	HUMAN RESOURCES POLICIES AND PROCEDURES	
	SUBJECT: VOLUNTEER EMERGENCY RESPONDER LEAVE (VIRGINIA)	EFFECTIVE DATE: July 1, 2026
	POLICY NO.: 703	REVISION DATE: N/A
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THIS POLICY IS A NEW POLICY.		

I. PURPOSE

This policy describes eligibility and requirements for Volunteer Emergency Responder Leave. This policy is effective July 1, 2026, to coincide with the effective date of Virginia’s Emergency Responder Leave law. Should any provisions of this policy be found to conflict with Virginia law or any future amendments, Perdue will interpret and apply this policy in a manner that is consistent with the minimum requirements of the law.

II. SCOPE

This policy applies to all locations of Perdue, its divisions and subsidiaries in Virginia.

III. ELIGIBILITY CRITERIA

To qualify for leave under this policy, an associate must work and reside in Virginia, and must be an active volunteer emergency responder, such as a volunteer firefighter or volunteer emergency medical services (EMS) member, in good standing with a volunteer fire department, volunteer rescue/EMS squad, or an auxiliary unit that is officially recognized by a local government as part of its emergency services program. Essential associates (any associate designated as “essential” by law or under their employment contract) are not eligible for this leave, under Virginia law.


IV. QUALIFYING EMERGENCY SERVICE ACTIVITIES

Leave under this policy is available when an eligible associate is actively responding to an emergency alarm (e.g. a fire or medical emergency call-out) or is serving during a declared state of emergency (as declared by authorities) in their capacity as a volunteer emergency responder. Only absences from scheduled work that directly result from such emergency response duties are covered by this policy.

V. ADVANCE NOTICE REQUIREMENT

An associate who will be late to work, unable to report for their scheduled work, or may need to be absent due to a qualifying emergency response must notify their immediate supervisor or Human Resources as soon as possible and no later than one (1) hour before the start of their work shift that they are responding to an emergency as a volunteer responder. If the emergency service extends beyond one workday, the associate must provide fresh notice each day they will be absent from

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work for continuing emergency duties. This advance notice requirement is mandatory under Virginia law; failure to provide the required notice may result in the absence not being protected by this policy.

VI. DOCUMENTATION UPON RETURN

Upon returning to work after an emergency responder absence, the associate must promptly provide Perdue with verification of their emergency service. Specifically, the associate is required to submit (1) a copy of the official incident report for the emergency event and (2) a written certification from the incident commander or other official in charge of the emergency response, confirming that the associate was actively engaged and necessary for the emergency response and indicating the date and time the associate was relieved of their emergency duties. This documentation should be provided immediately upon the associate's return to work (for example, on the first day back to the workplace, or as soon as practicable thereafter if the documents are not immediately available).

VII. DURATION OF LEAVE & COMPENSATION

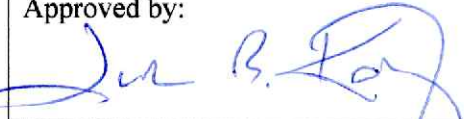
Leave under this policy is granted for the duration of the associate's emergency responder service related to the specific emergency. There is no preset maximum length, but the associate is expected to return to work promptly after being relieved from their emergency response duties.

Leave taken under this policy is unpaid. Perdue is not required to pay for any work hours missed due to volunteer emergency service. However, the associate may choose to use their accrued paid leave to cover part or all of the absence so that it is paid.

VIII. NON-RETALIATION

Perdue strictly prohibits retaliation or any form of adverse employment action against associates for taking leave in accordance with this policy. In line with Virginia law, associates will not be disciplined, terminated, threatened, or suffer any loss of pay, benefits, seniority, or other terms of employment because they took a qualified volunteer emergency responder leave.

Associates who believe they have been denied rights under this policy or retaliated against for taking or requesting volunteer emergency responder leave should report their concerns immediately to Human Resources or the ethics reporting hotline at 877-587-2463.

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