

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 1 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

I. PURPOSE

This policy defines guidelines for viable Alternative Work Solutions (AWS) such as job/space sharing, remote/telecommuting, alternative work scheduling, and appropriate protocols for utilizing touchdown stations and hoteling in support of corporate, department, and associate goals and objectives.

II. POLICY

Perdue Farms Inc. considers job sharing, telecommuting, and the use of hoteling and touchdown stations as a voluntary alternative work solution that may be appropriate for some jobs and some associates. It is not an entitlement; it is not a company-wide benefit; and it in no way changes the terms and conditions of employment with Perdue Farms Incorporated.

The AWS arrangement is not an express or implied contract of employment or warranty of benefits, and will not be construed as such; an associate’s participation in the AWS arrangement does not change an associate’s at-will employment status with the Company. In conjunction with this AWS Policy, all other Company policies and procedures are applicable to associates who participate in the AWS program.

III. DEFINITIONS

Dedicated workspace – An assigned workspace utilized by one person on a continuous basis. This arrangement allows for the associate to spend greater than 80% of their time in the office on a traditional work schedule.

Job/space sharing – An AWS arrangement in which a dedicated workspace is shared by two or more associates at different times. This arrangement allows for an associate to work in the office, possibly doing shift work, job sharing, or working another schedule that allows for multiple associates to utilize the same workspace without overlap.

Remote/telecommuting – An AWS arrangement in which no dedicated workspace is made available at the base facility due to the associate working from home or traveling 80% of the workweek. Associates working on site while in remote/telecommuting status will have the following options available for workspace:

Hoteling – An AWS arrangement in which a non-dedicated workspace is available on an advanced reserved basis. This arrangement allows for the associate to work outside of the office greater than 40% of the time while being in the office for defined periods of time, generally in daylong increments.

Touchdown station – An AWS arrangement in which the workspace is not dedicated and not reserved in advanced but is available on a first come first serve basis. This arrangement

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 2 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

accommodates associates who work outside of the office greater than 80% of the time, generally for less than a day.

Suitable positions – Positions that have been examined and identified by the Human Resources Director/Vice-President and Business Vice-President/Senior Vice-President as containing tasks that may be performed in part or completely outside of the corporate office environment.

Not suitable positions – Positions that have been examined and identified by the Human Resources Director/Vice-President and Business Vice-President/Senior Vice-President as containing tasks that require daily face to face interaction with customers or coworkers and/or jobs requiring daily use of equipment or machinery that is available only on site.

Work Schedule/Work Hours – A schedule of hours approved by the supervisor regarding when the associate will be performing work and be available via phone, electronic messaging, etc. Associates are generally required to work forty (40) hours per week unless they are absent from work under the Company’s leave policy.

Non-exempt Associates – Associates eligible for time and one-half after 40 hours per week as required by federal and/or state law. If a non-exempt associate is engaged in an AWS assignment, he/she must comply with all record-keeping requirements and must accurately record and timely report all working time as a condition of continued participation in the program. Non-exempt associates are required to "clock in" and "clock out" by telephone or computer just as they would with a time clock.

In addition, AWS employees are required to sign and submit a weekly timesheet reflecting all hours worked. He/she must also take meal and rest periods with applicable legal requirements and Company policies. An associate is not exempt from the meal period, rest period or record-keeping rules solely because he/she is permitted to work at home or at another off-site location. Non-exempt associates must receive prior approval from their supervisor before performing any overtime work during a telecommuting arrangement. Shift differential and on-call pay, if any, are not applicable while telecommuting.

IV. ASSOCIATE ELIGIBILITY

The Human Resources Director/Vice-President and Business Vice-President/Senior Vice-President will approve which positions and associates are suitable for AWS arrangements after reviewing the supervisor’s recommendation.

Supervisors should take the following criteria into account, as an associate being considered for an AWS arrangement must:

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 3 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

- Have been employed with the Company for a minimum of three months of continuous full or part time service and/or received an overall performance rating of AR during the previous reporting period, if applicable.
- Consistently demonstrate the ability to work as part of a team.
- Have a willingness to be available during their established hours of work. When taking breaks they should return any phone calls and/or electronic messages within the hour of receipt, if reasonable. "Out of Office" features should be used in the event the AWS associate is away from their home office in accordance with the same guidelines as in office associates.
- Consistently demonstrate the ability to be self-directed to identify specific causes of a problem and possess the ability to make independent decisions within established guidelines as needed without continual direction from management.
- Consistently demonstrate the ability to be flexible and have a willingness to change practices and procedures as necessary to achieve performance objectives.
- Demonstrate a willingness to successfully complete the required training to include AWS Certification.
- Demonstrate the ability to establish and maintain a specific, defined, and safe work area within their home as the home office dedicated to work purposes.

