



EMPLOYEE HANDBOOK ^{V7.0}

For Hourly and Salaried Non-Exempt Employees and Exempt
Refreshments Services Route Sales Representatives

LOB:

Location:

Welcome to Aramark

We're happy to have you with us and welcome you to the team. You are joining one of the best places to work. We think you will find there is opportunity for you to grow professionally and personally at Aramark.

Here at Aramark, we interact with millions of people every day and with every interaction, our employees have the opportunity to make a lasting impact.

Whether it's your career, your community or the lives of your customers, our goal is to empower you as an Aramark employee to leave your mark.

Our people are important to us. You're out there every day, creating unforgettable experiences and providing service to our customers, clients, and communities across the globe. To show you how much we appreciate your efforts, we do everything we can to make sure our employees feel included, supported, and encouraged no matter what position they hold.

We strive to achieve a safe, diverse, and inclusive workforce that we think you can be proud of. Whether it's through our safety, training and development or our diversity, equity, and inclusion efforts, we will seize any opportunity to support you and make you feel like you are part of something greater.

Again, welcome to Aramark! We look forward to recognizing and rewarding your contributions that will help us make an impact in the lives of the people we serve every day.



Important Notice

YOUR EMPLOYMENT IS AT WILL.

This means that you are not guaranteed employment or any particular job or type of work for any specified period of time. More specifically, because your employment is at will, both you and Aramark have the right to terminate your employment at any time and for any or no reason and with or without prior notice.

While Aramark may follow a progressive disciplinary process from time to time, nothing in this Handbook or its application shall restrict Aramark's right to terminate employees at will and with or without prior notice.

Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon unless in writing and signed by the Vice President of myHR or his or her designee. The foregoing provision shall not apply to employees who work at locations in Montana.

Equal Employment and Affirmative Action

Aramark is committed to equal employment opportunity and it is Aramark's policy to ensure that employment-related decisions are made without regard to any classification protected by applicable federal, state or local law.

It is the policy of Aramark to recruit, hire, train, promote, transfer and terminate persons without regard to race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, actual or perceived gender identity or expression, genetic information, military status, protected veteran status (specifically status as a disabled veteran, recently separated veteran, armed forces service medal veteran, or active duty wartime or campaign badge veteran) or other classification protected by applicable federal, state or local law. In addition, Aramark will ensure that all other personnel actions such as compensation, benefits, lay-off, return from lay-off, company-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, actual or perceived gender identity or expression, genetic information, military status, protected veteran status (specifically status as a disabled veteran, recently separated veteran, armed forces service medal veteran, or active duty wartime or campaign badge veteran) or other classification protected by applicable federal, state or local law.

Aramark's **Equal Employment Opportunity and Affirmative Action Policy** applies to all Aramark employees. Check the workplace postings at your location for this Policy. If you have any questions about or would like a copy of this Policy, please see your manager.

Reasonable Accommodations

It is Aramark's policy to comply with the **Americans with Disabilities Act (ADA)** and similar state and local law, to the extent applicable, by providing reasonable accommodations to individuals with disabilities, including pregnancy-related needs, where doing so will not impose an undue hardship on the company.

It is also Aramark's policy to provide reasonable accommodations to individuals who need them for religious reasons, where practicable.

Aramark will consider all reasonable accommodation requests – whether for medical or religious reasons - that are brought or otherwise come to its attention. If you would like to request a reasonable accommodation, please speak with your manager or myHR.



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Code of Conduct

Aramark is committed to maintaining high standards in all locations in which we operate. This code of conduct is based on a set of fundamental core principles that serve as the foundation of how we interact with co-workers, with our client partners, and with the customers that we serve.

We share a passion for hospitality, it's at the foundation of everything we do. Employees are expected to refrain from engaging in threatening, harassing, or hostile behavior towards co-workers, customers, and business partners while actively performing their job duties so that we can best achieve our goals.

Because we do everything with integrity, deliver on our commitments, respect diversity and appreciate differences, and are passionate about everything we do, employees will observe the following standards of conduct in addition to those detailed in the Aramark Employee Handbook and Location Guide:

- Recognize and respect the rights of co-workers, customers, clients, client partners and the community we serve.
- Foster teamwork and employee participation, and encourage the representation of different employee perspectives.
- Report to work according to the assigned schedule and fulfill job responsibilities as directed by management.
- Refrain from threatening, intimidating, or coercing, co-workers, customers, or business partners.
- Know and comply with all relevant department and client policies and procedures.



About This Handbook

This Employee Handbook will let you know what to expect from Aramark and what will be expected of you. The Handbook is your resource for Aramark Policies and applies to all locations across the United States. You will also receive a Location Guide as a supplement to this Handbook. The Location Guide includes specific information applicable to your location. The Handbook and the Location Guide should be reviewed together. Certain States may also have further requirements and you will be provided those documents to supplement and be read along with this Handbook and Location Guide.

The Handbook is not meant to cover everything and it is not intended to create a contract of employment. From time to time we may make changes to this Handbook. This Handbook supersedes and replaces version 6.0 (released in July 2022) and any prior version.

The Handbook is intended to comply with all applicable laws. In the event any provision conflicts with applicable law, it will be applied in accordance with the law. Nothing in this Handbook is intended to restrict or otherwise discourage employees from engaging in protected concerted activity for mutual aid or protection as described in Section 7 of the National Labor Relations Act.

Please read your Handbook carefully. If you have any questions about the Handbook, Location Guide, or state specific information (if applicable), your job or Aramark, ask your manager.

We hope that you will find Aramark a great place to work.



Who We Are

Aramark is a dynamic organization of over 260,000 employees operating in 15 countries worldwide.



Aramark creates exceptional hospitality experiences where people learn, discover, work, recover, and play. We do this thanks to the passion and unique talents of our 260,000 employees globally who bring these experiences to life every day. These Service Stars are our front-line connection to clients and consumers alike and are the key to our success across Aramark's food and facilities businesses.

We believe Aramark succeeds not only through its performance, but also by having a shared and well-defined purpose. A purpose that brings together our diverse and committed team members in a collective effort to be successful by doing well. That means driving sustainable growth to create long-term stakeholder value as we concentrate on our people, products, planet, and community. This includes helping to protect and preserve the environment through commitments to source responsibly, operate efficiently, and minimize waste. Aramark is committed to the health and wellness of our employees and each individual and family we are privileged to serve. This commitment is reflected in our Be Well. Do Well, sustainability platform, Our Healthy For Life health and wellness initiative, and our partnership with the American Heart Association.

Aramark is proud to create a high performing culture and a welcoming workplace that values our differences and drives innovation through inclusion. We are consistently recognized as an employer of choice and ranked among FORTUNE's Most Admired Companies; a Top 50 Company for Diversity by Fair360, Best Place to work for Disability Inclusion by Disability:IN, and a Best Place to Work for LGBTQ+ Equality by the Human Rights Campaign.

Our mission: Because we're rooted in service, we do great things for our people, our partners, our communities, and our planet.

Our vision is to be the most admired employer and trusted hospitality partner.

