

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: *SUSPENSION OF NORMAL OPERATIONS	EFFECTIVE DATE: 4/01/87
	POLICY NO. 212	REVISION DATE: 2021
Page 1 of 5		
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

- A. Under normal circumstances, Perdue (the company) never stops operating. The company recognizes that there are times, due to emergencies such as severe weather conditions, shortened or cancelled work schedules or major equipment failures that normal operations may have to be suspended, except for those offices, such as but not limited to Safety, Maintenance and Security, which provide essential services. In an effort to insure the safety of associates timely decisions to modify work schedules will be made.
- B. Modifications of work schedules may take the form of either a partial or a full closing of the company's operations. In either situation, associates working in positions which are designated as "essential" are expected to remain at work if the closing occurs during their regular work schedule, or to report to work if the closing announcement is made before their regular work schedule begins.
- C. Normally a supervisor/manager will communicate with an associate in advance (e.g., at time of hire, promotion or transfer) regarding the "essential" status of their position. However, based on business necessity and/or extenuating circumstances such designation and communication to the associates may be done with shorter notice.
- D. This policy establishes standardized procedures for canceling or shortening work schedules due to weather or other emergencies and establishes a standard pay policy for resulting absences.

II. * AUTHORIZATION FOR EMERGENCIES

- A. Salisbury / Delmarva (DMV) Locations

Responsibility for determining when an emergency exists and the appropriate action to be taken will be held by the President, VP of Operations and Vice President of Human Resources, or their designee, for all Salisbury / DMV locations.

- B. Non-Salisbury/DMV Locations

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: *SUSPENSION OF NORMAL OPERATIONS	EFFECTIVE DATE: 4/01/87
	POLICY NO. 212	REVISION DATE: 2021
Page 2 of 5		
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In locations outside Salisbury/DMV, the responsible Director of Operations, Functional Director, senior manager at location or Vice President (or designee) will determine when an emergency condition exists and the appropriate action to be taken based on recommendations of the location manager. The appropriate Vice President for those operations will be notified subsequent to any decision to close a facility because of an emergency.

C. Perdue AgriBusiness Incorporated Locations

Responsibility for determining when an emergency exists and the appropriate action to be taken will be held by the President, Perdue AgriBusiness or the Director, Human Resources for all AgriBusiness locations. AgriBusiness decisions will be made in consultation with the President of the Perdue Foods Group and the Corporate Headquarters to ensure there is no adverse impact on the Foods Group or Corporate operations.

D. Essential Operations

Associates assigned to essential operations (IT, power plant operations, safety, security, maintenance functions, etc.) may be required to work during an emergency suspension of operations. Locations and departments having essential operations will prepare an internal plan identifying those operations and associates considered essential. The plan must include procedures for advising associates who may be affected; authority of suspension of essential operations during a declared emergency; and call-in requirements. Such plans must be reviewed and approved by the senior manager of the operations or operating facility or Vice President.

III. * COMMUNICATIONS AND ANNOUNCEMENTS

A. Human Resource Managers and location managers are responsible for communicating decisions on suspension of normal operations and early closings to personnel within their respective areas including details on staggering dismissals where appropriate.

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: *SUSPENSION OF NORMAL OPERATIONS	EFFECTIVE DATE: 4/01/87
	POLICY NO. 212	REVISION DATE: 2021
Page 3 of 5		
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- B. In the event it is necessary to suspend normal operations at the corporate offices and/or other locations in the Salisbury, the Vice President of Human Resources will arrange for periodic announcements to be made prior to the start of a normal work schedule on radio and television stations in Salisbury.

- C. In the event it is necessary to suspend normal operations at the Corporate offices and/or locations outside the Salisbury area, the Vice President of Human Resources will arrange for periodic announcements to be made prior to the start of the normal work schedule on radio and television stations in Salisbury. Location Managers are responsible for communicating the suspension of normal operations. These announcements will specify the organizations components affected and the duration of the suspension.

- D. The manager of each field location (or designee) is responsible for making similar arrangements with appropriate radio and television stations. Extreme caution must be taken to identify the specific location that has suspended normal operations especially in areas sharing the same radio and television stations/service. Where cross functional operations are co-located or in the same general area, such as Live Production, Feed Mills and Plants, the announcement must be coordinated with these entities so as not to hinder their operations.

IV. * RECORDING ABSENCE DUE TO SUSPENSION OF NORMAL OPERATIONS AND PAY TREATMENT

The following practices should be followed by supervisors/managers to record time lost when an associate is absent due to suspension of normal operations and impacts upon their pay:

1. If the company suspends normal operations after the start of the workday, non-exempt associates who reported to work are compensated for the hours worked or the report-in guarantee whichever is greater, unless otherwise required by applicable law. Non-exempt associates who did not report to work at their scheduled time may be granted an excused absence by the senior manager in consultation with the Human Resource Manager but the absence will not be paid. Associates should be given the opportunity to make up time lost by working

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: *SUSPENSION OF NORMAL OPERATIONS	EFFECTIVE DATE: 4/01/87
	POLICY NO. 212	REVISION DATE: 2021
Page 4 of 5		
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- additional time during the same work week, if feasible. Associates should be allowed to use their paid time off balance if they so desire. If the associate does not have any paid time off days available, the time lost will either be excused if approved by senior management or unexcused, unless otherwise required by applicable law.
2. Where associates are late to work and are later sent home due to a suspension of normal operations, supervisors and managers should consult with the Human Resources Manager to determine whether the lateness is excused (necessary) and whether any payment should be granted (report-in guarantee pay).
 3. If the company suspends normal operations before the start of the scheduled work day, non-exempt associates are not compensated for the entire scheduled work day and the time lost is considered an excused absence without pay, unless otherwise required by applicable law.
 4. If the company has not suspended normal operations, non-exempt associates who do not report to work will be charged with an unexcused absence in accordance with the company's attendance policy (unless the absence is protected by applicable law) and will receive no compensation.
 5. If the company has not suspended normal operations and an associate requests permission to be released before the end of their scheduled work day, the time lost will not be compensated for non-exempt associates. If the associate has the permission of their supervisor/manager, the time will be considered excused by the supervisor/manager. Supervisors/Managers should make arrangements to keep the business operating and a consideration when considering approval of such request. If the associate leaves their place of work without the supervisor/manager's approval the behavior/conduct/departure generally will be viewed as job abandonment and removed from payroll and terminated, unless prohibited by applicable law.
 6. If the company has not suspended normal operations and an associate arrives late due to emergency conditions affecting transportation, the supervisor/manager in consultation with the Human Resources Manager may excuse the lateness. Late arrival beyond reason shall follow the rules the company's attendance policy.

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: *SUSPENSION OF NORMAL OPERATIONS	EFFECTIVE DATE: 4/01/87
	POLICY NO. 212	REVISION DATE: 2021 Page 5 of 5
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

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7. Exempt associates will be paid their base salary regardless of hours worked.

V. * 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 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.