

Monogram Foods

# Team Member Guidebook

Our Programs, Policies,  
and Procedures



(Effective January 1, 2024)



# Purpose of our Team Member Guidebook

This Guidebook provides you with helpful information about Monogram Foods and our work environment. We believe in trying to keep all our team members informed about our programs, policies, and procedures to ensure your success at the company. There are also federal, state, and local laws which may apply to your employment. This Guidebook contains two parts – the Guidebook for the entire company and State Supplements applicable to the location at which team members work. Team members should consult their specific State Supplement for additional information outlining any variations from this Guidebook.

This Guidebook applies to all team members of Monogram Foods and its subsidiaries. You are expected and encouraged to read, understand, and comply with this Guidebook and any policies that apply to your position. Monogram Foods is committed to maintaining a work environment that promotes both personal and professional development and offers you opportunities to grow in your job.

This Guidebook, including the State Supplements, supersedes all previous employee handbooks, programs, and policies covered here. If you are part of a collective bargaining agreement, some programs, policies, and procedures outlined in this Guidebook may not apply to you.

From time to time, we may need to revise, supplement, or withdraw any policies or portion of the Guidebook at our discretion. This Guidebook and any additional labor and employment policies are available on Monogram Foods' intranet as part of the Human Resources page.

Ask your supervisor, manager, or Human Resources for guidance if you have a question or find yourself in a position that may compromise or violate the principles of this Guidebook, or other programs, policies, and procedures. You can also contact the Monogram Foods EthicsPoint Line by calling 844-951-5274 or at [monogramfoods.ethicspoint.com](http://monogramfoods.ethicspoint.com).



# Table of Contents

Our Mission, Vision, and Values .....	1
Our Customer Focus .....	2
A Letter from our Chairman and CEO	
Our Open-Door Policy .....	3
Our Integrity .....	4
Child Labor .....	4
Equal Employment Opportunity .....	4
Falsification of Records .....	4
Conflicts of Interests and Personal Relationships .....	5
No Retaliation .....	5
Additional Responsibilities for People Managers .....	6
Our Safety and Security .....	7
Team Member Safety, Food Safety, and Environmental Safety & Protection .....	7
Personal Protective Equipment (PPE) .....	7
Data Privacy .....	8
Drug and Alcohol Policy .....	8
Harassment-Free Workplace .....	9
Workplace Bullying .....	9
Workplace Violence .....	11
Security and Personal Property .....	11
Use of Handheld Devices .....	12
Use of Personal Handheld Devices .....	12
Personal Use of Company-Provided Handheld Devices .....	12
Safety Issues for Handheld Devices .....	12

Our People .....	13
Eligibility to Work .....	13
Re-employment of Former Team Members and Bridging of Service .....	13
Access to Personnel Files .....	13
Solicitation and Distribution .....	14
Tobacco- and Vape-Free Workspace .....	14
Accommodations .....	15
Compensation .....	15
Employment Status and Classification .....	15
Pay Periods .....	16
Payroll Deductions .....	16
Timekeeping .....	17
Remote Access .....	17
Overtime .....	17
Off-the-Clock Work .....	18
Reporting Errors .....	18
Meal Breaks, Rest Breaks, and Lactation Breaks .....	18
Benefits .....	19
Attendance .....	19
Paid Time Off .....	20
Accrual Rate for Vacation Time .....	20
Vacation Time Carryover .....	21
Sick Time .....	21
Scheduling Your Vacation Time .....	22
Holiday Pay .....	23
Termination of Employment .....	23
Leaves of Absence .....	24
Personal Appearance .....	24
Corrective Action to Help Improve Work Performance .....	25
At-Will Employment .....	25
Acknowledgement of Receipt of Guidebook .....	26
State Supplements .....	28
Massachusetts .....	28
Minnesota .....	30

# Our Mission, Vision, and Values

## Mission

Our mission is to deliver continuous profitable growth for our customers, team members, suppliers, and owners through our partnership and innovation.

## Vision

Our vision is to be “The Growth Partner That Makes It Better” by growing our team, growing our customers, and growing profits together.

## Behaviors We Value

In addition to our mission and vision, we are guided by a set of behaviors we value that define and govern who we are and how we operate. These behaviors are the foundation of our culture and are incorporated into every aspect of our company’s business operations.

**People First...Team Always:** Valuing each other through relationships, diversity, equity, safety, and respect for differences.

**Embrace Entrepreneurial Spirit:** Empowering others with the freedom to create, promoting agility, and encouraging a will to win while always delivering on our commitments.

**Commitment & Integrity:** Committing to always doing the right things in employee and food safety, quality, and customer relationships.

**Open Communication:** Appreciating transparency and candor done right with respect for all.

**Celebrate Success:** Promoting positive energy, recognition, and fun with a purpose.

**Sustainability:** Balancing social, environmental, and economic considerations with a relentless focus on improving our processes while giving back to the communities where we work.

# Our Customer Focus

## A Letter from Karl Schledwitz, Chairman and CEO


As members of the Monogram Foods team, each of us brings a diverse set of skills and perspectives to fulfill our customers' needs with the highest quality and care. The behaviors we value and commitment to our customers unite us to achieve our vision of being the growth partner that makes it better.

This Guidebook provides us with guidelines, standards, and directions on how we work together. It sets realistic expectations on what the company expects from us as team members of Monogram Foods and what we, in turn, expect from the company.

This Guidebook is designed to be an easily accessible resource to the company's employment programs, policies, and procedures so that we can build a positive workplace culture together.

Each of us contributes to the success of our business. Please embrace this Guidebook as it will unite us as we strive to deliver on our mission, vision, and values.

**Thanks for being part of our team.  
Let's continue to do great things  
together!**



Karl Schledwitz

Chairman, and CEO



# Our Open-Door Policy

At Monogram Foods, we are committed to maintaining open lines of communication and promoting an open-door policy where you can discuss new ideas, issues, or concerns. To support the dignity of all team members, the company ensures a prompt, equitable, and informed review of any questions or concerns that may exist about a team member's work situation.

