

KBP Employee Handbook Addendum Oklahoma

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Oklahoma. 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 or expression; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member or military status; tobacco use during non-working hours; status as a medical marijuana 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.

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>

Oklahoma DOL: <https://oklahoma.gov/careertech/educators/work-based-learning/child-labor-laws.html>

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.

Oklahoma - Hazardous Functions, Activities, Occupations

In addition to the federal rules listed above, Oklahoma law places *further restrictions* on minors. Oklahoma prohibits any minor under 16 years of age, from being employed at any time in any occupation, trade or business that is in any way hazardous, detrimental, dangerous to the health morals, hazardous to life or limb, or welfare of the minor.

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.

Oklahoma – Age and Schooling Certificate

KBP must receive an age and schooling certificate from the parent or guardian of each minor of the age of 15 during the recruiting process prior to being hired.

After employing a minor with an age and schooling certificate, KBP must keep the minor's work certificates in compliance with state law. **Managers are required to keep the age and schooling certificate on site at the work location and upload a copy to KBP's Workday system.** Upon separation of employment, KBP will return the age and schooling certificate to the minor, its parent or guardian or custodian. 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-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 & 17 (Oklahoma):

- Other than the hazardous functions or occupations that 16- and 17-year-olds may not perform (see above), these individuals may be scheduled and work unlimited hours in compliance with the generally applicable wage and hour laws.

Meal and Break Periods

The Company will provide minors age 15 with an unpaid, duty-free, cumulative rest period of 1 hour for each 8 consecutive hours worked and an unpaid, duty-free cumulative rest period of 30

minutes for all minors who work more than 5 consecutive hours.

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.

JURY DUTY

If you receive a call to jury duty, please notify your manager immediately so that we can plan our work with as little disruption as possible. Leave for jury duty will be unpaid.

Employees with jury duty must provide their manager 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

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to your supervisor immediately.

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

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.

Oklahoma

Oklahoma has no state rule regarding mandatory employee break or mealtime for non-minors. If you have questions about meal periods or breaks, please communicate with your store management.

MILITARY LEAVE

Employees who are members, either officers or enlisted, of the Reserve Components, including the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, or any other component of the Armed Forces of the United States, when ordered by the proper authority to active or inactive duty or service, will receive a leave of absence without loss of status or seniority.

The Company will reinstate former employees, upon the expiration of their period of active duty in the military service to the position in which they were engaged at the time of being ordered into active military service, without loss of status or seniority, pursuant to the provisions of USERRA.

VOTING LEAVE

Any employee whose work schedule does not provide them three (3) consecutive hours either between the opening of the polls and the beginning of their shift or between the end of their shift and the close of the polls will be granted paid time off to vote. The Company may select the hours you are excused to vote.

If the employee is at such a distance from their voting location that more than two (2) hours are needed to vote, the Company will ensure the employee is given sufficient time off to vote.

Employees who need voting leave should notify their supervisor as far in advance as possible, at least three (3) days before Election Day. When you return from leave, the Company may require you to present a voter's receipt supporting your need for leave.

WAGE PAYMENT

The Company pays you biweekly.

WITNESS LEAVE

The Company provides employees with unpaid leave when necessary to attend, prepare for and/or participate in court proceedings when required by law. If you need leave for court attendance and/or you are subpoenaed to appear as a witness, please notify your manager immediately so that we can plan our work with as little disruption as possible. We do not pay employees who are subpoenaed to appear as witnesses unless the witness duty is work-related.

Employees with witness duty must provide their manager with a copy of the subpoena. Employees who are released from witness service before the end of their regularly scheduled shift are expected to call their manager as soon as possible and report to work if requested.

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 Oklahoma ("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.