Our values:

**We do everything
with integrity.**

**We deliver on our
commitments.**

**We respect
diversity and
appreciate
differences.**

**We're passionate
about everything
we do.**



Who We Are

Building Local Communities

Aramark employees have a long-standing history of making a meaningful impact in the communities where they live and work to help benefit those in need.

Our companies' signature global volunteer and philanthropic program is Aramark Building Community (ABC). ABC is our dedicated commitment to improving community health and wellness and helping people succeed through education and employment in partnership with local community centers. On the local level, our employees "adopt" community centers and build strong, sustainable partnerships, matching skills and passion to the needs of the neighborhood.



If you are interested in learning more about how you can volunteer in your area, visit Aramark's Community Involvement Portal at **aramark.yourcause.com** and be sure to check with your manager.

Since the first ABC Day in 2014, we have engaged more than 72,000 employee volunteers in projects that have supported approximately two million community members in more than 900 communities. Through our financial, in-kind, and volunteer support, we have invested over tens of millions of dollars to strengthen local communities in over a dozen countries, impacting millions of individuals, children, and families. On Aramark Building Community Day, our global day of service, thousands of employees come together in cities around the world to demonstrate our year-round ABC commitment. Aramark volunteers apply their expertise and knowledge to host hundreds of volunteer activities from donation drives to the transformation of community spaces to teaching workforce skills.

We also have strategic partnerships with national non-profit organizations, such as the Alliance for Strong Families and Communities and City Year. Additionally, a partnership with the American Heart Association is a key part of our health and wellness initiative, Healthy For Life.



Who We Are

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Our people are our greatest asset. When you feel supported and inspired, you turn your creativity into innovation to serve our customers and deliver exceptional experiences. As part of our Be Well. Do Well. platform, our Diversity, Equity, and Inclusion leadership Executive Diversity Council, Employee Resource Groups and DEI Champions are building strategic focus to advance DEI among our workforce and surrounding communities.

What is DEI?



Diversity represents the differences that we all bring to the organization. It is more than just acknowledging that those differences exist, it is about creating a culture that embodies acceptance and not assimilation or mere tolerance.



Equity is a process. It acknowledges that advantages and barriers exist and that as a result, we all don't start from the same place. Equity makes a commitment to correct and address the imbalance.



Inclusion is the how – putting the concept of diversity into action by creating an environment of involvement, respect, and connection.

Our Approach

Our Be Well. Do Well. sustainability plan starts with people. Our goal is to enable equity and wellbeing for millions, including our employees, consumers, communities, and people in our supply chain. Concerning equity, our focus is on acknowledging and addressing the fact that advantages and barriers exist and that our lives are impacted by long-standing societal divides that can affect our success and overall wellbeing.

We are rooted in service and do great things for our people, our partners, our communities, and our planet. We accomplish that mission with people from all backgrounds, perspectives and experiences. Our strategic areas of focus for global diversity, equity, and inclusion (DEI) are:



Workforce

Hire, retain, and develop a workforce that reflects the marketplace we serve.



Workplace

Maintain a workplace culture that values and leverages differences and similarities.



Marketplace

Create value by partnering with diverse suppliers, engaging with the community, and delivering culturally relevant products and services.



Who We Are

Our ERGs

Our Employee Resource Groups (ERGs) are voluntary, employee-led groups made up of individuals who come together based on common interests, backgrounds or demographic factors.



Aramark
AMPLIFY
(Pan Asian)



Aramark
NOURISH
(Health & Wellness)



Aramark
EMPOWER
(Women Leaders)



Aramark
IMPACTO
(Hispanic/Latinx)



Aramark
LEAD
(Black & African American)



Aramark
PRIDE
(LGBTQ+)



Aramark
RISING SUN
(Indigenous)



Aramark
SALUTE
(Military Community)



Aramark
SYNERGY
(Interfaith)



Aramark
THRIVE
(Disabilities & Caregivers)



Aramark
YOUNG PROFESSIONALS

We are continuing our work to expand access to our ERGs across the United States. If you are interested in joining an ERG, please contact your manager to see if they are available in your area.

DEI Awards

Aramark is proud to be recognized by the distinct organizations listed below for our Diversity, Equity, and Inclusion initiatives. Although, our work is far from over. As we continue on our DEI journey, these awards are validation that we are delivering on our commitment to our workforce, one step at a time.



Our Commitment to Training and Development

We consider the opportunity to grow and develop career-enhancing skills one of the most important factors in motivating our employees. It helps them feel engaged and encouraged and reaffirms that they made the right choice in their employer.

Whether an employee on the front lines just starting their professional career or a seasoned veteran in one of our many industries, we strive to offer each person an opportunity to grow with us. We provide learning curriculums and associated training courses to our employees at all locations and positions. That way, our exceptional employees can expand their knowledge, learn new skills and gain the expertise they need to enjoy a rewarding career.



Who We Are

myWorkLife

myWorkLife is an integrated global HR system that allows employees and managers to access and update HR information all in one place.



Manage Your Information

Review and update your personal information—profile picture, contact information, and emergency contacts.



Access from Anywhere

Access myWorkLife from your smart device, tablet, or laptop from anywhere, all you need is an internet connection!



Manage Your Experience

Search and apply for internal opportunities that align with your professional path. You can also refer candidates for open jobs—our team members refer the best talent and get proper appreciation for it!



Manage Your Learning and Development

View courses that have been assigned to you and proactively manage your time to take assigned courses before they are due. You can also access the learning library to support your ongoing development.



Scan the QR code to access myWorkLife or access myWorkLife on the web at **myworklife.aramark.com**.

Please note: Employees are not required to access myWorkLife via their phones. Standard messaging and data rates will be the employee's responsibility. Aramark will not cover any such charges.

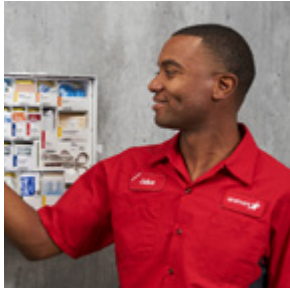


Who We Are

Culture of Engagement

We have made it our mission to help facilitate, inspire and maintain an environment that fosters employee engagement and passion which enables our employees to reach their fullest potential..

What We Do



Develop and administer an enterprise-wide engagement strategy that impacts the level of engagement and empowerment for all Aramark employees.



Foster a listening culture through surveys and checkpoints to gather the voices of our workforce and inform the organization.



Empower our leaders to understand the importance of engagement and create action plans.



Work to continuously drive and measure engagement throughout our enterprise to build a high-performing organization.

Culture of Appreciation

Aramark is focused on a culture of appreciation for our clients, consumers, and employees. A culture where innovation and service excellence are noticed. Where we recognize the difference you make at the moment of truth. **Recognition through myWorkLife** is one of the key tools we use to celebrate great work at Aramark, along with more individualized approaches.

The purpose of the **Recognition** program is to recognize the employees who live our company values every day on the job. This program is for all Aramark employees because we all do great things for our people, our partners, our communities, and our planet.

