



Villaire Organization

POLICY ON THE EMPLOYMENT OF MINORS

The Villaire Organization independently owns and operates this McDonald's brand restaurant and is your sole employer. This Policy on the Employment of Minors (the "Policy") describes The Villaire Organization's expectations for the duties and hours worked by Minor Employees (defined below). The Villaire Organization is committed to supporting this Policy and complying with both federal and state law requirements regarding the employment of minors.

Neither McDonald's Corporation nor McDonald's USA is your employer, nor does either entity control or maintain any policies that affect employees' working conditions or any aspects of their employment. For any questions regarding your employment or the policies of this Organization, please see website www.jacsmcd.com for contact information.

MINOR EMPLOYEES

For purposes of this Policy, a minor includes any individual between the ages of 14 to 17 ("Minor Employees").

PROHIBITED WORK DUTIES FOR MINOR EMPLOYEES

All employees under age 18 are prohibited from:

- Adjusting, cleaning, oiling, or servicing moving machinery
- Operating a high-pressure steam or high temperature water boiler
- Filtering oil • Using certain sharp knives, including a chef, boning, filet, or skinning knife
- Working in freezers except to momentarily enter to retrieve items
- Using trash compactors, paper/box balers, box cutters, snow blowers, lawn mowers, or power washers
- Using, cleaning, or adjusting power-driven meat processing machines, such as electric food slicers or shredders, power-driven dough mixers, or other bakery machines
- Operating an elevator
- Standing or working on a ladder or scaffolding
- Driving on public roadways while on the job

Additionally, employees ages **14-15** are prohibited from:

- Cooking and baking
- Operating fryers, steamers, and pressure cookers for food preparation
- Using sharpened tools
- Clean kitchen surfaces that are hotter than 100 degrees Fahrenheit
- Maintaining, oiling, cleaning, or repairing machines or equipment

- Loading or unloading trucks

RESTRICTIONS ON WORKING HOURS FOR MINOR EMPLOYEES

When can employees ages 16-17 work?

When school is IN SESSION, employees ages 16-17 may not work (or be scheduled to work):

- Before 6:15 AM (Saturday & Sunday) or 3:00 PM (During the week)
- After 10:00 PM (Sunday-Thursday) or 11:00 PM (Friday-Saturday)
- During hours when the Minor Employee is required to attend school
- More than 5.5 hours on a school day
- More than 8 hours on a non-school day
- More than 24 hours per week
- More than 5 consecutive days

May **NOT** work during school hours on **ANY** school day that are not holidays (snow days are not considered a holiday)

When school is **NOT IN SESSION**, employees ages 16-17 may not work (or be scheduled to work):

- Before 6:15 AM or after 11:00 PM
- More than 8 hours per day
- More than 48 hours per week
- More than 6 consecutive days

When can employees ages 14-15 work When school is IN SESSION, employees ages 14-15 may not work (or be scheduled to work):

- Can only work SATURDAY & SUNDAY (4 hours each day)
- Before 7:30 AM or after 6:30 PM
- During hours when the Minor Employee is required to attend school
- More than 4 hours on a school day or non-school day
- More than 8 hours per week
- More than 2 consecutive days

When school is NOT IN SESSION, employees ages 14-15 may not work (or be scheduled to work):

- Before 7:30 AM or after 8:30 PM
- More than 7.5 hours per day
- More than 37.5 hours per week
- More than 5 consecutive days

For the purposes of this Policy, school is “in session” when the local public school district wherein the Minor Employee resides is in session and students are required to attend for at least 1 day or partial day. School is not “in session” outside of school hours, during any holidays or vacations, including fall, spring, and summer breaks. Additionally, a “week when school is in session” refers to any week the local public school district wherein the Minor Employee resides is in session and students are required to attend for at least 1 day or partial day.

MEAL AND REST BREAKS FOR MINOR EMPLOYEES

The Villaire Organization provides all Minor Employees who work more than 5 hours in a day with an unpaid, uninterrupted meal period of at least 30 minutes. Minor Employees may not perform any work during meal periods and must clock out at the beginning of the meal period and clock back in before returning to work.

WORK PERMITS / PROOF OF AGE REQUIREMENTS

Supervisors and managers are responsible for ensuring that each Minor Employee provides the required proof of age and, if applicable, work permit documentation before the Minor Employee starts their first shift. Minor Employees should contact the GM if they have any questions regarding these requirements.

RECORDKEEPING

The Villaire Organization maintains records for each Minor Employee. These records contain documentation regarding all aspects of the Minor Employee's employment with The Villaire Organization, including emergency contact information, hours worked, the Minor Employee's date of birth and a copy of the proof of age documentation, and the original work permit, among other things.

POLICY COMPLIANCE AND REPORTING REQUIREMENTS

Consistent with The Villaire Organization's speak-up culture, all employees are expected to report violations of this Policy to their supervisor or manager. Supervisors and Managers must report any violations to your Director of Operations.

RETALIATION

The Villaire Organization will not retaliate against any employee who raises concerns or complains in good faith about conduct that may violate this Policy, or who participates in an investigation of such concerns or complaints.

If you believe that you are being retaliated against or treated differently because you raised a concern, made a complaint, or participated in an investigation of a concern or complaint, please contact your Area Supervisor.