

KBP Employee Handbook Addendum North Carolina

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of North Carolina. 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; sexual orientation; gender identity and expression; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; off duty use of lawful products, including tobacco and alcohol; ancestry; testimony or assistance with hazardous chemicals proceedings or investigations; 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.

DISASTER RESPONSE LEAVE

An employee who serves as a member of a volunteer fire department, rescue squad, or emergency medical service agency who is called into service after the Governor or General Assembly proclaims a state of disaster, will receive unpaid leave. The Company may limit the amount of leave if the employee’s services are required to address an on-going emergency or disaster relief activities within the Company.

Although the Company will not require the employee to use otherwise available paid time off, the employee may choose to do so.

Employees taking leave, are required to provide the Company with a letter from the Director of the Division of Emergency Management or the head of the local emergency management agency requesting the services of the employee.

DOMESTIC VIOLENCE LEAVE

The Company will grant reasonable leave from work without pay to employees who require time away from work to pursue legal action to protect themselves from domestic violence. For the purposes of this policy, domestic violence occurs when an employee or a minor child residing with, or in the custody of, the employee is subject to actual or threatened physical harm, including

sexual offenses, by a current or former spouse, a person of the opposite sex who lives with (or lived with) the employee, a parent, a party who stands *in loco parentis* to the minor child, a grandparent, a person who has a child in common with the employee, a current or former household member, or a person of the opposite sex who is in a dating relationship with the employee, or who is a victim of stalking as defined by state law.

The Company may require an employee who takes leave under this policy to submit documentation to support the employee's request for leave.

When feasible, affected employees must provide the Company with advance notice of the need for leave. If an employee is not able to provide advance notice of the need for leave, the Company may require the employee to provide documentation of the emergency(ies) that prevented the employee from providing advance notice.

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 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>

North Carolina DOL: <https://www.labor.nc.gov/workplace-rights/youth-employment-rules>

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 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 uploaded to KBP's Workday system, by the hiring manager.

North Carolina - Employment Certificates/Work Permits

Minors under 18 *must* obtain and present an **employment certificate** to KBP during the recruiting process prior to being hired.

After employing a minor with an employment certificate, KBP must keep the minor's employment certificate in compliance with state law. **Managers are required to keep the employment certificate on site at the work location and 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.

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 old 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 Under 18 (North Carolina):

- May not work between 11 p.m. and 5 a.m. during a school term, unless the Company receives written approval from their parent or guardian and their principal or the principal's designee.

Meal and Rest Breaks

The Company will provide minors age 15 who work over 5 consecutive hours with an unpaid, duty-free rest period of 30 minutes.

Poster

The Company will display a compliant poster summarizing the child labor law in every applicable establishment.

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.

JUVENILE COURT ATTENDANCE LEAVE

The Company provides employees with unpaid leave when necessary to attend juvenile court proceedings involving their child or a child for whom they are the legal guardian. Employees requesting leave must provide as much advance notice as possible.

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 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.

North Carolina

North Carolina has no state rule regarding mandatory employee break or mealtime. If you have questions about meal periods or breaks, please communicate with your store management.

SCHOOL VISITATION LEAVE

Employees who are parents, guardians or acting in place of the parents of a school-aged child are allowed four (4) hours without pay-per-year, at a mutually-agreed-upon time, to attend or otherwise be involved at that child’s school. Employees must provide a written request forty-eight (48) hours prior to the leave and verification from the school that they attended or were otherwise involved at the school during the time of the leave.

VICTIMS OF CRIME LEAVE

The Company will grant reasonable unpaid leave when necessary for employees to pursue protective orders and civil no contact orders to protect themselves against nonconsensual sexual conduct and stalking as defined by state law.

The Company may require an employee who takes leave under this policy to submit documentation to support the employee’s request for leave.

When feasible, affected employees must provide the Company with advance notice of the need for leave. If an emergency prevents an employee from providing advance notice of the need for leave, the Company may require the employee to provide documentation of the event(s) that prevented the employee from providing advance notice.

WAGE PAYMENT

The Company pays you biweekly.

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 North Carolina ("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.