

KBP Employee Handbook Addendum *Wisconsin*

INTRODUCTION

This Addendum is applicable only to **KBP** (“Company”) employees working in the State of Wisconsin. 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; creed; color; religion; genetic information; national origin; ancestry; marital status; sex; sexual orientation; gender identity or expression; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; use or non-use of lawful products during nonworking hours; membership in the Civil Air Patrol; declining to attend a meeting or participate in communication about religious or political matters that are not required by law; 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.

BONE MARROW AND ORGAN DONATION LEAVE

The Company provides eligible employees with up to six (6) weeks of unpaid leave in any twelve (12) month period when necessary due to bone marrow or organ donation. To be eligible, employees must have been employed for more than fifty-two (52) consecutive weeks and must have worked for the Company for at least one-thousand (1,000) hours during the preceding fifty-two (52) week period.

Leave can only be taken for the period of time necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from such procedure. Further, employees must make reasonable effort to schedule leave such that it does not unduly disrupt the Company’s operations.

Employees can use any available vacation, paid time off, or other paid leave to run concurrent with leave under this policy.

The Company may require employees to provide medical certification that the employee has a serious health condition that necessitates a bone marrow or organ transplant or that the employee is eligible and has agreed to serve as a bone marrow or organ donor for another individual. The medical certification should include the amount of necessary leave anticipated.

If you and/or your family participate in our group health plan, the Company will maintain coverage during your leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave.

Use of leave under this policy will not result in the loss of any employment benefit that earned prior to the start of your leave. For more information, please speak with your supervisor.

CIVIL AIR PATROL LEAVE

Employees who serve as a member of the Civil Air Patrol, and who are called to duty for a civil air patrol mission may request up to five (5) consecutive days of unpaid leave at a time, and up to fifteen (15) days of leave per calendar year to serve, to the extent it would not result in an undue burden to Company operations.

For an emergency service operation that begins before the employee is required to report for work, upon return to work, the employee must provide the Company with a written statement from the employee's Civil Air Patrol Commander certifying the need for leave. For an emergency service operation that begins after the employee is required to report for work, the employee must obtain authorization from their supervisor prior to leaving the worksite and must provide the Company with a written statement from the employee's Civil Air Patrol Commander certifying the need for leave.

Upon return from leave, employees will be restored to their same position held prior to leave or a similar position equivalent in pay and benefits.

ELECTION OFFICIAL LEAVE

In the event an employee is serving as an election official, the Company will provide such employees with unpaid leave when necessary to serve on Election Day. Employees must provide the Company with at least seven (7) days advance notice of their need for leave. The Company may verify the employee's appointment with the municipal clerk.

EMERGENCY RESPONDER LEAVE

The Company provides employees serving as emergency responders with unpaid leave when necessary to respond to an emergency.

As used in this policy, "emergency responder" includes a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire Company, a public agency, or a nonprofit corporation. A "qualified emergency" includes responding to a fire, hazardous substance release, medical condition, or any other situation that poses a clear and immediate danger to life or health or a significant loss of property.

Within thirty (30) days after becoming an emergency responder, the employee must provide the Company with a written statement signed by the Chief of the Volunteer Fire Department or by the person in charge of the ambulance service, notifying the Company of the employee's status as an emergency responder.

An employee must make reasonable effort to notify the Company prior to their scheduled shift that they are responding to an emergency and will be late or absent from work. If an employee cannot provide advance notice due to extreme emergency, upon return, the employee must

provide a copy of the incident report and certification by the incident commander or other official confirming that the employee was actively engaged and necessary for the emergency response. The report should set forth the date and time of the emergency and the reason why prior notification was not possible.

Additionally, upon return from leave, the Company may require any employee to provide a copy of the incident report and certification by the incident commander or other official confirming that the employee was actively engaged and necessary for the emergency response. The report should set forth the date and time of the emergency.

Although the Company will not require the employee to use otherwise available paid time off to run concurrent with this policy, the employee may choose to do so. Please see your supervisor if you have any questions.

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>

Wisconsin Workforce Development:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/minoremployment.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.

Wisconsin - Hazardous Functions, Activities, Occupations

In addition to the federal rules listed above, Wisconsin law places *further restrictions* on minors. Wisconsin prohibits any minor under 18 years of age, from being employed at any time in any occupation, trade or business that is in any way dangerous or injurious to the life, health, safety, or welfare of the minor or life, health, safety or welfare of other employees or people who frequent the establishment.

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

- Work at any hour of the day or week or at such periods of the day as may be dangerous or prejudicial to the life, health, safety, 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.

Wisconsin - Employment Certificates/Work Permits

Any minor under 16 *must* obtain and present a **work permit** to KBP during the recruiting process prior to being hired. The Company will reimburse minors for any permitting fees connected with obtaining the work permit in accordance with state law.

After employing a minor with a work permit, KBP must keep the minor's work permit or evidence establishing participation in a secondary school 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.** 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 16 & 17 (Wisconsin):

- May work up to eight hours on the last school day of a calendar week;
- If a minor the minor works between the hours of 12:30 a.m. and 5:00 a.m., the minor must be under direct adult supervision during that time.

Minors Under 18 (Wisconsin):

- May not work:
 - more than 6 days per week;
 - more than 5 hours per day on school days,
 - more than 26 hours in a calendar week when school is in session;
 - More than 32 hours in a calendar week when school is in session for fewer than five days;
 - More than 50 hours in a week when the minor is not required to attend school on any day of the week;
 - Before 7 a.m. on school days or before 5:00 a.m. on non-school days; and

- After 11 p.m. on days preceding school days or after 12:30 am on days not preceding school days.