While we take the time to recognize milestone events like career anniversaries and annual Employee Appreciation Day celebrations, we believe in a culture of year-round engagement. You can make an impact on your team's culture by taking the time to let a team member know when they really stepped up their game to overcome a challenge or when their problem solving saved the day.



Employment Policies and Practices

Business Conduct Policy

It is the continuing commitment of Aramark to conduct all company business with the utmost integrity and respect always. Aramark's policy is to comply with all applicable domestic and foreign laws and to conduct its business in an ethical manner.

Employees may not engage in any conduct or transaction in the course of their employment with Aramark that would violate Aramark's **Business Conduct Policy** or any applicable law.

On the following page, you will find the **Business Conduct Policy** principals and the Aramark Hotline information. If you have any questions about or would like a copy of the **Business Conduct Policy**, please see your manager.

Employment of Minors Policy

To preclude unintentional violation of the Fair Labor Standards Act as well as any applicable state or local child labor and/or fair labor legislation, Aramark will not employ minors under the age of 16 under any circumstances.

Aramark will abide by the regulations set forth in the Fair Labor Standards Act and all state and local child labor and/or fair labor laws to the extent applicable, including, but not limited to the need for working papers, providing alcohol service and any applicable hazard restrictions. Restrictions may also apply to employees who are not minors but are less than 21 years of age.

If you have any questions about or would like a copy of the **Employment of Minors Policy**, please see your manager.



Drug-Free Workplace Act Policy

Aramark is committed to the maintenance of a drug-free workplace and to ensuring compliance with the **Drug-Free Workplace Act** of 1988.

Aramark's **Drug-Free Workplace Act Policy** applies to all Aramark employees. Check the workplace postings at your location for this Policy. If you have any questions about or would like a copy of the **Drug-Free Workplace Act Policy**, please see your manager.

All Aramark employees are provided with a copy of the Policy at the start of employment and additional copies are posted at each workplace location.

In accordance with Aramark's **Drug-Free Workplace Act Policy**, Aramark may conduct drug and/or alcohol testing of prospective or current employees. Employees who test positive for alcohol or controlled substances, including medical marijuana, will be subject to disciplinary action up to and including termination, to the extent permitted by applicable law. Aramark will consider requests for reasonable accommodation in the event an employee is prescribed a controlled substance by a medical provider.

Employment of Relatives

Aramark permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of Aramark, create actual or perceived conflicts of interest. Aramark will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- No employee is permitted to work in the "chain of command" of a relative so that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
- No relatives are permitted to work in the same department or in any other positions in which Aramark believes an inherent conflict of interest may exist.

In the event that a relationship prohibited by this section exists or develops, the manager or supervisor must immediately inform his or her manager and myHR of the existence of such relationship.



BUSINESS CONDUCT POLICY



At Aramark, it's essential that we conduct ourselves with the highest ethical standards. The Business Conduct Policy (BCP) serves as the foundation for all we do and for who we are.

Together, by following the BCP and doing everything with integrity, I'm confident we can achieve our vision of being the most trusted hospitality partner.

 John Zillmer
CEO

Be Honest and Keep Records Accurate

All financial information, including inventory and time worked by team members, must be reported completely and accurately.

Protect Company Property

Aramark's property—including cash, supplies, food, and equipment—must only be used for company business.

Follow the Rules for Gifts and Entertainment

Think carefully before giving or receiving a gift or entertainment to or from a client, potential client, or government official. Report any potential bribes.

Respect Others

Everyone deserves to be treated with respect. This means that discrimination or harassment based on a person's sex or gender, race, color, religion, age, national origin, sexual orientation, disability, military or veteran status, or any other basis protected by law is not allowed.

Be Safe

Follow the rules that protect the health and safety of Aramark team members, clients, customers, and the environment.

Take Action If You Are Contacted by the Government or Media

Only designated company representatives are allowed to speak for Aramark. Tell your supervisor immediately if you are contacted so that Aramark can provide an appropriate response.

Guard Proprietary and Confidential Information

You must protect the privacy of confidential information provided to you by Aramark as part of your job responsibilities about Aramark's team members, clients, customers, and suppliers.

Keep the Workplace Safe from Substance Abuse

Reporting to work under the influence of, or while impaired by, drugs or alcohol is not allowed.

Use Social Media Carefully

When using social media for personal reasons, don't say or suggest that your posts are approved by Aramark, or that you are speaking on behalf of Aramark or an Aramark client.

Prevent Workplace Violence

Violence, threats, and weapons in the workplace are not allowed.

WE WANT TO HEAR FROM YOU

Aramark Employee Hotline (United States and Canada)

- 1-877-224-0411 or www.aramarkhotline.com
- You can also scan the QR code to be taken to the online submission page



Aramark Employee Hotline (International)

- www.aramarkinternationalhotline.com for locations outside North America

Country	Phone Number	Country	Phone Number
Argentina	0800-800-1408	Ireland	1-800-949241
Belgium	0800-70-815	Luxembourg	800-2-6304
Chile	123-0020-0208	Mexico	1-800-062-7337
China—North	10-800-714-2789	Saudi Arabia	800814-1358
China—South	10-800-140-2809	South Korea	00798-142038196
Czech Republic	800-022-801	Spain	800-65-4403
Denmark	8025-3818	United Arab Emirates	800-017-8147
France	0-800-90-7066	United Kingdom	0-800-029-1845
Germany	0-800-505-3089		

If you see someone breaking the rules in the BCP, or you feel pressured into breaking a rule yourself, you must tell someone.

You can tell your manager, another manager, or human resources, or call the Aramark Employee Hotline.

Anyone can call the hotline:

- Call any time of the day or night
- Give as much information as you can so your issue can be investigated
- You can remain anonymous if you wish
- All languages welcome

For a complete copy of all the rules in the BCP in your language, go to www.aramark.com/policy



Do not be afraid to speak up.

Aramark prohibits retaliation. You will not get in trouble for making a report as long as you truly believe there is a violation of the BCP or the law.

In certain limited situations, Aramark may waive application of the BCP to employees, officers, or directors. With respect to executive officers and directors, any such waiver requires the express approval of the Board of Directors or the Audit and Corporate Practices Committee of the Board of Directors and will be promptly disclosed as required by law. With regard to Aramark employees other than executive officers and directors, waivers require the approval of the General Counsel's office.

U.S. English Language Version - July 2021



Employment Policies and Practices

Immigration Reform and Control Act/Form I-9/E-Verify

Aramark complies with the **Immigration Reform and Control Act (IRCA)**, which requires that employers verify the identity and work eligibility of all employees hired after November 6, 1986. A Form I-9 must be completed for all such employees.

Employees are required to cooperate with Aramark, providing proof of identity and work eligibility within three business days of an employee's first day of work.

Aramark participates in E-Verify, which is a web-based system that confirms the eligibility of employees to work in the United States.