V. SECURITY and SAFETY

Where needed the company will provide equipment as indicated in the position description. The company will not provide furniture or high-speed internet access. The Human Resources Director/Vice-President, Business Vice-President/Senior Vice-President and Chief Information Officer will make exceptions and approval for other items on a case-by-case basis. The Company will consider requests for reasonable accommodation under the Americans with Disabilities Act and applicable law.

Perdue Farms Inc. will not be responsible for any cost to set up the associate's home office including, but not limited to any impact on home owner's insurance or personal taxes, remodeling, furniture, lighting, or for repairs or modifications to the home office space.

Associates being considered for AWS arrangements must comply with the company's expectations for information security. This includes ensuring the protection of proprietary company and customer information accessible from their home office, through methods and means including but

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 4 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

not limited to locked file cabinets and desks, regular password maintenance and any other steps appropriate for the job and environment.

AWS associates are expected to comply with Perdue’s Information Security Policies set forth in the following links:

Information Security Policies (all):

https://perduefarms.sharepoint.com/sites/it_infosec_polstan/Shared%20Documents/Forms/AllItems.aspx

Information Security Policy Summary:

http://intranet.perdue.com/infosec/forms/security_policy_abr.pdf

Associates shall not store Perdue data on non-company systems or cloud apps. Company data should not be stored on associates’ home computer, personal USB, or personal cloud (e.g. Dropbox, Google Drive). These locations do not have the same security protections and can give cyber criminals access to Perdue data or systems. All security policies still apply to AWS associates. AWS associates should review and comply with guidelines for securely working from home:

http://intranet.perdue.com/infosec/Awareness_Events/Working%20From%20Home%20%E2%80%93%20Security%20Tips.pdf

The Company does not assume liability for any accidents or injuries to an associate that occur outside of work hours and outside of the associate’s dedicated home office space. AWS associates are required to report all work-related injuries according to Company policy and procedure. The Company does not assume liability for any accidents or injuries to any third parties that may occur in or outside the associate’s home.

VI. RESPONSIBILITIES

Supervisors and department heads are encouraged to contact Human Resources for assistance in evaluating and developing all AWS arrangements.

Supervisors, in conjunction with Human Resources, should ensure that the position and associate being considered meets the associate eligibility criteria as indicated in this guideline.

After determining that a position and associate meet the eligibility requirements, a supervisor must seek the approval of his/her Senior Vice President regarding the AWS arrangement.

When considering if a position is suitable for AWS the supervisor and department head should consider the following and determine the weight of each:

- the degree to which an associate is required on site to perform the essential functions of a job,

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 5 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

- the availability of computer equipment/programs and support for remote locations,
- cost comparison of on-site versus remote office
- effective utilization of existing corporate space and on-site equipment

Once engaged in the AWS arrangement, the supervisor and the associate will be responsible for ensuring socialization opportunities between the AWS associate and the organization are maintained.

Additionally, periodic feedback/coaching sessions should be initiated by the supervisor to provide guidance to the AWS associate. In the event of an associate's performance failures, the AWS arrangement may be suspended or terminated.

Associates participating in AWS arrangements are required to attend team meetings and other meetings in office in order to maintain a level of socialization and interaction with onsite associates.

In addition to meeting the specified eligibility criteria to participate in an AWS arrangement associates are required to sign an Employee Acknowledgment describing the terms and conditions of the AWS arrangements. The Employee Acknowledgment is found at the end of this document.

Any telecommuting or job share arrangement will be on a trial basis for the first three months, and may be discontinued at any time at either the request of the associate or at the discretion of the Company.

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 6 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

ALTERNATIVE JOB SITE ARRANGEMENT ACKNOWLEDGMENT

This sets forth the AWS Arrangement (AWS) between _____ and Perdue Farms effective _____.

As of the effective date indicated above Associate will perform the duties detailed in his or her current position description from the following location:

Address: _____

And

Perdue Corporate Office-Salisbury, Maryland

As an associate participating in an AWS arrangement, Associate understands and agrees to the following:

Regarding Associate's Home Office (if applicable):

The Company will not be responsible for any cost to set up the associate's home office including, but not limited to any impact on home owner's insurance or personal taxes, remodeling, furniture, or lighting, or for repairs or modifications to the home office space.

The Company will consider requests for reasonable accommodations under the Americans with Disabilities Act and applicable law.