Team members are encouraged to talk to their supervisor/manager on any work topic. Most issues can be resolved with an open discussion between you and your supervisor/manager. In dealing with a team member's concerns, supervisors/managers will assume that the question or concern is valid, ensure that all sides of the question or problem have been considered, and attempt to resolve the question or problem as quickly as possible.

If a satisfactory conclusion cannot be reached with your supervisor/manager, you should present your concern to your department head, site leader, or Human Resources. If you are uncomfortable talking to your supervisor/manager about a concern, you should contact Human Resources.

*You can also contact the Monogram Foods EthicsPoint Line by calling 844-951-5274 or at [monogramfoods.ethicspoint.com](https://monogramfoods.ethicspoint.com).*





# Our Integrity

This Guidebook, the company's Code of Business Conduct, and other policies set out the principles that govern the business activities and conduct of Monogram Foods and its people. We are committed to the highest standards of business ethics and integrity.

We are committed to complying with all federal, state, and local laws that apply to our business operations. As part of our commitment, to the extent any part of this Guidebook conflicts with an applicable federal, state, or local law, the controlling law will be applied.

## **CHILD LABOR**

The company strictly prohibits anyone under the age of 18 from working at any of our locations. This includes team members, temporary staff, interns, and anyone working for a supplier or vendor. We inspect, verify, and document the identity and age of every team member. From time to time, we may conduct visual assessments of our team members and interviews to confirm identity and age if we have concerns that a team member may have violated our policy. A copy of our Child Labor Policy can be found on the company's intranet site on the Human Resources page.

If you are aware that anyone under the age of 18 is working at our company, you are required to advise your supervisor/manager or Human Resources as soon as possible.

*You can also contact the Monogram Foods EthicsPoint Line by calling 844-951-5274 or at [monogramfoods.ethicspoint.com](http://monogramfoods.ethicspoint.com).*

## **EQUAL EMPLOYMENT OPPORTUNITY**

We comply with all federal, state, and local laws, rules and regulations involving equal employment opportunities for all team members and prospective team members. We hire and strive to provide all staff with the opportunity to grow, develop, and contribute fully to the company's collective success and will make decisions without regard to race, color, religion, sex, sexual orientation, national origin, age (over 40), disability, veteran status, marital status, citizenship, or any other status or characteristics protected by federal, state, or local law.

## **FALSIFICATION OF RECORDS**

We are all responsible for ensuring that the company maintains accurate books and records. The intentional falsification of personnel records, payroll reports, or other company records will result in disciplinary action up to and including immediate termination of employment.

## **CONFLICTS OF INTEREST AND PERSONAL RELATIONSHIPS**

Our company requires you to avoid any conflict, or even the appearance of a conflict, between your personal interests and the company's interests. A conflict exists when your interests, relationships, or activities, or those of a family member are in conflict or incompatible with the company's interests. Conflicts of interest expose our personal judgment and that of our company to increased scrutiny and criticism and can undermine our credibility and the trust that others place in us.

We want to avoid misunderstandings, favoritism, possible claims of sexual harassment and morale problems that can result from personal or social relationships between team members. Every team member must disclose the existence of any relationship with another team member that is more than a mere friendship (e.g., marriage, family, domestic partners, etc.). Disclosure should be made to the team member's supervisor/manager and Human Resources. The disclosure will enable the company to determine whether any conflict of interest exists because of the positions of the team members involved. Relatives and individuals involved in close personal relationships with team members may be hired, however, we reserve the right to prohibit these individuals from working together, supervising one another, or working in situations where one individual audits the other.

In some instances, disclosure may not be sufficient, and we may require that the conduct be stopped or that actions taken be reversed where possible. As it is impossible to describe every potential conflict, we rely on you to exercise sound judgment, to seek advice when appropriate, and to adhere to the highest standards of integrity.

*If you are aware of a conflict of interest involving you or a team member, you can also contact the Monogram Foods EthicsPoint Line by calling 844-951-5274 or at [monogramfoods.ethicspoint.com](http://monogramfoods.ethicspoint.com).*

## **NO RETALIATION**

We believe it is essential to create an environment in which team members feel able to raise any matters of genuine concern internally without fear of adverse action being taken against you. Your concerns will be taken seriously and will be investigated appropriately, and as far as we are able, we will keep them confidential. Monogram Foods prohibits retaliation, in any form, against anyone who in good faith reports violations or suspected violations of this Guidebook, company policy, or applicable law, or who assists in the investigation of a reported violation. Acts of retaliation should be reported immediately to your supervisor/manager and Human Resources.

## ***ADDITIONAL RESPONSIBILITIES FOR PEOPLE MANAGERS***

All people managers must promote an environment where compliance is expected, and integrity is the norm. No one should ask our team members to break the law or go against the company's values, policies, and procedures. People managers who receive reports of or become aware of any violation or suspected violation of this Guidebook, the Code of Business Conduct, the law, or any other company policy or procedure must take appropriate action, which includes reporting it to their supervisor/manager, Human Resources, or the Law Department.



# Our Safety and Security

## **TEAM MEMBER SAFETY, FOOD SAFETY AND ENVIRONMENTAL SAFETY & PROTECTION**

At Monogram Foods, we are committed to safeguarding health and well-being. This includes ensuring food safety, maintaining a safe workplace, and protecting the environment. Our Environmental, Health, and Safety (EHS) and Food Safety and Quality Assurance (FSQA) teams have programs in place to ensure food safety and quality assurance, ensure the safety of our team members at work, and protect the environment from our manufacturing processes.

Our commitment to safety relies on our EHS and FSQA policies, programs, and procedures which are incorporated into management systems at each location. We focus on continuous improvement and risk elimination to protect our people, our products, the environment, and the communities where we work. Our EHS and FSQA policies, programs, and procedures are available to all team members and can be found on the company's intranet site or at your location by contacting the EHS Manager and/or the QA Manager.

To ensure a safe work environment, you must promptly report any unsafe working conditions, accidents, and injuries, no matter how severe it appears to be, to your supervisor/manager so any potential hazards can be corrected. For injuries or illness to you or a team member, please contact your local EHS and Human Resources Manager immediately for guidance on medical care. Medical treatment will be provided, as needed, immediately following an injury or illness.