Workplace Relationships

Aramark discourages dating or intimate relationships between managers or supervisors and their subordinates. Even when the relationship is voluntary and welcome on the part of both parties, a manager may not maintain a dating or intimate relationship with an Aramark employee when:

- The employee works directly or indirectly for the manager; or
- The manager has compensation, performance review, or promotional input with respect to the employee.

In the event that a manager enters into a dating or intimate relationship with a subordinate, the manager must immediately inform his or her manager and myHR of the existence of such relationship.

The myHR professional will then consider the appropriate steps to end the reporting relationship between the manager and the employee.

These steps may include transfer of the manager or employee to another position within Aramark, or a decision that one or both of the individuals should seek employment with another company.

A manager's failure to notify Aramark of the existence of such a relationship may result in disciplinary action for the manager up to and including termination.



Employment Policies and Practices

Personnel Records and Other Employee Information Policy

Aramark is committed to ensuring that information regarding its employees is safeguarded, and that only those who have a need to know this information and who have proper authorization are provided access.

Employees have the following responsibilities:

- Ensure that Aramark has the most up-to-date personal information, including home address, telephone number(s), emergency contacts, legal name (e.g., due to marriage or divorce).
- Request to review personnel records in accordance with the process described in the Personnel Records and Other Employee Information Policy; and
- Refer all requests for employment verification to Aramark's third-party employment verification service, The Work Number.

Please contact your manager if you have questions about your personnel record or if you would like a copy of the entire Policy.

Pre-Employment Screening and Employment Background Checks

Aramark is committed to the safety and security of its employees, clients and customers.

Consistent with this commitment, Aramark conducts employment-related background checks in accordance with applicable laws.

The type and frequency of background checks that are required for new hires, rehires and current employees is based on a number of factors, including position, work location, client requests, legal requirements and other risk factors.



Policy Against Sexual Harassment and Other Workplace Harassment

It is the policy of Aramark that sexual harassment and other workplace harassment, in any form, is strictly prohibited and will not be tolerated in the workplace.

Aramark's Policy Against Sexual Harassment and Other Workplace Harassment applies to all Aramark employees. All Aramark employees are provided with a copy of the Policy at the beginning of employment and additional copies are posted at each workplace location. If you have any questions or would like an additional copy of this Policy, please see your manager or a contact myHR professional.

Policy Regarding Violence in the Workplace

Aramark's **Policy Regarding Violence in the Workplace** applies to all Aramark employees and prohibits violence, threats of violence, intimidation, or other threatening or hostile conduct. Aramark prohibits the possession of firearms and/or other dangerous or deadly weapons, or any replica or other item that is intended as a simulation, while on Aramark property or engaged in Aramark business to the fullest extent allowed by law.

If you have any questions or would like a copy of the Policy Regarding Violence in the Workplace, please see your manager.



Employment Policies and Practices

Social Media Policy

Aramark's **Social Media Policy** applies to all Aramark employees and addresses employees' use of social media networks for business purposes, as well as employees' use of social media networks for personal reasons (i.e., not on Aramark's behalf). Aramark has summarized its expectations for employees using social media sites for personal reasons below.

✓ DO

DO feel free to visit social media sites for personal use.

DO ensure that your postings on social media sites are consistent with all applicable Aramark policies.

DO expect that anything you post on social media sites may be or become public.

DO understand that employees who violate the Social Media Policy are subject to disciplinary action, up to and including termination, as well as other appropriate action, including legal action.

To be clear, these guidelines are not intended to interfere with any communications protected by the National Labor Relations Act or other applicable laws, such as discussions related to wages, hours, working conditions, or other terms and conditions of employment. Check the workplace postings at your location for these Do's and Don'ts. If you have any questions about or would like a copy of these *Do's and Don'ts* or the **Social Media Policy**, please see your manager.

✗ DO NOT

DO NOT engage in discriminatory, hostile, or obscene conduct on social media, including but not limited to:

- making discriminatory, malicious or threatening statements,
- making statements about Aramark, our clients, employees, business affiliates, or others, that are maliciously untrue such that they are made with knowledge of their falsity or reckless disregard for their truth or falsity, or
- contributing to a hostile work environment based on any category or characteristic protected by Aramark's Policy Against Sexual Harassment and Other Workplace Harassment.

DO NOT represent or suggest that your postings on social media sites are approved, sponsored or authorized by Aramark or any Aramark client or business.

DO NOT advertise or sell Aramark products or services via social media sites.

DO NOT share information on social network sites that is confidential or proprietary to Aramark or any Aramark client, customer, or supplier. This does not include disclosures related to wages, hours, or other terms and conditions of employment, or any other disclosure permitted under the Social Media Policy.



Employment Policies and Practices

Use of Personal Devices

Employees may have the option to use their personal cell phones, smart phones or other personal devices to communicate with or receive information from their managers or other departments within Aramark. Use of a personal device for these purposes is not required by Aramark, but may be permitted for your convenience.

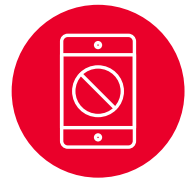
This use may result in fees and/or charges from your carrier depending on your plan.

By choosing to use your personal device(s), you agree to accept full responsibility for any employee fees or other charges.

Cell Phone Policy

Cell phones are prohibited in all work areas in order to maintain a productive work environment and where there are safety and sanitation concerns. Cell phones are to remain in your locker or space designated by your manager during working hours. Cell phones may be used during rest periods and lunch breaks.

Designated managers and employees may have cell phones on them for business use only. Please see the Location Guide for more information regarding electronic devices.



Compliance with Wage and Hour Laws

It is Aramark's policy to pay employees for all hours worked and to comply with all applicable wage and hour requirements under federal, state and local law.

If you have any questions about or would like a copy of the wage and hour policies applicable to your location, please see your manager.



Attendance and Punctuality

It is the responsibility of every employee to report to work on time, unless otherwise approved by the employee's manager.

All instances of unplanned absences, tardiness and/or leaving early (including those for which an employee receives PTO, sick or vacation pay) will be recorded unless prohibited by state law. Failure to comply with these requirements may result in disciplinary action up to and including termination.

Note: An employee will not be subject to discipline for any absence, tardiness, or early departure protected under the **Family and Medical Leave Act (FMLA)**, the **Americans with Disabilities Act (ADA)** or other applicable law, provided the employee complies with the procedures described in this Handbook and Aramark's **FMLA Policy** when applicable.

Call Out Procedure for Unplanned Absences

If you are unable to report to work on a day you are scheduled to work, you must follow the call out procedures below (or those determined by Sedgwick, if applicable). Your location may have additional procedures which can be found in the Location Guide.

- You are to contact your supervisor or manager.
- You are to call out at least two hours prior to your scheduled shift.
- It is acceptable to leave a message however, you must call back at a later time to confirm that the message was received.

Failure to follow the call out procedures for your location or excessive unplanned absences may subject you to disciplinary action up to and including termination.

No Call, No Show

If an employee does not follow the call-out procedure and does not show for their scheduled shift, the employee will be disciplined as follows:

- 1st No Call, No Show = Second Written Warning
- 2nd No Call, No Show = Final Written Warning
- 3rd No Call, No Show = Termination

Should an employee have a verifiable hardship reason for not following the call-out procedure, the absence will be counted towards a standard occurrence.

