	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: <b>Jury / Witness Duty</b>	EFFECTIVE DATE: 1/01/2011
	POLICY NO. <b>216</b>	REVISION DATE: 2021
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ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

*This Policy covers all non-union associates employed by Perdue Farms, Inc. and all its subsidiaries and, where required by law, applicants for these entities.*

## I. SUMMARY

The company recognizes its associates may be called to perform jury duty service as it is a civic duty or appear as a witness. Each associate should respond to these obligations when summoned or subpoenaed and it is desirable that associates seek exemptions only on the most urgent grounds.

## II. ELIGIBILITY


- A. All associates will be allowed time off for jury and witness duty reasons as required by applicable law.
- B. All non-exempt associates must complete their probationary/introductory period to be eligible for pay while on jury / witness duty, unless otherwise required by applicable law. Supervisors/Managers/Directors will grant a probationary/introductory associate the jury / witness duty time; however, the associate is not eligible for the jury / witness duty pay.
- C. Exempt (salaried) associates will be paid at full salary

## III. DEFINITIONS

- A. Jury Duty – A notice is received by the associate that they must report to local, state or federal court for the purpose of serving as a juror.
- B. Witness – Associate receives a legal subpoena to appear at a designated date, time and place to be a witness in a legal proceeding. Associates appearing in court on their own behalf (plaintiff or defendant) are excluded from the definition of a witness.

## IV. PROCEDURES

- A. In the event an associate receives notice to report for jury duty or as a witness on another party's behalf, the associate is to notify their supervisor/manager immediately so that arrangements can be made to have their duties covered until they return to work. This time will be an excused absence.

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- B. While the associate serves as a juror, the Company will pay the associate their regular straight time earnings for the scheduled work hours they missed to perform their civic duty provided proof of such service from the Clerk of Court’s Office or an officer of the court in the event of being subpoenaed as a witness is provided to the supervisor/manager.
- C. Time spent on jury duty will be counted as regular working time for all purposes except overtime.
- D. Associates who appear before a court or jury in a matter to which they are a party – on their own behalf - may use PTO (Paid Time Off) days. Examples of this include, but are not limited to, criminal or civil cases, traffic court, divorce proceedings, custody hearings or other court-ordered appearances.
- E. Associates summoned for jury duty or appearing as subpoenaed witnesses are expected to work during normal working hours whenever court is not in session or when their presence in court is not required, to the maximum extent permitted by applicable law.
- F. The associate must provide proof of the call to jury duty or the subpoena requiring them as a witness. Proof must be submitted to the supervisor/manager.
- G. When called to jury duty or subpoenaed as a witness associates must provide proof of jury duty service, and proof of their appearance as a witness to the supervisor/manager.

**V. COORDINATION WITH OTHER TYPES OF PAY OR BENEFITS:**

If the associate is otherwise eligible for holiday pay, holiday pay will be given if jury duty is interrupted by a legal holiday recognized by the Company.

**VI. RESPONSIBILITY**

The Vice President of Human Resources retains the authority and responsibility for this Policy. Questions concerning the meaning or interpretation of this Policy should be referred to the Director of Human Resources. Any circumstances that require a waiver

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from the Policy must be coordinated through the Vice President or Director of Human Resources.