

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: OUTSIDE EMPLOYMENT	EFFECTIVE DATE: 1/01/1987 REVISION DATE: 2021
	POLICY NO. 412	Page 1 of 2
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

This policy states the Company's position concerning its associates working a secondary job.

II. * POLICY

- A. The Company expects that all associates will devote full attention and skills to the performance of their jobs. Regular, full-time associates who have, or expect to have, a secondary job should discuss the job with their supervisor or manager.
- B. Such outside jobs must not be allowed to:
 - 1. interfere with associate's performance of their regular job,
 - 2. conflict with hours scheduled to work,
 - 3. cause an associate to arrive late for, or leave early from, any scheduled shift or work hours in the Company job, nor
 - 4. conflict with associate's availability for emergency or overtime work.
- C. Secondary or outside job must not conflict directly or indirectly with the company's business.
- D. Associates engaged in outside employment may not utilize Company facilities, resources, property, telephones, equipment, time, or staff in support of such activities, nor may those activities be conducted on Company premises.
- E. Associates cannot work a second job of any kind during any time they are or would be scheduled to work except as follows: (1) military service where the associate followed all leave request requirements under the company's military leave policy; or (2) during an associate's pre-scheduled (at least two weeks in advance) and pre-approved PTO.

III. * RESPONSIBILITIES

- A. It is the ultimate responsibility of the associate to bring the issue of outside employment to their supervisor or manager. It is the supervisor's or manager's responsibility to

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properly counsel the associate upon being approached about outside employment or to approach the associate when learning of the situation independently. If and when a problem arises with working a secondary job, it will be the responsibility of the associate at that point, to make a personal decision that will alleviate any future conflict with his regular full-time job.

- B. 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 appropriate Director of Human Resources. Any circumstances that require a waiver from the Policy must be coordinated through the Vice President or appropriate Director of Human Resources.