Tardiness and Early Departures

Tardiness is defined as an employee's absence from or late arrival to their workstation:

- at the scheduled start time such as the beginning of the shift;
- when returning late from a rest break or meal period.

Tardiness is defined as clocking in more than 5 minutes after your scheduled start time. Note that your location may have an alternate definition of tardy which can be found in the Location Guide. If you are going to be tardy, you must notify your location by following the call out procedure for unplanned absences and indicate the approximate time of arrival. Repeated tardiness may lead to disciplinary action up to and including termination.

Employees who leave before their scheduled end time should report their early departure to their direct supervisor.

If you leave before the end of your scheduled shift without approval, you may be subject to disciplinary action up to and including termination.

Job Abandonment

An employee may be deemed to have voluntarily resigned from employment with Aramark should he/she fail to report to work and fail to notify management of the absence using the call out procedure outlined above (No Call/No Show) for three (3) consecutively scheduled work shifts.



Time Away from Work

Occurrence - Based Attendance

Discipline for attendance violations is based on the number of occurrences. Below are the steps our location generally uses in administering discipline in connection with attendance issues. However, under certain circumstances, Aramark may deviate from one or more of the steps or consider absences outside of the specific timeframe.

- 4th occurrence of absence and/or tardiness or early departure in a rolling one-year period – first written warning.
- 5th occurrence of absence and/or tardiness or early departure in a rolling one-year period – second written warning.
- 6th occurrence of absence and/or tardiness or early departure in a rolling one-year period – final written warning.
- 7th occurrence of absence and/or tardiness or early departure in a rolling one-year period – termination.



An employee will not be subject to discipline for any absence, tardiness, or early departure protected under the FMLA, the ADA or other leave protected by applicable federal, state or local law, provided, however, that the employee also complies with the appropriate call out procedures.

Note: Time away from work benefits for Salaried Non-Exempt employees are described in the document entitled "Time Away from Work Policy for Salaried Exempt and Salaried Non-Exempt Employees," which is available on the Benefits website of myAramark.

Leaves of Absences

Aramark recognizes that certain circumstances may require absence from work for medical, family, or civic reasons. The two primary categories of leave are: statutory protected leave (e.g., leave covered under the Family and Medical Leave Act, the Americans with Disabilities Act, the Pregnancy Discrimination Act or other applicable law) and unprotected leave (e.g., leave not covered by any federal, state or local law). Examples of unprotected leave include leave for educational pursuits or personal travel.

Family and Medical Leave Act (FMLA)

An employee with at least 12 months of company service who has worked 1,250 hours or more for Aramark in the past 12 months may request protected unpaid leave under our **Family and Medical Leave Act (FMLA) Policy**.

In addition, Aramark will comply with any similar applicable state and local laws regarding leave. Where applicable, leave under the Aramark FMLA policy will run concurrently with similar leave under applicable state or local law.



Family and Medical Leave Act (FMLA)

Requests for FMLA leave may be made for the following reasons:

- The birth of a child, the placement of a child with you for adoption or foster care;
- A serious health condition that makes you unable to perform the essential functions of your job;
- A serious health condition affecting your spouse, domestic partner, parent or child for whom you are needed to provide care;
- A qualifying exigency arising out of the fact that your spouse, domestic partner, child, or parent is on active duty or has been notified of an impending call or order to active duty in the armed forces in support of a contingency operation; and
- To care for a covered service member in the armed forces who incurred a serious injury or illness in the line of duty, if you are the covered service member's spouse, domestic partner, child, parent or next of kin.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

For the first four reasons listed above, an employee may take up to 12 weeks of FMLA leave in a rolling 12-month period measured backward from the date the employee uses any FMLA leave for these purposes.

For the last reason listed above, an employee may take up to 26 weeks of FMLA leave in a 12-month period that is measured forward from the date the employee's first leave for this purpose begins. The 26 weeks available includes up to 12 weeks of leave taken for the first four reasons listed above.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. During FMLA leave, for employees who are eligible for benefits, Aramark will maintain the employee's health coverage under its group health plan on the same terms as if the employee had continued to work.

Employees who use FMLA leave will not experience loss of any employment benefit that accrued prior to the start of an employee's leave. If you would like to request FMLA leave, you must provide verbal or written notice sufficient to make your manager or myHR aware of your need for FMLA leave, as well as the anticipated timing and duration of the leave.

Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider or circumstances supporting the need for military family leave. Employees also must advise if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.



Family and Medical Leave Act (FMLA)

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. You must also contact Aramark's third-party service provider, Sedgwick, regarding your need for FMLA leave so that you can begin the FMLA certification process, and you will be required to provide Sedgwick with all requested documentation and sufficient information in order to process your request. It is the responsibility of the employee taking leave to maintain periodic communication during that leave and provide written updates with home location and/or Sedgwick when asked.

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, and deny the exercise of any right provided under FMLA; or
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

If you feel as though you have been subjected to discrimination or retaliation based on your exercise of rights under the FMLA, please contact your manager, myHR or the Employee Hotline.

Check the workplace postings at your location for a copy of the **Employee Rights and Responsibilities under the Family and Medical Leave Act**.

Aramark's **Family and Medical Leave Act Policy** covers the details of FMLA-protected leave in much greater detail.

For questions about or to request a complete copy of Aramark's **Family and Medical Leave Act Policy** or a copy of the Rights and Responsibilities Poster, please contact your manager or myHR.



Time Away from Work

Personal Leaves of Absence

A personal leave of absence may be available to an employee under certain circumstances. An employee's job is not protected while on a personal leave of absence, which means that Aramark cannot guarantee that the employee will be reinstated following the leave.

Personal leaves are normally limited to a period of 30 days, upon written application from the employee and with prior management approval. Such leaves may be extended for additional 30-day periods, upon management approval, up to a maximum of 60 days.

A leave of absence may be taken without pay or an Employee may use any accrued Vacation and/or PTO during the leave. However, neither Vacation nor PTO may be used to extend that leave beyond the 30-day period. Neither Vacation nor PTO time accrues during a personal leave of absence if the leave is unpaid.

Military Leave

All employees are eligible for military leave for voluntary or involuntary military service consistent with all applicable federal and state laws, including the **Uniformed Services Employment and Reemployment Rights Act (USERRA)**. An employee on military leave will be reinstated in accordance with applicable federal and state laws. Employees must notify their manager or myHR as soon as possible after learning of their need for military leave.

If the employee's order to report for duty is in writing, the employee should provide his/her manager or myHR with a copy of the order as soon as possible. Aramark's **Military Leave Policy** applies to all Aramark employees. For questions about, or to request a copy of the Policy, please see your manager.



“ Supporting our heroes ”



Time Away from Work

Bereavement Leave

Bereavement leave is intended to allow employees time off to attend the funeral/services and for related matters due to the death of an immediate family member.