The company strictly prohibits retaliation against anyone for reporting in good faith any unsafe working conditions, accidents, or injuries.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE is equipment worn to minimize exposure to hazards that cause workplace injuries and illnesses. Part of making sure we maintain a safe workplace means using PPE at work. The company's guidelines and requirements on PPE are necessary to prevent injuries on the job and to comply with good manufacturing practices and regulations.

Each location has PPE requirements specific to its manufacturing processes and equipment. PPE may include safety glasses or goggles, closed-toe shoes, steel-toe shoes, specialty shoes or boots, hair nets, masks, gloves, aprons, lab coats, etc., most of which are provided free of charge at your location. You are required to follow the PPE requirements at your location. Failure to follow PPE requirements will result in disciplinary action up to and including immediate termination of employment.

## **DATA PRIVACY**

The company will comply with all applicable laws when it comes to protecting the personal information of our team members that we obtain as part of the employment relationship. This commitment includes developing processes covering the collection, use, storage, and destruction by the company of biometric information. Biometric information is often collected at our production facilities as part of the timekeeping process and is used to record days and hours worked to process payroll.

## **DRUG AND ALCOHOL POLICY**

We value our team members and recognize their need for a safe, healthy, and productive work environment. The use of illegal drugs, marijuana, and alcohol and the misuse of legal drugs in the workplace subjects team members and visitors to unacceptable risks and undermines our ability to operate safely, effectively, and efficiently.

You are expected to report to work and perform your job duties without being impaired by drugs and/or alcohol. Team members are also prohibited from reporting to work while taking prescribed drugs which adversely affect their ability to perform their job duties safely and effectively. Team members whose faculties appear impaired during work hours will not be allowed to work, regardless of the cause, and will be subject to drug testing, where allowed by applicable law, and will be subject to disciplinary action up to and including termination of employment.

The possession, use, sale, cultivation, manufacture, or distribution of drugs and alcohol while working, while on the company's premises, or while operating the company's vehicles, machinery, or equipment is prohibited. The company may host social events where it elects to offer beverages containing alcohol and these events do not violate this policy, but team members are expected to drink and behave responsibly at these events. When such events are held, team members are responsible for their reasonable use of alcohol and compliance with all local laws.

Drivers of commercial motor vehicles, whether owned or leased by the company, may also be subject to the Federal Motor Carrier Safety Administration alcohol and drug testing program.

We reserve the right on reasonable grounds to search items on company property, including but not limited to offices, desks, computers, and lockers, at any time and to perform random and reasonable drug and alcohol tests to the extent permitted by applicable law.

## **HARASSMENT-FREE WORKPLACE**

At Monogram Foods, we all have a right to work in an environment free from harassment of any kind. We are committed to providing a work environment free from any form of harassment or discrimination. Unlawful harassment or discrimination is defined as persistent and unwelcome conduct or actions based on any legally protected status or characteristic.

This type of conduct by or toward any team member, any contract worker, or anyone who does business with the company will not be tolerated, and violations of this policy will be subject to disciplinary action up to and including termination of employment or engagement.

A common form of harassment is sexual harassment. Sexual harassment occurs when comments or conduct of a sexual nature are made a condition of employment or used as the basis for employment decisions. Sexual harassment behaviors include but are not limited to sexually suggestive gestures, sexual jokes, a display of sexually offensive material, unwelcome flirtation, advances, propositions, verbal abuse of a sexual nature, graphic sexual commentary, leering, whistling, unwanted touching, sexual assault, or coerced sexual acts, suggestive or obscene comments or gestures, and persistent unwanted contact or attention after the end of a consensual relationship.

*If you feel that you have been harassed or discriminated against, or you witness any harassment or discrimination by a team member, contract worker, or anyone who does business with the company, immediately report such conduct to your supervisor/manager, Human Resources, or the EthicsPoint Line.*

Do not allow an inappropriate situation to continue by not reporting it. The company will investigate every complaint received and, if improper conduct is found, take appropriate corrective action. Complaints will be kept as confidential as possible but complete confidentiality may not be possible when the company investigates a complaint.

We will not tolerate retaliation of any kind against those who report what they believe in good faith to be discrimination or harassment, or against those who participate in an investigation or otherwise support another individual's claim of discrimination or harassment, or a violation of company policy or the law. We will take disciplinary action up to and including the immediate termination of any team member who retaliates against another for engaging in protected activities.

## **WORKPLACE BULLYING**

We are committed to providing all team members with a work environment free from bullying. In support of this commitment, we strictly prohibit all forms of workplace bullying and will not tolerate bullying behavior. Team members who violate this policy will be disciplined, up to and including termination of employment.

We define workplace bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work or in the course of employment, that demeans, intimidates or humiliates people either as individuals or as a group. Bullying is usually seen as acts or verbal comments that could mentally hurt or isolate a person or group of people in the workplace. Sometimes, bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behavior that is intended to offend, degrade, or disgrace a particular person or group of people, often in front of others. Bullying is usually carried out by an individual but can be carried out by a group of team members.

### ***Examples of Workplace Bullying***

The company considers the following types of behavior to be examples of workplace bullying:

- **Verbal Bullying:** persistent name calling or joking which is hurtful, demeaning, humiliating, intimidating, insulting; abusive and demeaning remarks directed at an individual or group of individuals; ridiculing or maligning a person or group of people or a person's family.
- **Physical Bullying:** the threat of physical assault; damaging a person's property; physical contact such as shoving, pushing, kicking, poking, or tripping.
- **Intimidating Gestures or Exclusion:** non-verbal threatening or intimidating body gestures or glances that convey a threatening message; socially or physically excluding or disregarding a person in work-related activities.
- **Workplace Mobbing:** a group behavior which causes emotional abuse; the "ganging up" by co-workers, subordinates, or superiors, to force someone out of the workplace through rumor, innuendo, intimidation, humiliation, badgering, degradation, discrediting and isolation.

If you feel that you have been bullied at work, or you witness any workplace bullying by a team member, contract worker, or anyone who does business with the company, immediately report such conduct to your supervisor/manager, Human Resources, or the EthicsPoint Line.

