

KBP Employee Handbook Addendum *Ohio*

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Ohio. 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; genetic information; color; ancestry; age; religion; sex; sexual orientation; gender identity or expression; pregnancy, childbirth, and related medical condition; national origin; disability; military status 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.

ELECTION OFFICIAL LEAVE

The Company will allow reasonable unpaid leave to any individual serving as an election official to serve on registration or election day.

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.

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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>

Ohio DOL: <https://ohio.gov/jobs/resources/minor-labor-law>

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.

Ohio - Hazardous Functions, Activities, Occupations

In addition to the federal rules listed above, Ohio law places *further restrictions* on minors. Ohio prohibits any minor under 18 years of age, from being employed at any time in any occupation that is hazardous.

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

- Fillet fish or crack nuts;
- Repair machinery or equipment;
- Cook (except at soda fountains, lunch counters, snack bars, or cafeteria counters);
- Work in freezers and meat coolers and all work in preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing, and stocking when performed in other areas); and
- Load and unload goods to and from trucks.

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

Ohio – Age and Schooling Certificates

All minors under 18 *must* obtain and present a valid **schooling and age certificate** to KBP during the recruiting process as a condition of employment.

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

Agreement as to Wages

The Company will execute a written agreement with each minor employee as to the wages or compensation the minor will receive prior to employing the minor.

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.

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Minors Age 15 (Ohio):

- May not:
 - Work during school hours;
 - Work before 7 a.m. on any day;
 - Work after 7 p.m. on any day except from June 1 to September 1 or during a school holiday lasting five or more school days, where minors aged 15 may work until 9 p.m.;or
 - Work more than 40 hours a week in any week when school is not in session.

Minors Age 16 & 17 (Ohio) who are required to attend school:

- May not work before 7 a.m. on any day when school is in session;
- May work after 6 p.m. only if the minor did not work after 8 p.m. on the previous day; and
- May not work after 11 p.m. on any night preceding a day when school is in session.

Meal and Rest Breaks

The Company will provide an unpaid, duty-free rest break of at least 30 minutes to any minor who works for more than five consecutive hours.

Poster

The Company will post a complete list of all minors under that it permits or allows to work at each establishment that it employs minors in. The Company will also post a printed abstract provided by the Director of Commerce that summarizes the child labor law.

Questions/Reporting

Employees with questions concerning the application of this 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 should be made to KBP's Ethics Hotline at 888-971-2991.

FAMILY MILITARY LEAVE

The Company provides eligible employees with unpaid leave of up to ten (10) days or eighty (80) hours (whichever is less) when necessary for family-related military leave.

Eligibility

To be eligible for leave, the employee:

1. Must be the parent (including individuals with current or previous legal custody) or spouse, of a Uniformed Service member who is (a) called to active duty for a period of at least thirty (30) days or more; or (b) who is injured, wounded, or hospitalized while serving on active duty in the Uniformed Services; and
2. Must have completed at least twelve (12) consecutive months of employment with the Company and worked at least 1,250 hours in the twelve (12) month period immediately preceding leave.

Notice & Scheduling

Where foreseeable, employees must provide at least fourteen (14) days advance notice of their request for leave. Where not foreseeable (such as where leave is necessary due to injury, wound or hospitalization), employee must provide notice as soon as possible, at least two (2) days in advance if possible.

Leave must be taken no more than two (2) weeks before or one (1) week after the deployment date of the employee's spouse, child or ward or former ward.

Certification

The Company may require certification from the appropriate military authority to verify that the employee satisfies the conditions described above.

Continuation of Benefits

Generally, leave will be unpaid unless the employee chooses to use available paid time off to run concurrent with leave under this policy and will be taken with continuation of the same benefits as the employee normally earns during work hours. The employee is responsible for the same proportion of the cost of benefits as the employee regularly pays during periods of time when they are not on leave.

Return from Leave

Upon the completion of leave, the Company will restore the employee to their same position or to a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

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.

Ohio

Ohio 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.

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

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Company vehicles. The only exception to this rule is that a person lawfully authorized to carry a firearm may keep the firearm in his or her personal vehicle so long as it is kept out of sight in a locked, enclosed compartment or area of his or her vehicle in the Company's parking lot. For safety and security purposes, anyone maintaining a lawful firearm in their vehicle will be required to notify the Company and must provide a copy of their license, to the extent applicable.

Any employee's failure 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.

PERSONNEL FILES

Upon written request, employees will be permitted to inspect or obtain a copy of their compensation records at no cost to the employee. *Compensation records* include information such as the employee's address, occupation, pay rate, hours worked per day (non-exempt employees only), and amounts paid. Please allow for up to thirty (30) days for the Company to respond to your request, unless otherwise agreed upon. If it would create an undue hardship on the Company to respond to your request within thirty (30) days, the Company will make every effort to provide the information as soon as practicable following your request. In addition, employees may request a copy of their medical records maintained by the Company at their own expense.

VICTIMS OF CRIME LEAVE

The Company will not discriminate or retaliate against an employee who is the victim, a member of a victim's family, or a victim's representative for:

1. Participating, at the prosecutor's request, in preparation for a criminal or delinquency proceeding;
2. Attendance at a criminal or delinquency proceeding if the attendance is reasonably necessary to protect the interests of the victim;
3. Attendance at a criminal or delinquency proceeding if the victim's attendance is pursuant to a victim's constitutional and statutory rights.

The Company will provide all leave necessary for any of the above purposes, consistent with applicable law.

VOLUNTEER EMERGENCY RESPONDER LEAVE

The Company provides employees serving as volunteer firefighters or emergency medical service providers with unpaid leave when necessary to respond to an emergency prior to their scheduled shift.

Employees serving as volunteer firefighters or emergency service personnel must provide the Company with written notification of their status as emergency personnel at their time of hire or within thirty (30) days after being certified.

The employee must make every effort to notify the Company of their need for leave as far in advance as possible. Employees may be required to provide written certification from the Chief of the Volunteer Fire Department or the Director of EMS Services supporting their need for leave.

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VOTING LEAVE

The Company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Where necessary, non-exempt employees will be granted reasonable unpaid leave to vote. Exempt employees will be paid their normal salary during any voting leave. The Company may select the hours you are excused to vote.

Please notify your supervisor of your need for voting leave as soon as possible. Upon return, you will be responsible for presenting a voter's receipt to your supervisor.

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 for any of the above leaves where required by law.

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 Ohio ("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.