Full-time and part-time hourly employees will receive up to 3 days of paid bereavement leave for the death of an immediate family member, unless state or local law permits additional time.

An immediate family member for purposes of this leave includes your spouse/domestic partner, parent (biological, adoptive, step or foster), legal guardian, sibling, child (biological, adoptive, step or foster), miscarriage or stillbirth of a child, grandchild or grandparent, as well as your spouse's/domestic partner's parent, legal guardian, sibling, child, grandchild or grandparent.

When the need for bereavement leave arises, it is the responsibility of the employee to notify his/her manager immediately.

Employees may be asked to furnish proof of their relationship to the deceased and/or their attendance at the funeral/services.

Jury Duty

The following Jury Duty information applies to Hourly employees only.

Aramark grants time off for jury duty.

Employees must notify their manager as soon as they are called for jury duty so that arrangements may be made to cover work assignments.

Unless otherwise required by state law, an employee will receive the difference between jury duty earnings and regular pay (excluding overtime or other premium payments) for hours they would have worked if they had not been required to report to jury duty.

A copy of the jury duty summons and jury duty check stubs must be provided to your manager immediately after returning from jury duty so your pay may be calculated.

Please contact your manager or myHR if you have any questions regarding jury duty leave.



Employee Conduct

Standards of Conduct/Progressive Discipline

It is Aramark's expectation that its employees will conduct themselves in compliance with our policies and procedures. It is Aramark's practice generally to advise employees of performance or disciplinary issues and provide them the opportunity to correct the issue. However, Aramark reserves the right to deviate from this general practice at any time at its sole discretion and with or without advance notice.

The following list is not intended to be all-inclusive, but merely illustrates certain types of conduct Aramark deems unacceptable, and which may result in disciplinary action up to and including termination, with or without any prior verbal or written warnings.

Nothing in this list is intended to restrict or otherwise discourage employees from engaging in protected concerted activity for mutual aid or protection as described in Section 7 of the **National Labor Relations Act**.

- Violation of any Aramark policy.
- Violation of any provision included in this Handbook.
- Willful or negligent destruction of company and/or client property.
- Carrying or possession of weapons, or use or distribution of weapons on company, and/or client property or premises.
- Unauthorized use, waste, removal or attempted removal of company, client or employee material or property (e.g., funds, food, confidential and proprietary records or documents (see below for the definition of confidential and proprietary information), tools, or equipment) from company and/or client premises without proper authorization. This includes any items that have been discarded.
- Falsification or unauthorized alteration of any employment-related documents including, but not limited to, employment applications, personnel records and time records.
- Insubordination such as refusal to perform any job or work assignment given by an employee's supervisor or by management.
- Use of threatening, discriminatory, malicious, or harassing language or conduct.
- Gambling or conducting a lottery while on duty or on client/company premises.
- Sleeping or dozing on the job.
- Violation of any safety rule or practice, or engaging in conduct which tends to create a safety hazard. This includes fighting, disorderly conduct, horseplay, or throwing objects.
- Failure to report an accident that results in or may result in injury to yourself or others or damage of property or equipment.
- Leaving your work area during work time while conducting company business without a job assignment or a job-related task without management's authorization.
- Failure to accurately record your work time and meal periods.
- Failure to take required meal periods and rest breaks.
- Clocking in or out for another employee or allowing another employee to do so for you.
- Allowing unauthorized personnel to enter non-public work or otherwise restricted areas.
- Non-incidental time spent working on personal projects on client/company property, machines or time.
- Eating or drinking other than during designated rest breaks and meal periods and in designated areas, unless approved by your manager.
- Working unauthorized overtime.
- Unauthorized access of personnel files or confidential and proprietary information as defined on page 25 of this Handbook.
- Failure to perform job duties.
- Theft.



Employee Conduct

Progressive Discipline Process - For Hourly Employees Only

In most cases Aramark follows a four-step progressive discipline process:

- 1 First Written Warning
- 2 Second Written Warning
- 3 Final Written Warning
- 4 Termination

Please keep in mind that Aramark has no obligation to use any one or more of these steps of discipline prior to discharging an employee. Based on the seriousness of the infraction, or in the case of severe misconduct, your manager may omit, repeat or skip one or more of these steps.

Confidentiality

Employees must maintain the confidentiality of confidential and proprietary information entrusted to them by Aramark and/or its suppliers, clients and customers. Confidential and proprietary information is all non-public information that might be of use to competitors, or harmful to Aramark, its clients or customers if disclosed, whether or not the information is labeled as confidential and proprietary.

Confidential and proprietary information includes but is not limited to: pricing lists; business strategies; marketing strategies; and vendor agreements. It also includes confidential information that suppliers, clients and/or customers have entrusted to us.

Confidential and proprietary information does not include information regarding wages, hours or other terms and conditions of employment and also does not include other employees' contact information. Employees should contact their manager or human resource professional if any uncertainty exists as to whether certain information is, in fact, confidential and proprietary information.

Violation of this policy may result in disciplinary action up to and including termination.

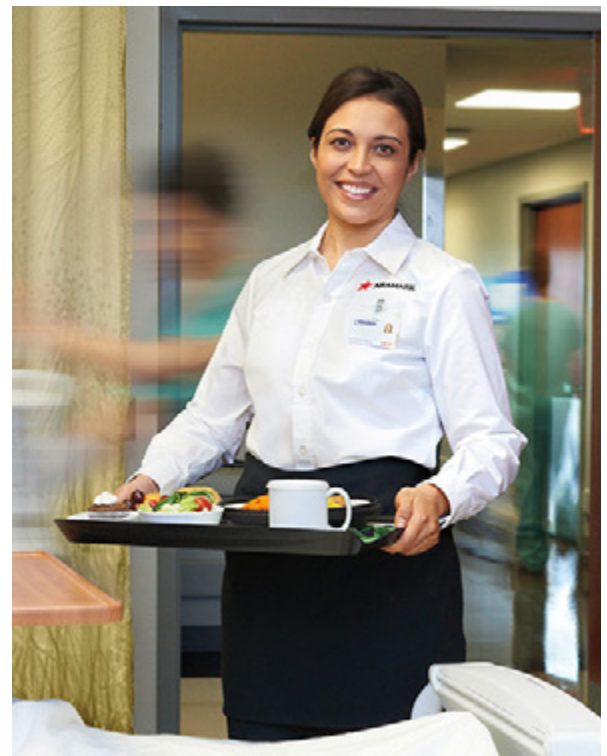
Solicitation and Distribution

In order to avoid interference with work, Aramark has adopted the following procedure with respect to solicitation and distribution.

Solicitation of one employee by another employee for membership, contributions, funds or other purposes, while either employee is on working time is prohibited.

For purposes of this solicitation and distribution provision, working time refers to that portion of the workday in which the employee is performing actual job duties. It does not include paid or unpaid meal periods or other breaks. Distribution of printed or written literature of any kind on company or client property is prohibited, except in non-working areas during non-working time.

Working areas refer to where work is actually performed and does not include employee meal rooms or break rooms.