Associates being considered for AWS arrangements must comply with the Company's expectations of information asset security. This includes ensuring the protection of proprietary company and customer information accessible from their home office. This would include but not be limited to the use of locked file cabinets, disk boxes and desks, regular password maintenance and any other steps appropriate for the job and environment.

The Company will not be liable for any accidents or injuries to an associate that occur outside of work hours and outside of the associate's dedicated home office space. The Company does not assume liability for any accidents or injuries to any third parties that may occur in or around the employee's home.

Associate acknowledges that s/he understands that in addition to the policy and procedures governing the AWS Program, all company policies and procedures remain applicable to Associates participating in the AWS program.

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 7 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

The Company posts all required federal and state employment law posters in its corporate and plant locations. Associate has the option of also having these posters displayed in his/her home office location, if applicable.

Regarding Hours:

Associate is expected to maintain an appropriate work schedule.

Associate's core work hours will be 8:00 AM 5:00 PM

Monday through Friday and other hours and days as may be required. Associate further agrees that he will provide a full schedule per month of his work schedule every month during this agreement. Associate will continue to make himself available for conference calls and continued contact with direct reports in the execution of his duties to include internal and external customers.

Non-exempt Associate must comply with all record-keeping requirements and must accurately record and timely report all working time as a condition of continued participation in the telecommuting program. Non-exempt Associate is required to "clock in" and "clock out" by telephone or computer just as they would with a time clock. In addition, telecommuting employees are required to sign and submit a weekly timesheet reflecting all hours worked. He/she must take meal and rest periods with applicable legal requirements and Company policies. Associate is not exempt from the meal period, rest period or record-keeping rules solely because he/she is permitted to work at home or at another off-site location. Non-exempt Associate must receive prior approval from their supervisor before performing any overtime work during a telecommuting arrangement.

Regarding Communications:

Associate is expected to answer, return, and in general handle business calls and e-mails from company associates, outside vendors, and customers in the same manner and timeframe and with the same service levels as when Associate is based at the Perdue corporate office.

A weekly conference call may be established to review status, progress, and any outstanding issues.

Associate will attend all regularly scheduled meetings, upon request, including all telephone conference meetings that are scheduled during core work hours and as necessary to meet business needs.

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 8 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

Associate is expected to plan in-person visits to the company office as well as to the locations of primary client contacts on a frequency to be determined by the company on an as needed basis.

Regarding Confidentiality:

Associate understands that Associate is obligated to maintain the safety and security of customer and associate data and information to include electronic and hard copy, and will not store any electronic data on equipment that is not company issued, and not company software.

Regarding Equipment and Maintenance:

Associate understands that the company will provide the following equipment for Associate's use only for providing services to the Company, and that Associate is responsible for maintenance and use according to the manufacturer instructions and only for company related functions:

1. Laptop Computer
2. Cellular phone

In the event that Associate's employment relationship with the Company terminates, Associate will be required to immediately return all equipment and supplies that were provided by the Company.

Regarding Evaluating the AWS Arrangement:

Associate understands that the AWS arrangement includes an initial three-month trial period, and that the company may terminate this arrangement at any time, for any reason, with or without prior notice. In the event that the company terminates the arrangement Associate is expected to perform his or her job at the Company location.

Associate understands that in the event that Associate does not return to the Company work location on the requested date, Associate's failure to return will be considered a voluntary resignation from employment and will be treated as such. In this event, the Company will not be responsible for any costs, damages, losses, or expenses that may arise from or be related to any such termination or the cessation of Associate's ability to work from any alternative job sites.

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: ALTERNATIVE WORK SOLUTIONS (AWS)	EFFECTIVE DATE: June 10, 2008
	POLICY NO. 425	REVISION DATE: 2021
Page 9 of 9		
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

Retention of At Will Status:

Associate understands that the AWS Policy and the Employee Acknowledgment are not express or implied contracts of employment or warranties of benefits, and the AWS arrangement does not change Associate's status as an at-will employee. The Company and the Associate acknowledge and agree that the arrangement only serves to allow the associate to perform certain job functions at alternative job sites.

By your signature, Associate acknowledges receipt of the Company's AWS Policy, acknowledges that she/he has reviewed the Employee Acknowledgment, is entering into the AWS program voluntarily, and that Associate will comply with company rules, policies, and procedures pertaining to the AWS program, as well as all other Company policies and procedures.

Associate Id _____

Date _____

Signature of Associate _____

Signature of Company Representative _____

Signature of Business VP/SVP _____

Signature of HR Representative _____