Do not allow bullying to continue by not reporting it. The company will investigate every complaint received and, if improper conduct is found, take appropriate corrective action. Complaints will be kept as confidential as possible but complete confidentiality may not be possible when the company investigates a complaint.

We will not tolerate retaliation of any kind against those who report what they believe in good faith to be workplace bullying or against those who participate in an investigation or otherwise support another individual's claim of workplace bullying. We will take disciplinary action up to and including the immediate termination of any team member who retaliates against another for engaging in protected activities.

## **WORKPLACE VIOLENCE**

The company prohibits any acts or threats of violence by or toward any team member, any contract worker, or anyone who does business with the company. The company is committed to providing a safe work environment as we have already noted. We will take prompt action, up to and including termination of employment or engagement, against any team member, contract worker, or anyone who does business with the company who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

You have a duty to warn your supervisor/manager and Human Resources of any suspicious workplace activity or situations or incidents that you observe or that you are aware of that involve actual or potential workplace violence.

*You can also contact the Monogram Foods EthicsPoint Line by calling 844-951-5274 or at [monogramfoods.ethicspoint.com](http://monogramfoods.ethicspoint.com).*

We will not condone any form of retaliation against anyone for making a report about workplace violence.

## **SECURITY AND PERSONAL PROPERTY**

We have security procedures and training programs in place at each location. These procedures protect team members and our property from external threats. The procedures are incorporated into our EHS management systems at each location.

Team members and visitors are prohibited from bringing any firearms or other dangerous weapons or materials into any of the company's facilities unless explicitly permitted by law.

In the event of theft or suspected theft, we reserve the right on reasonable grounds to search items on company property, including but not limited to persons, personal belongings brought onto or stored on company property or premises or into company vehicles, offices, desks, computers, and lockers, at any time and to the extent permitted by law.

Any personal property a team member brings onto company property is brought at the team member's own risk, and the company assumes no liability or responsibility. Any belongings brought onto company premises or in company work and storage areas (such as desks or lockers) are subject to search as a condition of employment as permitted by law.

All visitors must follow a facility's requirements for entering the site. Visitors include team members from other locations.



## ***USE OF HANDHELD DEVICES***

While at work, team members are expected to exercise the same discretion in using personal cellular phones, smartphones, tablets, PDAs, personal listening devices, and other personal handheld electronic devices (“personal handheld devices”) as is expected for the use of all company devices and equipment. Team members are permitted to bring personal handheld devices into the workplace and are expected to remember that working time is for work; excessive use of personal handheld devices during the workday can interfere with team member productivity and be distracting to others. Flexibility will be provided in circumstances demanding immediate attention. We expect that personal use of personal handheld devices within the workplace will reflect common sense and will not impact a team member’s productivity or safety.

In all work and non-work areas and during working and non-working time, audio players must be at a low volume level so that others cannot hear what you are listening to. If someone standing nearby can hear what you are listening too, the volume is too loud.

### ***Use of Personal Handheld Devices in Production Facilities***

It is critical for the health and safety of team members and visitors that team members working in production facilities remain focused on the tasks-at-hand and do not have any unnecessary distractions. It is for this reason that personal handheld devices may not be used when working in a production facility to the degree that such use creates a health and safety hazard or interferes with production. Unless a team member is using a personal handheld device for work, team members working in a production facility may:

- Use personal handheld devices only during nonworking time, including meal and rest breaks; and
- Engage in personal phone calls, texting, emailing, and other communications only during nonworking time, including meal and rest breaks.

### ***Personal Use of Company-Provided Handheld Devices***

Where job or business needs demand immediate access to a team member, the company may issue a business-owned handheld device. These handheld devices should be used in accordance with these guidelines. As permitted by applicable state and federal law, we reserve the right to deduct from a team member’s paycheck any charges incurred for a team member’s personal or unauthorized use of company-provided handheld devices.

### ***Safety Issues for Handheld Devices***

Team members are prohibited from using any handheld device while driving in connection with their job duties. Regardless of the circumstances, including slow or stopped traffic, team members are required to pull over to the side of the road and safely stop the vehicle before using any handheld device on company business. Under no circumstances are team members allowed to place themselves or anyone else at risk to fulfill business needs. If a team member needs to make a work call while driving, the team member must use a hands-free device but only if this is allowed by local law. However, under no circumstances may a team member while driving use any electronic wireless communications device to write, send, or read any work-related text-based communication, including text messages, instant messages, or email messages.

# Our People

## ***ELIGIBILITY TO WORK***

We only employ individuals who are legally authorized to work in the United States. We inspect, verify, and document every team member's identity, age, and employment authorization. We are prohibited from hiring or allowing anyone to continue working at the company if they are not eligible to work in the United States. All applicants, newly hired and rehired team members, must complete the required employment application and employment verification forms and provide employment eligibility documentation as required by federal law.

From time to time, we may audit documentation completed and submitted by team members to confirm age, identity, or prove eligibility to work in the United States. The results of these audits may result in requests for additional age, identity, and employment verification and may also result in disciplinary action up to and including termination of employment.

## ***RE-EMPLOYMENT OF FORMER TEAM MEMBERS AND BRIDGING OF SERVICE***

We treat former team members who are rehired fairly and consistently. Former team members are eligible for rehire if they are qualified to perform in an existing open position and if their work history and reason for separation were satisfactory. A former team member with at least one year of service who is rehired within one year of their last termination date with the company will be eligible for bridging of service, including credit for prior service and the ability to participate in benefit programs without waiting periods (subject to the terms of benefit plan documents). No employment offer can be made to a former team member without the prior approval of Human Resources.

## ***ACCESS TO PERSONNEL FILES***

You may request to review the contents of your personnel file by submitting a written or emailed request to Human Resources. The review will generally take place within seven days of receipt of your written request or as otherwise required by law. A designated member of management will be present during the review.

If you disagree with any information in the file, you may submit a written statement to Human Resources explaining your position. The statement will become part of the file. The inclusion of your written statement in your personnel file does not imply the company's agreement with the contents of the statement.

Upon request, you may receive a copy of any document you have signed that is related to your employment or payroll records.

