

KBP
Employee Handbook Addendum
New Hampshire

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of New Hampshire. 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; religious creed; 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; marital status (including civil union status); status as a smoker or non-smoker 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.

DISASTER AND EMERGENCY SERVICES LEAVE

During an officially declared state of emergency, employees who serve as members of a fire department, a rescue squad, or emergency service agency and who are called to service will be provided with unpaid leave unless the employee is essential to the Company’s own emergency or disaster relief activities. Employees can elect to use any earned paid time off during leave. Please notify your supervisor, as soon as possible, of your need for leave.

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>

New Hampshire DOL: <https://www.nh.gov/labor/inspection/wage-hour/youth-employment.htm>

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.

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 kept on site at the work location and uploaded to KBP's Workday system, by the hiring manager.

New Hampshire – Youth Employment Certificates/Parental Permission Forms

Any minor under 16 *must* obtain and present a **youth employment certificate** to KBP within the first three business days after being hired.

Any minor aged 16 or 17 *must* obtain and present a **parental permission form** to KBP prior to the start of the minor's employment with KBP.

KBP will keep the minor's youth employment certificate and/or parental permission form in compliance with state law. **Managers are required to keep the youth employment certificates and/or parental permission forms on-site at the work location and a copy uploaded to KBP's Workday system.** These documents are to be kept available for review by any inspector or officer who enforces the child labor laws.

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 or 17 (New Hampshire) may not:

- Work more than 35 hours in any workweek if school is in session for 5 days of the workweek; or
- Work more than 6 consecutive days or more than 48 hours in any week during summer vacation (June 1 through Labor Day) or other school vacations (excluding any week where school is in session for one or more days).

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The Company will post a notice stating the hours of work for minors, the time they are allowed for dinner or other meals, and the maximum number of hours they are permitted to work in a day.

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 to KBP's Ethics Hotline at 888-971-2991.

FLEXIBLE WORKING ARRANGEMENTS

The Company will not retaliate against any employee solely because the employee requests a flexible work schedule. The Company, however, is not required to grant a flexible work schedule request.

JURY DUTY

The Company encourages its employees to fulfill their civic responsibility by participating in jury duty. Employees are required to inform the Company once they have received a summons and may be required to acquire certificates of attendance from the court for appearances at court or for being selected as a jury member. Employees with jury duty must provide their supervisor with a copy of the summons.

Except where otherwise required by law, time spent serving on jury duty will generally be unpaid for non-exempt employees. Employees who are released from jury duty 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 supervisor as soon as possible and report to work if necessary.

The Company will not discharge, threaten, or otherwise coerce employees because they receive or respond to jury summons, serve as jurors, or attend court for prospective jury service.

MEAL 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 hourly 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.

New Hampshire

All employees who work more than five (5) consecutive hours in a day are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. Hourly employees must clock in and out for their meal periods or record the beginning and ending time of the meal period on their timesheet every day.

Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

MILITARY LEAVE

The Company will allow up to fifteen (15) days of paid leave per year to employees who are members of the National Guard, state Guard, or any state military unit to attend drills, training, or other temporary duty. Additional time off will be unpaid.

PERSONNEL RECORDS

Upon request, employees may inspect and receive a copy of their personnel file. Employees subject to an investigation at the time of their request will not be allowed access if disclosure of such information would prejudice law enforcement or a government security investigation. If an employee disagrees with any information contained in their personnel file and no agreement can be reached as to its removal or correction, the employee will be allowed to submit a written statement explaining their position; such statement will be included in their personnel file.

For employees requesting a copy of their file, the Company may charge a reasonable fee related to copying costs. For additional information, please speak with your supervisor.

PREGNANCY-RELATED DISABILITY LEAVE

The Company provides employees with unpaid leave for any period of temporary disability resulting from pregnancy, childbirth, or related medical conditions. If you need leave under this policy, please speak with your supervisor as far in advance of the need for leave as possible.

This leave may run concurrent with the Federal Family and Medical Leave Act and/or any other leave permitted by law.

Upon return, you will be reinstated to your job or a comparable position with comparable pay and benefits, unless the Company’s circumstances have so changed as to make it unreasonable or impossible to do so.

SMOKING IN THE WORKPLACE

Our Company is committed to providing a safe and healthy environment for employees and visitors. Smoking (including the use of e-cigarettes) is allowed only in designated areas outside the building.

Violations of this policy may result in disciplinary action, up to and including discharge.

VETERANS DAY LEAVE

The Company provides honorably discharged veterans with unpaid leave on Veterans Day. Employees seeking leave under this policy should notify their supervisor in advance of their need for leave.

VICTIMS OF CRIME LEAVE

The Company provides employees who are crime victims, or whose immediate family member is a victim of a crime unpaid time off from work to:

1. Attend court or other legal or investigative proceedings associated with the prosecution of the crime; or
2. Attend proceedings related to a crime involving an immediate family member who is:
 - a. Under the age of eighteen (18);
 - b. An incompetent adult; or
 - c. The victim of a homicide.

For purposes of this policy, “immediate family member” includes an employee’s parent, step-parent, child, step-child, sibling, spouse, grandparent, any person for whom the employee is a legal guardian, or any person involved in an intimate relationship with, and residing in the same household as, the employee, and any other person identified by law.

For purposes of this policy, “crime victim” includes any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime, and any other person identified by law.

Employees requesting leave under this policy must provide the Company with appropriate documentation evidencing the scheduled hearing, conference, or meeting. Employees are permitted (and may be required) to use paid leave available (such as sick leave or vacation) for any leave under this policy. If an employee’s absence will create an undue hardship, the Company may limit an employee’s time away from work under this policy.

WAGE DISCLOSURE PROTECTION

The Company does not prohibit an employee from inquiring about, disclosing, comparing or otherwise discussing the employee’s wages or the wages of another employee. The Company does not require nondisclosure of an employee’s wages as a condition of employment and will not require an employee to sign any contract, waiver or document to the contrary.

Further, the Company will not take an adverse action or retaliate against an employee discussing his or her wages or for aiding or encouraging any employee in the exercise of their rights. The Company will not prohibit an employee from lodging a complaint or testifying, assisting or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy will be construed to permit an employee whose job responsibilities require or allow access to other employees' wage or salary information from disclosing that information, unless the person is under a legal obligation to furnish the information and/or has obtained written consent from the employee whose information is requested or sought. Additionally, nothing in this policy requires the Company or an employee to disclose their wages in response to an inquiry by another employee.

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.

Exempt employees may be provided time off with pay under the above leave policies 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 **KBP's** ("Company") Employee Handbook and Employee Handbook Addendum for New Hampshire ("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.