Employee Conduct

Professional Appearance and Work Attire

It is important that our employees maintain a professional appearance that reflects well on themselves, our clients and Aramark.

The following is a non-exhaustive list of Aramark's expectations:

- Employees must present a neat and clean appearance with no strong smells, including due to perfume, cologne, or body odor.
- Employees must wear the approved uniform for their location.
- Jewelry should be kept to a minimum; you may be asked to remove jewelry deemed excessive or inappropriate by your manager.
- Employees must comply with all applicable safety, health, and sanitation guidelines, including those established by Aramark Safety & Risk Solutions.
- Employees must wear approved slip-resistant footwear while working in all service areas, including, but not limited to kitchens, warehousing and in wet or outdoor environments.

In addition to the above, your manager may ask you to cover visible tattoos or assign you to a particular location or task that does not require direct client or guest contact as a result of visible tattoos. Failure to present a professional appearance may result in disciplinary action up to and including termination.

Security Clearances (Corrections Only)

A condition of employment for all Aramark Correctional Services' employees is to obtain and maintain a valid security clearance from the client. To obtain valid security clearance from a client, you may be subject to client conducted criminal background checks. If you violate the security policies or procedures of a correctional facility, you may be in violation of federal, state or local law. As a result, you may be subject to arrest and prosecution. If your security clearance is suspended, revoked or otherwise terminated, you will not be permitted to enter the correctional facility and consequently, you may be terminated from your employment.

ID Badges

If you are required to wear an ID badge, it must be worn at all times. ID badges must be worn on the outside of your clothing or uniform where they are visible to guests, clients, and other Aramark personnel. An ID badge cannot be transferred from one person to another person for any reason.

Your ID badge must be surrendered upon request by an authorized Aramark manager or client representative. If your ID badge is lost or stolen, it must be reported immediately to your manager.

Violation of this policy may result in disciplinary action up to and including termination.



Employee Conduct

Sound and Image Recording in the Workplace

Due to the potential for issues such as invasion of privacy, sexual or other harassment, HIPAA violations, and protection of confidential information of Aramark (as defined in the “Confidentiality” section of the handbook), engaging in the act of sound or image recording, or posting or distributing pictures, video or audio recordings during working time in non-public work areas, using any recording device (e.g., cell phones, iPads, etc.) is a violation of Aramark policy. Failure to comply with this section may result in disciplinary action up to and including termination.

For purposes of this sound and image recording policy, working time does not include paid or unpaid breaks. Also note that nothing in this section is intended to restrict or otherwise discourage employees from engaging in protected concerted activity for mutual aid or protection as described in Section 7 of the National Labor Relations Act, including, for example, taking pictures of health, safety and/or working conditions or protests related to work issues.

Public Figures

Approaching public figures while you are working for reasons other than as assigned by your manager is prohibited. Do not seek autographs, photos or favors at any time. Any interactions with guests, celebrities or otherwise must be kept professional.

Media Inquiries

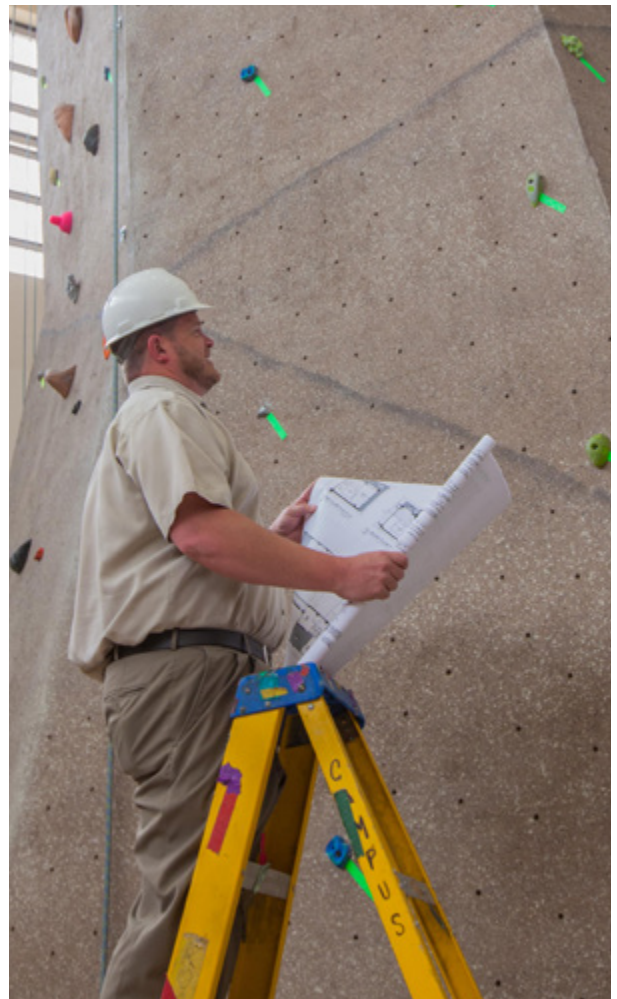
Hourly and salaried non-exempt employees are not authorized to speak on Aramark’s behalf in response to any media inquiries. Any Aramark hourly or salaried non-exempt employee who receives a media inquiry looking for a statement by or on behalf of Aramark should forward the inquiry to his or her manager.

Hourly and salaried non-exempt employees are free to share their own opinions and perspectives on their personal time outside of work, but cannot officially represent the company and must make clear that they are not speaking on Aramark’s behalf.

Admittance to Building

Employees must enter/exit the building through designated entrances and exits. If you have any questions about appropriate entrances or exits, please ask your manager.

Employees may not enter any unauthorized area at any time without prior permission from a manager. With the exception of public areas, and other exterior non-working areas, employees may not be present at a work area outside of working hours.



Employee Conduct

Equipment Use, Monitoring and Workplace Searches

In order to maintain safety and to comply with applicable security policies and procedures, Aramark reserves the right to monitor employee activities in the workplace and while using company or client-provided property or equipment whether on or off the company's or client's premises. This includes, but is not limited to, Aramark's monitoring of the use of company or client property such as vehicles, desks, lockers, toolboxes, cabinets, telephones, computers, or other similar items. All Aramark- or client-provided offices, desks, files, lockers, telephones, computers, etc., are the property of the company or the client, and are issued for employment-related purposes. Employees should have no expectation of privacy in any company- or client-issued property or equipment.



Aramark reserves the right to question employees entering and leaving the company's or client's premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from the company's or client's property. In addition, the company reserves the right to search any employee's office, desk, files, locker, telephone, computer, or any other area or article on the company's or client's premises. Employees should have no expectation of privacy with regard to any of these items or areas, even if they use their own lock or combination.

Inspections may be conducted at any time at the discretion of the company or the client. Employees working in a correctional facility may also be searched by a Corrections Officer. Such searches are performed at the sole discretion of the correctional facility and Aramark is without authority to prohibit or otherwise interfere with them. Additionally, your personal vehicle may be subject to search by a police officer. While Aramark employees may withhold consent to a search of their person, the failure to consent to such search may negatively impact an employee's ability to maintain the required security clearance, which may impact the employee's ability to remain employed at that location.