## ***SOLICITATION AND DISTRIBUTION***

To maintain a productive work environment, the company prohibits:

- Distribution of advertising material, handbills, or any printed or written literature of any kind by employees in working areas or during work time, or the creation and/or production of such items using work equipment or materials.
- Solicitation of another employee during work hours.
- Solicitation or distribution of literature by vendors, visitors, non-employees, or other outsiders anywhere on company property at any time without the company's consent.

## ***TOBACCO AND VAPE-FREE WORKSPACE***

To provide a tobacco- and vape-free work environment for all employees, the company prohibits the use of any tobacco-related products inside any of the company facilities or company-owned vehicles without exception. We also prohibit smoking and vaping within a designated minimum distance of all entrances to company facilities. This applies to traditional tobacco smoking, chewing tobacco, e-cigarettes, vaporizers, and similar products and devices.

Our facilities may have designated tobacco smoking and vaping areas. If a facility has such designated areas, smoking and vaping are only allowed in these areas and only during meal and rest breaks.



## **ACCOMMODATIONS**

We are committed to providing reasonable accommodations to applicants or team members to assist them in applying for a job, performing the essential functions of their positions, or enjoying employee benefits and privileges. To receive such accommodation, a team member must be able to perform the essential functions of the job and the accommodation must not impose a hardship on the business or constitute a direct threat to the health and safety of the individual seeking the accommodation or that of others. Here are some reasons for which reasonable accommodations may be provided:

- Disability (physical or mental).
- Pregnancy, recovery from childbirth, breastfeeding, or common conditions related to pregnancy.
- Religious beliefs or practices.

If you need accommodation, please contact your supervisor/manager and Human Resources. Requests for reasonable accommodation will be considered on a case-by-case basis and may require additional information and documentation to evaluate the request and available accommodation.

Depending upon the circumstances, and as allowed under applicable law, the company may require a medical certification from the team member's healthcare provider concerning the need for a disability or pregnancy-related accommodation.

Any team member who believes they have been discriminated against, or denied reasonable accommodations under this policy, should promptly report the concern to their supervisor/manager and Human Resources.

*You can also contact the Monogram Foods EthicsPoint Line by calling 844-951-5274 or at [monogramfoods.ethicspoint.com](http://monogramfoods.ethicspoint.com).*

## **COMPENSATION**

The company's compensation programs help us recruit, retain, and reward employees for their contributions to our success and are designed to provide security and opportunity based on the employment market where we work and live.

### ***Employment Status and Classifications***

We define employment status and classification for each team member to determine eligibility for benefits and overtime and for other related obligations. The classification of "temporary" team members refers to individuals directly hired by the company and does not include individuals who are employed by staffing agencies, suppliers, or vendors and who come on our premises to conduct work.

Status	Regular Hours Worked	Benefit Eligibility*
Regular Full-Time	At least 40 hours per week	Eligible
Regular Part-Time	Between 30 and 39 hours per week	Eligible
Part-Time	Between 16 and 29 hours per week	Limited eligibility
Temporary	Hours may vary; specified/limited time	Not eligible

\*Subject to the terms and conditions of the benefit plan or policy

Team members will be classified as exempt (salaried) or non-exempt (hourly). Exempt team members are exempt from overtime and related provisions of the Fair Labor Standards Act. In general, exempt employees are administrative, professional, or sales employees. Non-exempt team members are entitled to overtime pay.

### ***Pay Periods***

We pay all exempt team members and non-exempt team members based in Memphis biweekly; pay is available every other Friday and we have 26 pay periods per year for this group of team members. We pay non-exempt team members at our production facilities weekly; pay is available every Friday and we have 52 pay periods per year for this group of team members.

### ***Payroll Deductions***

We are required to deduct certain items from your paycheck. Your paycheck may include personal deductions as well. We are required to deduct the following items from a team member's paycheck where applicable:

- Federal income tax
- State income tax
- Social Security and Medicare contributions (FICA)
- State disability insurance
- County, city, and school district taxes

We may also be required to deduct from a team member's pay any garnishments or wage deduction orders, wage assignment support orders, or other legal requirements. To the extent permitted by law, we will charge team members an administrative fee for any garnishments or wage deduction orders, wage assignment support orders, or other legal requirements.

Additional payroll deductions may be included if the team member has provided authorization to do so, including but not limited to:

- Group health insurance contributions;
- 401(k) contributions;
- Other items for the team member's benefit or with the team member's consent and to the extent permitted by law.

## ***Timekeeping***

We are committed to ensuring that non-exempt team members are compensated in accordance with all applicable state and federal laws and are compensated for all hours worked. Because we rely on our team members to record hours worked accurately and honestly, it is essential that team members record all time worked. Team members will be informed of the procedures for tracking and reporting hours worked at their work location and are expected to follow those timekeeping procedures. If at any time during employment a team member has questions about how to track their time accurately, they should contact their supervisor/manager or Human Resources.

Team members are prohibited from falsifying time records, knowingly submitting inaccurate time records, or recording time for another team member and will be subject to disciplinary action, up to and including termination of employment, if found to have engaged in any of these activities.

## ***Remote Access***

Non-exempt team members who are not working are not required to review or respond to work electronic communications of any type, including e-mail and text messages. Remote access for non-exempt team members is for their primary benefit and convenience. Non-exempt team members are not granted permission to work remotely simply because they have remote access. Permission from a team member's supervisor/manager or Human Resources must first be obtained before performing any work remotely. Non-exempt team members approved to use remote access to perform their work must document their working time and submit it on a weekly basis for payment.

It is the responsibility of team members with remote access to the company's e-mail system or network to ensure their remote access connection is given the same security considerations as their on-site connection. Users should never leave the computer they are using for remote access unattended while connected to the company's e-mail system or network.

## ***Overtime***

Non-exempt team members are required to obtain advance approval from their supervisor/manager before working overtime or hours beyond their regular work schedule. If we become aware that you worked overtime without approval, you will be paid overtime for the hours worked but you will also be subject to disciplinary action for violating the company's policy requiring advance supervisor/manager approval before working overtime.

