benefit Year

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

Waiting Period

Employees can begin using sick leave after completing one-hundred and six (106) days of continuous employment ("Waiting Period").

Use of Paid Sick Leave

Employees may not use more than sixty-four (64) hours of paid sick leave in any Benefit Year. Leave may be used in minimum increments of four (4) hours.

Purposes for Paid Sick Leave

Earned paid sick leave can be used for:

1. An employee's mental or physical illness, injury, or condition;
2. An employee's family member's mental or physical illness, injury, or condition;
3. To obtain preventative medical care for the employee or employee's family member;
4. For maternity or paternity leave;
5. Leave related to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, including leave to obtain: (a) medical or mental health attention related to domestic violence, sexual assault or stalking; (b) services from a victim services organization related to domestic violence, sexual assault, or stalking; (c) legal services or proceedings related to or resulting from domestic violence, sexual assault, or stalking; or (d) for any time that the employee has temporarily relocated due to the domestic violence, sexual assault or stalking; or
6. Any other reason allowed by law.

The term "family member" includes the following individuals whether biological, adopted, foster or step: parent of the employee or the employee's spouse (including legal guardian or ward, or individual who acted as a parent or stood *in loco parentis* to the employee or the employee's spouse when the employee or the employee's spouse was a minor), child (including a child for whom the employee has legal or physical custody or guardianship or a child for whom the employee stands *in loco parentis* regardless of the child's age), spouse, grandparent, grandchild or sibling, or any other individual identified by law.

Carry Over

Employees can carry over unused earned paid sick leave from one (1) year to the next, up to a maximum of forty (40) hours. Employees cannot maintain a total of more than sixty-four (64) hours of paid sick leave at any point (annual accrued hours + carry over hours).

Notice and Scheduling

When the need for paid sick leave is foreseeable, employees must provide advance notice of the need for leave. When the need for paid sick leave is not foreseeable, employees must provide notice as soon as practicable and in compliance with the Company's notice requirements for requesting leave. Employees are expected to use paid sick leave for the purposes specified in this policy. Employees improperly using paid sick leave will be subject to disciplinary action.

Certification

The Company may require employees using paid sick leave lasting longer than two (2) consecutive shifts to provide verification that time was used for purposes allowed under this policy. Employees also agree that they will provide verification for any leave taken between their 107th and 120th calendar day of employment.

Confidentiality

The Company will maintain the confidentiality of information provided in connection with leave, to the extent required by law.

Payment of Sick Leave

Generally, leave will be paid at the employee's normal wage rate for the period of time in which sick leave is used, and with continuation of the same benefits as the employee normally earns during work hours. Please contact Human Resources if you have questions regarding payment of leave specific to your pay plan.

At the End of Employment

Unused earned paid sick leave will not be paid out upon termination of employment. Employees separated from employment and rehired within thirty-seven (37) weeks will have any previously unused earned paid sick leave reinstated upon re-employment.

Interaction with Other Leaves

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

Discrimination and Retaliation Prohibited

The Company will not take adverse action against an employee for taking or requesting earned paid sick leave in accordance with law. Further, the Company will not take adverse action against an employee making a complaint, bringing an action, or testifying in an action related to paid sick leave.

An employee who believes that the Company has violated this policy may file a written complaint with the Commissioner of Labor and Industry or bring civil suit pursuant to Maryland law. However, an employee may not in bad faith: (1) file a complaint with the Commissioner alleging a violation of paid sick leave laws; (2) bring an action relating to paid sick leave; or (3) testify in an action relating to paid sick leave.

Enforcement

This policy will be interpreted and enforced consistent with applicable law. To the extent this policy is or appears to be inconsistent with applicable law, applicable law will govern.

Questions

If you have any questions regarding the Company's paid sick leave policy, please see your supervisor and/or Human Resources.

PAID SICK AND SAFE LEAVE [MARYLAND STATE + MONTGOMERY COUNTY]

The Company provides eligible employees with paid sick and safe ("paid sick leave") leave as follows:

Accrual Rate

Eligible employees begin accruing paid sick leave at the start of employment. Paid sick leave accrues at a rate of one (1) hour for every thirty (30) hours worked, up to a maximum of fifty-six

(56) hours of paid sick leave per Benefit Year.

