



Admiral Security Services, Inc.

Meal & Rest Period Policy



Meal Periods

Non-Exempt Employees who work more than 5 hours in a day **must take** an uninterrupted meal period of at least 30 minutes during which they are relieved of all duties. Meal periods must begin by the end of an employee's 5th hour of work. Employees who work no more than 6 hours in a day may voluntarily agree to waive their meal period for that day if their supervisor agrees to allow such a waiver. If your shift is between 5 and 6 hours and you would like to waive your meal period, you must notify Scheduling Department Schedule@AdmiralSs.com or (415) 854-0770 and ask for **approval to waive your meal period** for a 6 hour shift. Employees who work over 6 hours may not waive their meal period.

Employees who work more than 10 hours in a day must take 2 uninterrupted meal periods of at least 30 minutes each during which they are relieved of all duties. The 1st meal period must begin by the end of the employee's 5th hour of work. The 2nd meal period must begin by the end of an employee's 10th hour of work.

Hours on the Clock	Meal Breaks
00:00 – 05:00 hrs.	0
05:01 – 06:00 hrs.	1*
06:01 – 10:00 hrs.	1
10:01 – 15:00 hrs.	2

*(can be waived by mutual consent)

Employees who do not have an on-site supervisor are responsible for scheduling and taking their meal breaks and must inform the client when they leave for break. Employees must accurately record the start and end of their meal periods on their time record automated system. If employees need guidance on taking their breaks or are for any reason prevented from taking a break, they should immediately notify Scheduling Department Schedule@AdmiralSs.com or (415) 854-0770.

Client sites may offer employee lounges, cafeterias and/or breakrooms throughout the facility/campus which may be used by Employees if allowed by the client. In view of applicable legal requirements, employees are required to take duty-free meal periods, and should not eat at their posts or work stations. Employees are entirely relieved from duty during their meal period and may leave the Company's or Client's premises. However, they must be prepared to resume work promptly at the end of their scheduled meal period.

Employees are authorized to take an on-duty meal period only under very limited circumstances, including the following:

1. Where a manager requests an employee to take an on-duty meal period;
2. Where an employee's job requires it; and
3. Where an employee has agreed in writing.

In the above described circumstances, the reason for working through a meal period is that the nature of the employee's job necessarily prevents him or her from being relieved of all duties during a meal period. Should an employee work through their meal period, they will be compensated in accordance with appropriate federal and state laws.

If for any reason you are prevented from taking an uninterrupted meal break or are not allowed to leave the premises, you must notify Scheduling Department Schedule@AdmiralSs.com or (415) 854-0770 so that a meal penalty premium may be issued and the matter can be resolved with your supervisor.



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Rest Periods

Employees are expected to schedule their rest breaks at their discretion, unless instructed otherwise by a supervisor or client, in accordance with this policy.

Non-Exempt Employees are authorized to take one paid 10-minute rest period during each 4 hours of work or major fraction of 4 hours.

- An exception applies if an employee's total daily work time is less than 3.5 hours.
- If an employee works more than 6 hours in a day, the employee will be entitled to a 2nd 10-minute rest period.
- Rest periods must be provided in the middle of each work period insofar as practicable.
- Rest periods may not be combined with each other or added to an employee's meal period.
- Employees are relieved of all duties during their rest periods, are not on call or permitted to perform any work.
- Employees should take their rest periods away from their work areas and may leave the employer's premises.
- The employer relinquishes all control over how employees spend their time during their rest periods.

Hours on the Clock	Rest Breaks
00:00 – 03:29 hrs.	0
03:30 – 06:00 hrs.	1
06:01 – 10:00 hrs.	2
10:01 – 14:00 hrs.	3
14:01 – 18:00 hrs.	4

Employees must schedule their rest breaks at their discretion unless instructed otherwise by a supervisor or a client. If employees need guidance on taking their breaks or are for any reason are prevented from taking a fully uninterrupted break, they should immediately notify Scheduling Department Schedule@AdmiralSs.com or (415) 854-0770.

Do not take radios or work cell phones or any communication device during your meal & rest periods

Some employees carry a company-issued communication device, either regularly or on occasion, due to the nature of the job. To ensure compliance with the company's meal and rest period policies, which require that employees perform no duties during their meal and rest periods, employees are required to return any such device to a designated location, hand it over to their supervisor, or turn any such device off during meal periods and rest periods. This ensures that employees are relieved of all duties, free from the company's control, and are not interrupted during their meal and rest periods. If an employee is carrying a personal cell phone or laptop, they are not to make any work related communications while on a meal or rest period of any kind, this includes calls, voicemail, texts, chats, social media posts, or email. Failure to comply with this requirement may subject employees to discipline, up to and including termination. If employees believe they are unable to comply with this policy for any reason, they must immediately contact Scheduling Department Schedule@AdmiralSs.com or (415) 854-0770 so this issue can be addressed.

ACKNOWLEDGEMENT

As an employee, I acknowledge that I have received and read Admiral's written Meal & Rest Period Policy. I understand that I am responsible for timely scheduling and taking my uninterrupted rest periods and agree to comply with all aspects of the policy. I also promise to fulfill all of my responsibilities under the policy, including the responsibility to immediately report to HR@AdmiralSS.com any issues I may have with respect to taking my rest periods or meal breaks.

Signature _____ Date: _____ Name _____