### ***Off-the-Clock Work***

Non-exempt team members may not work off the clock at any time, even if a supervisor/manager asks you to do so. This means you cannot perform any work without compensation. No one is authorized to instruct any team member to work off the clock. Examples of prohibited off-the-clock work include but are not limited to:

- Performing work before a team member's workday and not recording the time;
- Team members putting on or removing PPE without recording the time;
- Performing work during the team member's rest or breaks and not reporting the time;
- Performing work at home and not reporting the time worked; and
- Sending or responding to work-related e-mails or texts at home without recording the time (excluding receiving e-mails or texts about plant closures, plant schedules, or other plant emergencies).

### ***Reporting Errors***

When a team member receives their paycheck, they should verify immediately that all time worked was recorded accurately and that they were paid correctly for all time worked. Team members should report any errors in their paycheck to their supervisor/manager or Human Resources immediately so the proper adjustments can be made.

### ***Meal Breaks, Rest Breaks, and Lactation Breaks***

We comply with all laws regarding meal breaks and rest breaks. Meal breaks and rest breaks are determined by each work location, and you will be advised of your location's policy upon employment.

We will provide team members with a reasonable amount of break time and a space to express breast milk for up to one year after the birth of a team member's child. Team members needing breaks for lactation purposes may use ordinary paid rest breaks, if applicable, or may take other reasonable break times when needed. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the team member. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed for the team member, the lactation break time will be unpaid for nonexempt employees. Exempt team members who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

## ***BENEFITS***

We provide many benefits to our team members, including health and welfare programs, retirement and savings programs, and employee assistance programs. Information regarding benefits is typically provided upon hire and during open enrollment periods. Information about benefits is always available on Paycom, the intranet, and from Human Resources.

## ***ATTENDANCE***

To best serve our customers and optimize production, regular attendance is a fundamental requirement of employment.

Attendance is a critical part of your job. If you are not here to do your work, the company is unable to perform scheduled work, and this can turn into a performance issue. We expect you to be on time and present for scheduled work shifts. The following guidelines will help you ensure good attendance:

- Show up on time.
- Work your entire shift.
- Schedule time off in advance.
- On days when you are unexpectedly absent, it is important to give your supervisor/manager as much notice as possible.
- Manage your paid time off so you always have some in reserve for those days when you are not able to come into work.
- If you are not able to report for work, make sure you call in. If you do not call in when you are absent, your employment may be terminated.

Repeated unexcused absences from work may result in corrective action up to and including termination of employment. If you are a non-exempt team member at a production facility, there may be a location-specific policy on attendance that will be provided to you upon commencement of employment and at your request.



## PAID TIME OFF

We believe our team members are the key to what makes a great company. Although work makes up a large portion of your life, we believe that a balance between work and nonwork activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, the company has designed a paid time off program that includes vacation time, sick time, and holiday pay.

Our paid time off program is intended to provide team members with flexibility to cover needed time away from work for vacation, illness or injury, and personal business. Because every team member plays an important role in helping the company perform its business obligations, and the absence of any team member creates a hardship for co-workers who must fill in, it is critical that the procedures set forth below be strictly followed.

### Accrual Rate for Vacation Time

All regular full-time and part-time team members will accrue vacation time according to the following accrual rate schedules. Accrual rates for part-time team members will be based on hours worked.

Years of Service	Vacation Hours	Bi-weekly Accrual Rate	Weekly Accrual Rate
0-1 years	40	1.54	0.77
1-4 years	80	3.08	1.54
5-9 years	120	4.62	2.31
10-19 years	160	6.15	3.08
20 + years	200	7.69	3.85

The accrual rate is based on the team member's hire date. The Chief People Officer (CPO) may approve a different accrual rate for vacation time at the time a team member is hired and may also grandfather existing accrual rates that exceed the above accrual rate schedule.

Exempt team members begin accruing vacation time immediately upon hire. Non-exempt team members begin accruing vacation time following 30 days of continued employment. During the year in which a team member is hired, prorated vacation time will be accrued and available.

We do not front-load vacation time. This means that you earn and accrue vacation time with each pay period based on the above accrual rate schedule. In the event a team member needs time away from work prior to accruing the necessary vacation time, a team member may build up a negative balance not to exceed 40 hours with the prior written approval of the team member's supervisor/manager and Human Resources.

## ***Vacation Time Carryover***

Vacation time is earned each calendar year and is set to zero every January 1 and must be used by December 31 except as noted below.

For exempt team members at production facilities, we permit up to 40 hours of carryover of unused, accrued vacation time, only under extraordinary circumstances relating to production and this requires the prior approval of the applicable Division President and Division Human Resources Lead. Exempt employees at production facilities who are permitted to carryover hours from year to year must use these carryover hours by March 31 of the carryover year. On April 1 of each year, carryover hours will be removed from the team member's accrual.

For non-exempt team members at production facilities, we will pay out up to 40 hours of unused, accrued vacation time but we will not carry over any vacation time from year to year. Any payment must be approved by the applicable Plant Manager or Director of Operations and the local Human Resources Manager based on actual accruals.

For all other exempt and non-exempt team members we do not permit any carryover of vacation time.

## ***Sick Time***

The company provides full-time team members with four days of paid sick time at the beginning of the year. Team members who begin employment between January 1 and September 30 will receive four days of sick time, and team members who begin employment between October 1 and November 30 will receive two days of sick time. Team members who begin employment on or after December 1 will not receive any sick time. Regular part-time team members will receive half of the paid sick time provided to full-time team members. Part-time and temporary team members do not receive sick time.

Sick time can be used when a team member is sick or to care for a sick family member and is available following 30 days of continued employment. Sick time must be used in full-day increments based on your shift schedule and will not be paid upon termination of employment unless required by state law. Sick time cannot be carried over.

We understand that sick time cannot always be preapproved and prescheduled, but you must contact your supervisor/manager at least two hours in advance of your scheduled work time if you plan on being absent due to sickness. Failure to provide this notice may result in immediate termination of employment.

When paid sick leave is foreseeable, like for a doctor's appointment or scheduled procedures, you should provide notice to your supervisor/manager as far in advance as possible so that we can plan for your absence.

If you fail to provide proper notice according to these guidelines, you may not be paid for the day. Even if the sick day is paid, the absence may still be considered unexcused or unauthorized time off if you fail to provide proper notice, unless otherwise provided by law.

