

*Instructions: Give to employee for review.*

### **Notice of Rights - Meal and Rest Period**

It is and has been the policy of this Company to require all employees to take their required rest periods and to permit a thirty minute duty-free lunch break(s). This memorandum is to reinforce our policy that all employees must recognize that it is their personal responsibility to schedule and take these work breaks so as to not disappoint our customers and to take this time off to relax and refresh. Taking such breaks will help reduce errors and accidents. The Company makes the time for meal breaks and rest periods available to all our staff. Meal breaks should be taken as far as practical in the middle of your shift, or if you work more than ten hours, you should divide your shift into equal segments between meal breaks. The Company's policy makes available and gives you the opportunity to take your lunch break within six hours of commencing employment under any circumstances.

Smokers should use these breaks to smoke inasmuch as the Company requires that employees smoke in designated areas. If you have any inactive time because of the flow of business or work, you should take your breaks during such time. Similarly, employees who interrupt their work to handle personal activities, such as going to the rest room, personal phone calls, or having a snack should understand that they are using their break time at such time.

These rest periods (ten minutes for each four hours worked) and lunch breaks (thirty minutes) for each five hours of work are mandatory (unless you work less than six hours) and are duty-free. Any employee who cannot take their required breaks must immediately inform their supervisor so that arrangements can be made to promptly take a break. Reporting all missed rest periods and lunch breaks is also mandatory. Managers shall enforce this policy.