

SUBJECT:	ORIGINATING DEPT:	SECTION:
<b>ASSOCIATE MEAL BENEFIT PLAN</b>	<b>HUMAN RESOURCES</b>	<b>COMPENSATION &amp; BENEFITS</b>
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APPROVED BY: Legal Department	PAGES: 2	

## I. POLICY/PURPOSE:

It is the intent of the Company to establish definitive procedures for Associates' meal purchases and to ensure that all Associates are treated in a fair and equal manner in conjunction with meal purchases.

## II. ASSOCIATES COVERED BY THE POLICY

All non-union (full time, part time, temporary, or on-call) exempt and non-exempt Associates working in participating accounts that serve meals to client employees, customers, and visitors are covered by this Policy, unless sector requirements differ.

## III. RESPONSIBILITY FOR ADMINISTRATION

The operating sector chief financial officers, human resources, and all levels of management are responsible for the administration of this Policy.

## IV. PROCEDURES

**A. Daily Meal Allotment Defined:** Each participating sector is responsible for defining the parameters of "a daily meal allotment" and clearly defining food and beverage items that will be included or excluded from the Associate Meal Benefit Plan. Each sector will routinely review the parameters of the Company-defined daily meal allotment as well as the Associates' purchase price options. Each participating sector will communicate to Associates the sector-specific details of the daily meal allotment.

**Note:** Associates will be required to pay the full posted price for items excluded from the sector-defined daily meal allotment guidelines.

**B. Meal Plan Options:** Each participating sector provides Associates with one (1) or both of the following two (2) meal plan options:

**1. Option 1 – Payroll Deduction:** Associates may choose a payroll deduction in exchange for one (1) meal per day of approved items under the daily meal allotment guidelines. Associates are issued a meal card to present the cashier when the daily meal allotment is redeemed. Associates who choose the regular payroll deduction option must complete and sign the appropriate enrollment form upon initial enrollment and in every instance where the payroll deduction amount changes.

**State Law Exception:** Applicable state laws may not permit the use of payroll deductions. Associates subject to these state restrictions are not offered Option 1 – Payroll Deduction. Please contact HR Advice & Guidance for further guidance or questions.

**a. Hourly and Salaried Non-exempt Associates** receive the payroll deduction based on pre-set number of cents per regular hour worked (determined by the sector).

If the payroll deduction causes an Associate's hourly rate to fall below the applicable minimum hourly wage, the payroll deduction will not be allowed unless an Associate is given an hourly increase sufficient to ensure they receive the applicable hourly minimum wage, even after the deduction is made.

- b. **Salaried Exempt Associates** receive the payroll deduction based on a flat, pre-set dollar amount per week (determined by the sector).
  - c. **District or regional level operations and support staff** may select a payroll deduction in exchange for one (1) meal per day of approved items under the daily meal allotment guidelines.
2. **Option 2 – Set, Reduced Price:** Eligible Associates may choose to pay a set, reduced price (determined by sector) at the register for the sector-defined daily meal allotment.

**Note:** District or regional level operations and support staff, as well as corporate operations and support staff, will pay the full retail price for meals. In accounts where client associates receive a discount, the same discount will be allowed for Regional and Corporate staff unless otherwise specified by the client.

- C. **Availability of Meals:** Associate daily meal allotment is only available on the days an Associate is scheduled to and performs work. Associates who participate in Option 1 – Payroll Deduction are responsible for ensuring they receive the meal during their scheduled workday. **Unless prohibited by local or state law, no refunds will be made for unconsumed meals. ALL Associate meals are for the Associate's consumption only.**
- D. **Exceptions to This Policy:** Any federal, state, or local laws/regulations that provide for more stringent regulations regarding meal consumption in a food service environment will supersede Company policy. Exceptions to this Policy will be granted only for compelling business reasons. Approval for any deviations must be received from both the Division President and the Sector VP of HR.

#### **End of Policy**