In some states where we operate, state law mandates that we provide sick time and state sick time regulations supersede this Guidebook. Please see the State Supplements section of this Guidebook.

## ***Scheduling your Vacation Time***

Vacation time must be preapproved by, and prescheduled with, the team member's supervisor/manager. You should provide at least 24 hours of advance notice to your supervisor/manager prior to taking any vacation time. Approval for all scheduled time away is subject to applicable workloads.

Non-exempt team members must follow the vacation approval process established at their location. Non-exempt team members must take vacation time in increments of no less than two hours and no more than the total scheduled hours for the workday missed.

Exempt team members must follow the vacation approval process in Paycom. Exempt team members must take vacation time in whole day or half day increments only. A full day is defined as eight working hours and a half-day is defined as four working hours.



## ***Holiday Pay***

All regular full-time and part-time team members are eligible to receive holiday pay effective on their first day of employment. Each location will determine which holidays it will recognize for the purposes of providing holiday pay and will issue a holiday schedule at the beginning of each calendar year. Holiday schedules can be found on the company's intranet.

The company has the discretion to adjust the holiday schedule from year to year and within a year to accommodate the needs of the business. These adjustments may include changing the days on which holidays are observed.

For non-exempt team members, the number of hours for which a team member is paid on a holiday is determined by the number of hours the team member normally would work on that day, up to eight hours. To receive a paid holiday, a non-exempt team member must work their last scheduled workday immediately before and first scheduled workday immediately after the holiday, unless they are on an approved absence other than a leave of absence or paid sick time. A team member who is scheduled to work on a holiday and is absent from work on that holiday will not receive holiday pay.

Holiday pay will be paid at a team member's regular rate of base pay and is not considered as time worked for the purpose of overtime. The company may schedule work on a company observed holiday. Normally, work on an observed holiday will be paid as if the day were a regularly scheduled day in addition to holiday pay as determined by the number of hours the employee normally works on that day, up to eight hours.

## ***Termination of Employment***

Team members will be paid for all earned and unused vacation time upon termination of employment. Sick time and holiday pay are not paid upon termination of employment unless required by state law. Final paychecks will include deductions for repayment of any negative vacation time balance upon termination.

## ***Leaves of Absence***

There may be times when a team member requires time off that does not fit within our paid time off program, and we may consider a leave of absence for the team member. A leave of absence may be paid or unpaid and the following are some common types of leaves of absence:

- Bereavement leave
- Jury duty
- Military leave
- Family and Medical Leave Act (FMLA)
- Americans with Disabilities (ADA) and related state laws
- Short- and long-term disability
- Maternity leave
- Parental leave (other than maternity leave)
- Voting time
- Worker's compensation leave
- Required court appearances

For full details on our leave programs, please refer to the Leave of Absence Policy on the Human Resources page of the company's intranet site or consult with Human Resources.

## ***PERSONAL APPEARANCE***

We expect all team members to use good judgment in choosing dress and appearance and to present a neat, well-groomed appearance and a courteous disposition to customers, suppliers, and coworkers. These qualities go further than any other factor in making a favorable impression on the public and coworkers.

Team members should dress and present themselves in an appropriate manner that reflects professional and safety standards for the area in which the team member works. Team members who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time away from work will generally be without pay.

Appropriate work attire is a part of a safe work environment. Some positions, especially those in production facilities, may require PPE, uniforms, and have stricter standards around appropriate footwear and clothing. A team member's job duties and work site will dictate what is appropriate to wear to work.

## ***CORRECTIVE ACTION TO HELP IMPROVE WORK PERFORMANCE***

The company holds all of us to professional performance and behavioral standards and aims to do so consistently and equitably. Corrective action may be necessary when an individual's actions do not align with those standards. In such cases, the team member's manager, in consultation with Human Resources, may initiate corrective action based on the company's policies and procedures.

Correction action will often, though not always, progress as follows:

- Counseling and verbal warning – The manager will provide a verbal warning to the team member and document the conversation.
- Written warning – The team member will be given a warning documented in writing by the manager and coordinated with Human Resources. The written warning may be referred to as a Performance Improvement Plan.
- Final written warning and/or suspension – The team member will be given a final written warning, which may include an unpaid suspension from work.
- Recommendation for termination of employment – A manager will make a recommendation for termination of employment to Human Resources and a plan of action will be determined.

Corrective action may begin at any level and may skip levels, depending on several factors including the severity of the performance or behavioral issue. The company has sole discretion to choose the appropriate form of corrective action. Cases will be handled on an individual basis, and items that may be taken into consideration include the seriousness of the issue at hand, the circumstances surrounding the situation and its impact on other team members, and the team member's work record.

## ***AT WILL EMPLOYMENT***

This Guidebook, by itself and together with other company policies or procedures, does not create a contract of employment and does not guarantee employment or the provision of benefits of any kind. Team members of Monogram Foods are "at will" employees unless a written agreement signed by an authorized representative of the company provides otherwise (e.g., a collective bargaining agreement).

"At will" employment with Monogram Foods means that employment is not for any specified period and a team member may voluntarily leave or be terminated by the company at any time, and for any reason, with or without prior notice.

Failure to comply with the policies and procedures outlined in this Guidebook or any other company policy may lead to disciplinary action up to and including termination, with or without corrective action.

**ACKNOWLEDGMENT OF RECEIPT OF MONOGRAM FOODS  
TEAM MEMBER GUIDEBOOK**

I acknowledge that I have received a copy of the Monogram Foods Team Member Guidebook, which contains important information on the company's programs, policies, and procedures. I understand that I am responsible for familiarizing myself with the policies in this Guidebook and any additional policies at my work location that are not covered in this Guidebook. I understand and agree that if I have any questions regarding this Guidebook or other company policies or procedures, I am expected to seek clarification and further information from my supervisor/manager or Human Resources. I agree to comply with all programs, policies, and procedures applicable to me.

I understand that the company is committed to complying with the requirements of federal, state, and local laws. I understand that to the extent federal, state, and local laws provide employees with greater rights than set forth in this Guidebook, the company will comply with such laws. I understand that if I have any questions about the legal requirements in the state where I am employed, I should contact Human Resources or the Law Department.