Eligible Employees

All employees who regularly work more than eight (8) hours a week are eligible for paid sick leave.

Benefit Year

Paid sick leave is calculated based on the anniversary/ year (“Benefit Year”).

Waiting Period

Employees can begin using sick leave after completing ninety (90) days of continuous employment (“Waiting Period”).

Use of Paid Sick Leave

Employees may not use more than eighty (80) hours of paid sick leave in any Benefit Year. Leave may be used in minimum increments of four (4) hours.

Purposes for Paid Sick Leave

Earned paid sick leave can be used for:

1. An employee’s mental or physical illness, injury, or condition;
2. An employee’s family member’s mental or physical illness, injury, or condition;
3. To obtain preventative medical care for the employee or employee’s family member;
4. For maternity or paternity leave;
5. Leave related to domestic violence, sexual assault, or stalking committed against the employee or the employee’s family member, including leave to obtain: (a) medical or mental health attention related to domestic violence, sexual assault or stalking; (b) services from a victim services organization related to domestic violence, sexual assault, or stalking; (c) legal services or proceedings related to or resulting from domestic violence, sexual assault, or stalking; or (d) for any time that the employee has temporarily relocated due to the domestic violence, sexual assault or stalking;
6. If the Company’s place of business has closed by order of a public official due to a public health emergency;
7. If the school or child care center for the employee’s family member is closed by order of a public official due to a public health emergency;
8. To care for a family member if a health official or health care provider has determined that he family member’s presence in the community would jeopardize the health of others because of the family member’s exposure to a communicable disease; or
9. Any other reason allowed by law.

For purposes of this policy, the term “family member” includes the employee’s parent or spouse’s parent (including legal guardian or individual who acted as a parent or stood in loco parentis to the employee or the employee’s spouse when the employee or employee’s spouse was a minor or the legal guardian of the employee or individual who served as the primary caregiver of the employee when the employee was a minor), child (including a child for whom the employee has legal or physical custody or guardianship, child for whom the employee stands in loco parentis regardless of the child’s age, or child for whom the employee is the primary caregiver), spouse, grandparent, spouse of a grandparent, grandchild, sibling or spouse of a sibling, or any other individual identified by law. The above relationships include biological, adopted, foster or step relationships.

Carry Over

Employees can carry over unused earned paid sick leave from one year to the next, up to a maximum of fifty-six (56) hours. Employees cannot maintain a total of more than eighty (80) hours of paid sick leave at any point (annual accrued hours + carry over hours).

Notice and Scheduling

When the need for paid sick leave is foreseeable, employees must provide advance notice of the need for leave. When the need for paid sick leave is not foreseeable, employees must provide notice as soon as practicable and in compliance with the Company’s notice requirements for requesting leave. Employees are expected to use paid sick leave for the purposes specified in this policy. Employees improperly using paid sick leave will be subject to disciplinary action.

Certification

The Company may require employees using paid sick leave lasting longer than three (3) consecutive days to provide verification that time was used for purposes allowed under this policy.

Confidentiality

Any information obtained by the Company will be maintained confidential, to the extent disclosure is required by law.

The Company will not require the employee to disclose specific details of a mental or physical illness, injury, or condition or provide as certification any information that would violate the Federal Social Security Act or Federal Health Insurance Portability and Accountability Act.

Payment of Sick Leave

Generally, leave will be paid at the employee’s normal wage rate for the period of time in which sick leave is used, and with continuation of the same benefits as the employee normally earns during work hours. Please contact Human Resources if you have questions regarding payment of leave specific to your pay plan.

At the End of Employment

Unused earned paid sick leave will not be paid out upon termination of employment. If an employee is rehired within nine (9) months or thirty-seven (37) weeks after leaving employment

(whichever is later), the Company will reinstate any unused earned sick and safe leave that the employee had when they left employment, unless applicable law requires otherwise.

Interaction with Other Leaves

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

Discrimination and Retaliation Prohibited

The Company will not retaliate against an employee for taking or requesting earned paid sick time in accordance with applicable law. Further, the Company will not retaliate against an employee making a complaint, bringing an action, or testifying in an action related to sick leave.

