



ACRO SERVICE CORPORATION

Meal Breaks and Rest Periods Policy - California

When you work a shift of more than five (5) hours, Acro Service Corporation ("Acro") provides you with a 30-minute unpaid, duty-free and uninterrupted meal period by the end of the fifth hour of work. However, if you work six (6) hours or less in a workday, then you and Acro can agree to voluntarily waive the meal period. You should begin your meal period by no later than the end of your fifth hour of work.

When you work a shift of more than 10 hours, Acro provides you with a second 30-minute unpaid, duty-free and uninterrupted meal period by the end of the tenth hour of work. However, if you work more than 10 hours in a shift, but not more than 12 hours, then you and Acro can agree to waive your second meal period. You should begin your second meal period by no later than the tenth hour of work.

Each non-exempt employee is required to record accurately the time they begin and end each meal period. Non-exempt employees must not perform any work "off the clock" during meal periods. Any time spent performing work during a meal period must be reflected on the employee's time record. Employees will be subject to discipline for violating this policy.

Employees are authorized and permitted to take one paid 10-minute duty-free and uninterrupted rest break for every four (4) hours worked or major portion thereof. Rest breaks should be taken as close to the middle of each four-hour work period as practicable. Employees working fewer than 3-1/2 hours in a shift are not entitled to a rest break. If you work between 3-1/2 and six (6) hours in a shift, then you are authorized and permitted to take one (1) paid rest break each shift. If you work more than six (6) hours in a shift, then you are authorized and permitted to take two paid rest breaks each shift. If you work more than 10 hours in a shift, then you are authorized and permitted to take an additional rest break. Acro encourages employees to take all authorized rest breaks each shift.

A duty-free meal and rest period means that you are relieved of all of your work duties during your meal periods and rest breaks, and you are free to use this time for whatever purpose you desire, including leaving the premises. If you are not provided with a meal period or rest break as specified in this policy, or anyone directs or encourages you to skip your meal periods or rest breaks, you must contact your Acro ER immediately. You may do so without fear of retaliation, which Acro policy prohibits.

Acro will assume that you have been provided with your meal periods and rest breaks as set forth in this policy unless you notify your Acro Representative of a problem AND you submit a **Notice of Involuntarily Late, Missed, Shortened, or Interrupted Meal and/or Rest Periods - California** to compliance@acrocorp.com advising you were unable to take a meal period and/or rest break. Contact your ER with any questions.