

NORCORT ENTERPRISES INC.'S POLICY ON THE EMPLOYMENT OF MINORS

NORCORT ENTERPRISES INC. independently owns and operates this McDonald's brand restaurant and is your sole employer. This Policy on the Employment of Minors (the "Policy") describes **NORCORT ENTERPRISES INC.'S** expectations for the duties and hours worked by Minor Employees (defined below). **[NORCORT ENTERPRISES INC.]** 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 contact **Your Store Manager** or **Joann Everling (607) 222-0568**

MINOR EMPLOYEES

For purposes of this Policy, a minor includes any individual between the ages of 14 to 17 ("Minor Employees").¹

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 prohibited² 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

¹ This reflects the federal minimum working age. Please note, however, that some localities, such as **Connecticut**, do not permit minors under age 16 to work in the food service industry.

² There may be additional duties restrictions under applicable state and local law. For instance, **Massachusetts** prohibits certain Minor Employees from operating microwave ovens with a maximum capacity of over 140 degrees Fahrenheit to heat food whereas **North Dakota** prohibits certain Minor Employees from performing any role that compels the minor employee to remain standing constantly. Many states also restrict minors from working with any meat or vegetable slicers.

- Loading or unloading trucks

RESTRICTIONS ON WORKING HOURS FOR MINOR EMPLOYEES

When can employees ages 16-17 work?³

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

- Before 5:30 AM or after 10:30 PM
- 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 27.5 hours per week
- More than 5 consecutive days

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

- Before 5:30 AM or after 11:30 PM
- More than 8 hours per day
- More than 37.5 hours per week
- More than 5 consecutive days

When can employees ages 14-15 work⁴

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

- Before 7:30 AM or after 6:30 PM
- During hours when the Minor Employee is required to attend school
- More than 2.5 hours on a school day
- More than 7.5 hours on a non-school day
- More than 17.5 hours per week
- More than 5 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

³ These working hour restrictions are a nationwide recommendation. Please be aware that while federal law does not regulate the number of hours 16- and 17-year-olds may work, many states may impose tighter restrictions than provided under this template. For example, when school is in session, **Arizona, Colorado, Connecticut, the District of Columbia, Kentucky, Massachusetts, Michigan, New York, Pennsylvania, Rhode Island, and Tennessee** prohibit 16- and 17-year-olds from working before 6:00 AM, and under some circumstances, **Maine, Ohio, and Washington** may prohibit work before 7:00 AM. Similarly, when school is in session, 16- and 17-year-olds generally may not work after 10:00 PM in **Alabama, California, the District of Columbia, Massachusetts, New York, or Tennessee**, or after 10:15 PM in **Maine** (when preceding a school day). Employers in **California** must also ensure that 16- and 17-year-olds do not work more than 4 hours on a school day. These are just some notable examples of state laws that are more restrictive than the work hours permitted under this template. Please consult with your attorney when developing your own policy.

⁴ These working hour restrictions are a nationwide recommendation. Please be aware that federal law generally regulates the number of hours 14- and 15-year-olds may work; however, states may impose tighter work hour restrictions on 14- and 15-year-olds than provided under this template. For example, **Illinois and Minnesota** prohibit 14- and 15-year-olds from working more than 8 hours in any 24-hour period, and Florida prohibits 14- and 15-year-olds from working more than 15 hours per week when school is in session. States may also restrict the amount of time a 14- or 15-year-old may attend school and work for an employer in a single day, such as **Arizona** (9 hours), **Delaware** (12 hours), and **Maryland** (12 hours). These are just some notable examples of state laws that are more restrictive than the work hours permitted under this template. Please consult with your attorney when developing your own policy.

- 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.⁵ 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

NORCORT ENTERPRISES INC. provides all Minor Employees who work more than 5 hours in a day with an unpaid, uninterrupted meal period of at least 30-minutes.⁶ 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.

NORCORT ENTERPRISES INC. also provides Minor Employees with a paid 10-minute rest break for shifts from 3.5 to 6 hours, and a second paid 10-minute rest break for shifts of 6 to 8 hours.⁷ Minor Employees who are entitled to a rest break may take their rest break in addition to their 30-minute meal break.

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.⁸ Minor Employees should contact **Store Manager or Supervisor – Joann Everling 607-222-0568** if they have any questions regarding these requirements.

Upon the Minor Employee’s termination of employment, **NORCORT ENTERPRISES INC** will return the Minor Employee’s original work permit to the Minor Employee. **NORCORT ENTERPRISES INC** will notify the proper authority⁹ upon the Minor Employee’s termination of employment or if the Minor Employee’s work permit requirements are modified due to a change in the Minor Employee’s age.

RECORDKEEPING

NORCORT ENTERPRISES INC maintains records for each Minor Employee. These records contain documentation regarding all aspects of the Minor Employee’s employment with **NORCORT ENTERPRISES**

⁵ While private school calendars often match public school calendars, Owner Operators should refer to their specific state laws and local public school system calendar for the applicable dates.

⁶ Some states impose different meal period requirements for Minor Employees, such as **Florida** (30-minute meal period after 4 hours of work for all Minor Employees) and **Washington** (30-minute meal period after 4 hours of work for minors ages 14 and 15). Other states, such as **California**, require meal periods for all employees regardless of age. Please consult with your attorney when developing your own policy to determine if the locations where you operate have any applicable meal period requirements. Owner Operators should comply with the strictest requirements. Where there are no meal period requirements, this template offers a suggested policy.

⁷ Some states impose different rest break requirements for Minor Employees. For example, Washington requires employers to provide 14- and 15-year-old workers with a paid 10-minute rest break for every 2 hours worked, and Utah requires 16- and 17-year-olds to take their rest break within the first 3 hours of their workday. Other states, such as **California**, require rest breaks for all employees regardless of age. Please consult with your attorney when developing your own policy to determine if the locations where you operate have any applicable rest break period requirements. Owner Operators should comply with the strictest requirements. Where there are no rest break requirements, this template offers a suggested policy.

⁸ Some states require employers to maintain the original version (i.e., not a copy) of the work permit or certification on file (e.g., Massachusetts, Missouri, New Mexico, New York, and Oregon).

⁹ Depending on the state, the proper authority may be the issuing officer of the work permit, the state’s department of labor or equivalent agency, or the Minor Employee’s parent or guardian. Some states may require employers to report a Minor Employee’s termination or other changes to the Minor Employee’s employment to the applicable state agencies through defined means, which may include online portals operated by state agencies. Please consult with your attorney for further guidance.

INC, 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.¹⁰

POLICY COMPLIANCE AND REPORTING REQUIREMENTS

Consistent with **NORCORT ENTERPRISES INC** 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 **Store Manager or Supervisor – Joann Everling 607-222-0568**

RETALIATION

NORCORT ENTERPRISES INC 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 **Store Manager or Supervisor – Joann Everling 607-222-0568**.

¹⁰ Many state child labor laws have specific recordkeeping requirements for Minor Employees, including time records of hours worked and meal breaks taken by the Minor Employees, age certificates, copies of birth records or date of birth, and place of residence or address. There may be additional time and recordkeeping requirements under applicable federal and state wage and hour laws. Please consult with your attorney for further guidance.