# Employee breaks company policy

## Policy brief & purpose

Our employee breaks policy describes how employees should take breaks during their workday. We want our employees to be able to rest, eat, vape and relax for some time during their workday to foster a pleasant workplace.

## Scope

This policy applies to all our employees.

## Policy elements

Our employees can take the following breaks at work:

**Meal breaks**. We provide all employees who work more than *six hours* on a given day with a *30-minute* meal break. They should take it within *five hours* from the beginning of their workday. These breaks are unpaid for non-exempt employees.

**Rest breaks**. Our employees can take two paid *15-minute* rest break for every four hours worked.

**Restroom breaks**. Employees can take reasonable toilet breaks, whenever they need to, as part of their workday.

## How working hours are affected

Meal won't count against your standard working hours or overtime. If possible, schedule these breaks in advance so your team will know when you will be unavailable. For certain positions, we may schedule lunch breaks to avoid any negative impact on our operations. For example, if you work in customer support, we may schedule lunch time so someone will always be available to answer customer requests.

Rest and restroom breaks are included in your working hours and are paid as normal.

## Mandatory breaks

Local law may make meal breaks mandatory. If this is the case, please take time to have a meal as expected.

To safeguard your health and productivity, your manager may ask you to take a break if you haven't taken one for more than five hours.

## Working during breaks

*Innevape explicitly prohibits employees working during their un-paid meal breaks.*