I provide consent to the company to collect my biometric information for the sole purpose of determining the days and hours I have worked so that the company can process payroll accurately. Upon my termination of employment, any biometric information collected by the company will be permanently destroyed.

I provide consent to the company to take photographs and/or video of me while I am at work or at a work-related event and to use such photographs and/or video for any legal purpose.

I understand that the company reserves the right to review and make changes to its policies, procedures, compensation, benefits, or other programs at any time at its discretion. I further understand that the company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have read the Team Member Guidebook and agree to abide by the policies and procedures outlined in the Guidebook.

Employee's Signature

Date

Print Name

Location

## ***MASSACHUSETTS STATE SUPPLEMENT***

The Commonwealth of Massachusetts provides benefits that are available for team members who work at our Massachusetts locations. Below is a summary of benefits that are unique to Massachusetts and may differ from those described in this Guidebook. If you are a team member working at one of our Massachusetts locations and you would like more information about these benefits, please contact Human Resources.

### ***Parental Leave***

The Massachusetts Parental Leave Act provides for up to eight weeks of unpaid leave for:

- The birth or care of a newborn child;
- The adoption of or intent to adopt a child under the age of 18; or
- The adoption of or intent to adopt a child under the age of 23 who is mentally or physically disabled.

Team members are eligible for the leave if they:

- Are employed full-time; and
- Have been employed for at least three consecutive months.

### ***Paid Family and Medical Leave***

Under the Massachusetts Paid Family and Medical Leave (PFML) law, team members are eligible to take up to 26 weeks of paid family and medical leave per year. PFML benefits are paid for by a combination of employer and employee contributions. PFML may be taken for the following reasons:

- Bonding with a newborn child, newly adopted child, or newly placed foster child;
- A qualifying exigency related to a family member's active duty or impending call or order to active duty in the Armed Forces;
- Caring for a family member who is a covered servicemember; and
- The serious health condition of a family member; and
- Medical leave for the team member's own serious health condition.



### ***Earned Sick Time Leave***

Under the Massachusetts Earned Sick Time Law, eligible team members may earn up to 40 hours of sick and safe leave per year that could be used for the following reasons:

- Diagnosis, care, or treatment of the team member's or a covered family member's illness, injury, or medical condition;
- Preventive care or routine medical appointments for the team member or a covered family member; and
- To address the effects of domestic violence against the team member or the team member's child.

### ***Other Leave Benefits***

You may also be eligible to take the following leave:

- Small necessities leave;
- Domestic violence leave;
- Military leave;
- Jury duty leave;
- Court appearance leave;
- Voting leave; and
- Time off on Veterans Day/Memorial Day.

### ***Show Up Pay***

Massachusetts' minimum wage law requires us to pay team members for a minimum of three hours of work at the minimum wage when you:

- are scheduled to work a shift that is three hours or longer;
- report to work at your scheduled time; and
- are sent home early and do not end up working at least three hours.

### ***Carryover and Termination of Employment***

Benefits provided under this State Supplement cannot be carried over from year to year and are not paid upon termination of employment unless required by state law.

## **MINNESOTA STATE SUPPLEMENT**

The State of Minnesota provides benefits that are available for team members who work at our Minnesota locations. Below is a summary of benefits that are unique to Minnesota and may differ from those described in this Guidebook. If you are a team member working at our Minnesota locations and you would like more information about these benefits, please contact Human Resources.

### ***Earned Sick Time Leave***

Under Minnesota's Earned Sick and Safe Time law, sick and safe time is paid leave the company must provide to team members that can be used for certain reasons, including when a team member is sick, to care for a sick family member, or to seek assistance if a team member or their family member has experienced domestic abuse.

You are eligible for sick and safe time if you work at least 80 hours in a year for the company in Minnesota. Temporary and part-time team members are eligible for sick and safe time. You will earn one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year.

Team members can use their earned sick and safe time for reasons such as:

- the team member's mental or physical illness, treatment, or preventive care;
- a family member's mental or physical illness, treatment, or preventive care;
- absence due to domestic abuse, sexual assault, or stalking of the team member or a family member;
- closure of the team member's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the team member or a family member is at risk of infecting others with a communicable disease.

Team member may use earned sick and safe time for the following family members:

- heir child, including foster child, adult child, legal ward, child for whom the team member is legal guardian or child to whom the team member stands or stood in loco parentis (in place of a parent);
- their spouse or registered domestic partner;
- their sibling, stepsibling, or foster sibling;
- their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
- their grandchild, foster grandchild, or step-grandchild;
- their grandparent or step-grandparent;

- a child of a sibling of the team member;
- a sibling of the parents of the team member;
- a child-in-law or sibling-in-law;
- any of the family members listed above of a team member's spouse or registered domestic partner;
- any other individual related by blood or whose close association with the team member is the equivalent of a family relationship; and
- up to one individual annually designated by the team member. Benefits provided under this State Supplement cannot be carried over from year to year and are not paid upon termination of employment unless required by state law.

### ***Parental Leave***

Team members may take up to 12 weeks of unpaid leave during pregnancy or upon the birth or adoption of their child. Team members are eligible for this leave regardless of the amount of time for which they have worked for the company. The leave must be taken within 12 months of the birth or adoption, must be requested from the company, and team members can choose when the leave will begin.

If you have paid leave available to you, including sick time or vacation time, the amount of parental leave will be reduced so that the total leave is not more than 12 weeks. The federal Family Medical Leave Act (FMLA) requires employers to provide up to 12 weeks of unpaid leave in connection with the birth or adoption of a child or for a serious health condition. You only have a right to 12 weeks of leave total for birth or adoption of a child and any pregnancy-related leave even if you qualify for both FMLA and pregnancy or parental leave.

Your employer-provided health insurance will be continued during parental leave but you must pay for your portion of this coverage. You are entitled to employment in your former position or one with comparable duties, hours, and pay upon your return from leave. You are also entitled to the same benefits and seniority you had before the leave.

### ***Carryover and Termination of Employment***

Benefits provided under this State Supplement cannot be carried over from year to year and are not paid upon termination of employment unless required by state law.

**Monogram**<sup>TM</sup>  
foods