Meal and Break Periods

The Company will provide minors who work for more than six consecutive work hours with an unpaid, duty-free meal period of at least 30 minutes. The Company will provide the meal period reasonably close to the middle of the minor's shift.

Poster

The Company will post a notice of the child labor law in a conspicuous place accessible to all employees where any minor is employed.

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

The Company supports its employees in their pursuit of fulfilling their civic responsibilities. 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 to serve.

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 call their supervisor as soon as possible and report to work if necessary.

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.

Wisconsin

Wisconsin 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

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 licensed 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.

PERSONNEL RECORDS

Upon written request, employees may inspect their own personnel files up to two (2) times per year. Inspection will be allowed within seven (7) working days of the employee's request. Inspections will be held during working hours and reasonably near the employee's place of employment. If an employee disagrees with any information in their personnel file, they should discuss with Human Resources. If no correction can be agreed upon, employees may submit an explanatory statement to be included in their personnel file. The right to inspect does not apply to records related to investigation of criminal offenses, reference letters, and other documents excluded by law. Employees may request a copy of their records and will be charged a reasonable fee for copying costs.

VOTING LEAVE

We believe that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide them three (3) consecutive hours to vote while polls are open, will be granted up to three (3) hours of unpaid leave to vote. 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, before Election Day. When you return from leave, you may be asked to provide proof of having voted, such as a voting sticker.

WAGE PAYMENT

The Company pays you biweekly.

WISCONSIN FAMILY AND MEDICAL LEAVE

Employees who are ineligible for leave under the Federal Family Medical Leave Act ("FMLA") may nonetheless be eligible for unpaid leave under Wisconsin's Family Medical Leave Act ("WFMLA") for the employee's serious health condition, the serious health condition of a parent, child or spouse, or for the birth or adoption of a child.

Employee Eligibility

To be eligible for WFMLA, employees must:

- Have worked at least twelve (12) months for the Company; and

- Have worked at least 1,000 hours for the Company over the last twelve (12) month preceding a request for leave under this policy.

Medical Leave

Eligible employee may take up to two (2) weeks of unpaid leave, in a twelve (12) month period, when they are unable to perform their duties because of their own serious health condition. Leave may be taken on a consecutive or intermittent basis, as medically necessary. The employee must make requests for planned leave, in advance, in a reasonable and practicable manner, whenever possible. The employee must make reasonable attempts to schedule leave so that it does not unduly disrupt the Company's operations. The Company may require certification from a health care provider supporting the employee's need for leave.

A "serious health condition" is a disabling physical or mental illness, injury, impairment or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider.

Family Leave

Eligible employee may take up to two (2) weeks of unpaid leave in a twelve (12) month period, to care for a parent, child, or spouse (including domestic partner), with a serious health condition. The employee must give the Company advance notice of their need for leave as far in advance as possible. Additionally, the employee must make reasonable attempts to schedule leave so that it does not unduly disrupt the Company's operations. The leave may be taken as a partial absence where it does not disrupt the Company's operations. The Company may require certification from a health care provider.

Childbirth or Adoption Leave

Eligible employee may take up to six (6) weeks of unpaid leave in a twelve (12) month period, for the birth or adoption of a child. The leave must begin within sixteen (16) weeks of the birth or placement of the child. The employee must provide the Company with notice of the expected birth or child placement, and the Company and employee must reasonably consider the Company's needs before scheduling the leave. The leave may be taken as a partial absence where it does not unduly disrupt operations.

Maintenance of Health Benefits

If employees and/or their families participate in the Company's group health plan, the Company will maintain coverage during their WFMLA leave on the same terms as if they had continued to work. If applicable, employees must make arrangements to pay their share of health care premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for employees and their family. Use of WFMLA will not result in the loss of any employment benefit that accrued prior to the start of employees' leave. Please consult the applicable plan document for all information regarding eligibility, coverage and benefits.

Use of Paid Leave

Leave under this policy is unpaid. However, depending on the circumstances and where offered by the Company, employees may also be eligible for other paid benefits such as short-term disability (STD) and/or workers' compensation, if applicable.

Likewise, employees may choose to use earned paid time off (such as sick leave, vacation, or other paid leave) to run concurrent with leave provided under this policy.

Re-Instatement

Upon returning from WFMLA leave, employees will be restored to their original position or to a position with equivalent pay, benefits, shift, hours or work and other employment terms and conditions.

No Retaliation

The Company will not interfere with, restrain or deny any employee's exercise of their rights provided under Wisconsin's family and medical leave law. Any employee who feels that they have been discriminated against or retaliated against for exercising their rights, should notify Human Resources.

Failure to Return after WFMLA

If employees fail to return to work as scheduled after WFMLA leave or exceed their leave WFMLA entitlements, they will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if employees have no other Company-provided leave available that apply to their continued absence. Likewise, following the conclusion of WFMLA, the Company's obligation to maintain group health plan benefits may end (subject to any applicable COBRA rights).

Interaction with Other Leaves

Leave taken under this policy and other Company policies, including the Company's Federal Family and Medical Leave Act (FMLA) policy, may run concurrently.

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-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 **KBP** (“Company”) Employee Handbook and Employee Handbook Addendum for Wisconsin (“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.