

MEALS, BREAKS, AND SMOKING POLICY

ALL EMPLOYEES

- Employees are allowed one 10-minute break (maximum of 10 minutes) for every four hours worked. Smoke breaks count as a 10-minute break - (*See Section 402 B*). Any break time exceeding 10 minutes will be deducted from time worked. Time card should reflect break times taken by using the appropriate break punches via ISolved.
- Employees working 7 hours or more are required to take a 30-minute unpaid lunch break. ISolved should be used to check in and out. Employee may be excused from a lunch break upon supervisor approval.
- Employees under 18 years of age are **required by federal labor law** to take a 30-minute lunch break if working more than 6 hours. ***NO EXCEPTIONS!*** Employees of CnD Specialties under the age of 18 will take a lunch break when scheduled to work 5.5 hours.
- Eating or nibbling while working, especially in front of customers is strictly prohibited. If you are eating anything, you must be checked out for either a 10-minute break or a lunch period and in appropriate area for break or lunch.
- Free beverages are available while working but must be consumed on premises during working hours:
 - Coffee & fountain soda from the Cafés and Grill are free to all employees during working hours.
- There are no free beverages to go. All other beverages are available for purchase with a 10% discount applicable if regular price.
- All food must be purchased before being consumed or taken from the building. This includes all candy bars, donuts, small bags of chips, etc. Exceptions for taste testing may be made by management.
- **EMPLOYEES MUST WASH HANDS UPON RETURNING TO WORK.**