An employee who believes that the Company has violated their legal rights may file a written complaint with the Commissioner of Labor and Industry or bring civil suit. Employees in Montgomery County may also contact the Montgomery County Office of Human Rights. However, an employee may not in bad faith: (1) file a complaint with the Commissioner alleging a violation of applicable paid sick and safe leave laws; (2) bring an action under applicable paid sick and safe leave laws; or (3) testify in an action under paid sick and safe leave laws

Enforcement

This policy will be interpreted and enforced consistent with applicable law. To the extent this policy is or appears to be inconsistent with applicable law, applicable law will govern.

Questions

If you have any questions regarding the Company's paid sick leave policy, please see your supervisor.

PREGNANCY ACCOMMODATION

The Company provides employees with reasonable accommodations related to pregnancy, to the extent such accommodations can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing the reasonable accommodation, which may include changing the employee's job duties; changing the employee's work hours; relocating the employee's work area; providing mechanical or electrical aids; transferring the employee to a less strenuous or less hazardous position; or providing a leave of absence.

In connection with a request for an accommodation, the Company may require the employee to provide certification supporting the need for a reasonable accommodation.

If leave is provided as an accommodation, leave may run concurrent with the Federal Family and Medical Leave Act and/or any other leave permitted by law.

VICTIMS OF CRIME LEAVE

The Company grants reasonable and necessary unpaid leave to employees who are victims of a

crime, to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Company reasonable notice that leave under this policy is required.

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 at least two (2) hours to vote while polls are open, will be granted up to two (2) hours of paid leave to vote. If you have a problem in this regard, please let your supervisor 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.

WAGE DISCLOSURE PROTECTION

The Company will not take an adverse employment action against an employee for inquiring about, discussing or disclosing wages of the employee or those voluntarily disclosed by another employee; requesting that the Company provide a reason for the employee's wages; or aiding or encouraging another employee in exercising of their rights.

Upon request from an applicant or employee, the Company will provide such individual with the wage range for the position for which the applicant or employee has applied. The Company will not discriminate or retaliate against an individual for making such request.

Nothing in this policy permits an employee to discuss or disclose the wages of another employee without that employee's prior permission unless it is in response to a complaint or charge or in furtherance of an investigation, proceeding, hearing, or legal action, including an investigation conducted by the Company. Further, employees are not permitted to disclose proprietary information, trade secret information, or information that is otherwise subject to legal privilege or protection or to disclose wage information to a competitor of the Company without the prior written consent of the Company.

Additionally, nothing in this policy requires the Company or an employee to disclose wages in response to an inquiry by another employee. Nothing in this policy will be interpreted, applied or enforced in a manner that interferes with, restrains or coerces employees in the exercise of their Section 7 rights under the National Labor Relations Act.

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>

Maryland DOL: <https://www.dlir.state.md.us/labor/wages/empm.shtml>

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.

Maryland - Hazardous Functions, Activities, Occupations

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

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

- perform work involving:
 - the operation, cleaning, and adjustment of all power-driven machinery other than office machines;
 - work on scaffolding.

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. The original documents KBP obtains for certifying the age of minor employees should be uploaded to KBP's Workday system, by the hiring manager.

Maryland - Employment Certificates/Work Permits

Any minor under 18 *must* obtain and present a **work permit** to KBP before they may begin working. Therefore, KBP prohibits anyone in management from permitting a minor under 18 to begin working before they have presented a valid work permit.

After employing a minor with a work permit, KBP must keep the minor's work permit in compliance with state law. **Managers are required to keep the original work permits on-site at the work location and a copy uploaded to KBP's Workday system.**

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 (Maryland):

- May not work during school hours.

All Minors Under Age 18 (Maryland):

- May not spend more than 12 hours in combined school and work hours per day;
- Must have at least 8 consecutive hours off from work and school in each 24-hour period;
- Must have a half-hour break after every 5 hours of continuous work.

For further information see the Maryland 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 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 Maryland ("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.

I have read the PTO policy and understand that unused PTO will not be paid out at the end of employment.