Employees working in, entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of stolen property, alcohol, illegal drugs, or other prohibited items, or who are found to be in violation of Aramark's **Drug- Free Workplace Act Policy** or other applicable policies, will be subject to disciplinary action up to and including termination, as well as potential legal action.

Key Control

Employees who are given keys to Aramark and/or client spaces in conjunction with their job duties are expected to comply with the following:

- Do not leave keys unsecured.
- Keys may only be carried and used by the individual to whom they are issued, unless prior approval has been given by the appropriate manager.
- Do not utilize key chains (nor mark the key chain) that identify the building to which they provide access.
- Do not mark any keys with insignias or initials that describe what the key opens.
- Duplication of keys is forbidden.
- Loss of keys may result in disciplinary action, up to and including termination.



Employees should have access only to those keys necessary to perform their daily duties. If you have unnecessary keys in your possession, please return them to your manager.



Employee Conduct

Alcohol Service Policy

If alcohol is served at your location, employees are required to comply with the applicable Aramark **Alcohol Service Policy** and state and local law regarding service of alcohol. Failure to do so may result in disciplinary action up to and including termination.



Fraternization

Corrections Locations:

Employees who work in a correctional location may work around inmates. Fraternization with inmates is strictly prohibited.

Fraternization includes, but is not limited to, sexual contact and any other kind of physical contact with an inmate; written correspondence with an inmate; phone calls to or from an inmate; showing favoritism to an inmate; sexually suggestive gestures or comments of any kind made to an inmate; wearing revealing or other inappropriate clothing; supplying inmates with money, transportation, housing, bail bonds, cigarettes, drugs or contraband, or providing any other type of assistance to inmates.



Contraband is defined as any item that is not issued to the inmate by the facility as they enter the jail, or anything else the client considers contraband.

The **Prison Rape Elimination Act** (known as PREA) seeks to eliminate sexual assaults and sexual harassment of inmates in correctional institutions and community corrections settings. Under PREA, correctional facilities must institute a zero-tolerance policy toward all forms of sexual abuse and sexual harassment of inmates. Your manager will advise you of the facility's procedures for reporting incidents of sexual abuse and sexual harassment of inmates.

If an employee is related to, currently is in a relationship or formerly acquainted with any inmate being detained at the facility where they are performing services as an Aramark employee, and any facility in the surrounding area, the employee must report such relationship to his/her manager and the institution immediately. Any such relationship should be identified at the time of hire, or during the course of employment when the circumstance arises and must be reported immediately.

Collegiate Hospitality and Student Nutrition Locations:

Employees shall maintain professional relationships with students at all times. Employees shall not engage in any inappropriate interactions, sexual conduct, or relationships with any student at any time, regardless of the employee's or the student's age. Inappropriate interactions include, but are not limited to: touching, hugging, communicating outside of work about non-work related matters, or offering transportation to a student.

This policy is not meant to restrict appropriate personal relationships with members of employees' family. In addition, this policy is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours or other terms or conditions of employment, or otherwise restrict employees' rights under Section 7 of the National Labor Relations Act.



Employee Conduct

Employee Hotline

Aramark Employees are encouraged to speak with a member of Aramark management or myHR about any issues of concern rather than expressing concerns to the client.

The Employee Hotline is an additional resource available to all employees, and can be used to report numerous types of concerns including, but not limited to:

- Concerns related to Aramark's Business Conduct Policy
- Workplace safety concerns
- Equal employment opportunity concerns
- Sexual or other workplace harassment
- Concerns about violence in the workplace
- Pay or wage and hour concerns

The Employee Hotline can be reached by calling 877-224-0411 or a report can be filed electronically at www.aramarkhotline.com. All reports are received by a third party hotline administrator. Employees may remain anonymous if they wish.

All complaints and investigations made through a manager, myHR or the Employee Hotline will be handled in a confidential manner to the fullest extent possible consistent with applicable law. However, employees must recognize that certain disclosures may be necessary to conduct a complete and thorough investigation, and to achieve an appropriate resolution. Moreover, each employee is expected to cooperate fully with any investigation, even in cases where the employee being asked to cooperate did not make the complaint.

There will be no retaliation against employees who make good faith complaints to Aramark management, myHR, or via the Employee Hotline and/or participate in good faith in an investigation of such complaints.



ARAMARK
EMPLOYEE HOTLINE

toll free/24 hours a day/in any language

1-877-224-0411

Reporting is also available online by scanning the QR code above or by visiting

www.aramarkhotline.com



Wage and Hour/Pay

Work Week/Payday

Information regarding your location's work week and payday are included in the Location Guide. Although Aramark makes every effort to ensure that employee pay is accurate, in some instances, errors may occur. Each employee is responsible for reviewing his/her paycheck each pay period and reporting any inaccuracies to management right away.

Aramark will correct any errors to ensure that you are paid accurately. In instances of overpayment, you agree that you will reimburse Aramark for any amounts that you are overpaid and that Aramark may deduct the overpayment from your pay, including your final pay, to the extent permitted by law.

Aramark is obligated, by law, to withhold Federal, State and Local Income Tax and Social Security and Medicare Taxes and any federal/state/local, Court, Agencies or authorized wage garnishments. Where permitted by law, other payroll deductions may be taken. If you have any questions about your payroll deductions, please ask your manager.

Electronic Pay Statement (eStatement) & myPay

Aramark offers the convenience of electronic pay! You can choose to have your pay deposited directly to a checking, savings or pay card account. Electronic pay gives you access to your wages without long bank lines or check-cashing fees. In addition, you will no longer have to come into your work location to pick up your check and it's better for the environment. You can manage your pay details via the myPay online platform from anywhere, anytime.

myPay is Aramark's online resource for all your payroll needs! Access, update and retrieve your pay information in a simplified and convenient way. In the myPay desktop or mobile app, you can view your pay statements, add or update your direct deposit banking details and update personal information including your mailing address and phone number.

Looking to
access, update & retrieve
your payroll information in a simple and
convenient way?



Look no further - visit **myPAY** today for
your payroll needs!

myPay.Aramark.com

For questions or concerns, contact:
 1-800-866-4274

aramark 



Wage and Hour/Pay

Aramark offers the following electronic pay options:

- 1 Direct Deposit** – Direct deposit allows your wages to be transferred into your bank account on your pay date. No more waiting in banking lines or delays in receiving your check because of mail issues or having to pick up your check at your profit center. Additionally, you can update your banking information as needed.

When enrolled for direct deposit, you will access and view your pay statements (eStatements) in myPay. You can view your current pay statement and previous pay statements, download or print your eStatements and so much more!

- 2 Pay Card** – When enrolled for the Wisely Pay Card, you can view, print and download your monthly account statements online or via Wisely Pay mobile/smartphone or desktop app at any time.

- 3 DailyPay** – DailyPay allows employees access to earned yet unpaid income before payday. For each active work hour, employees build an available balance; a portion of these earnings can be transferred early. There are three main ways an employee can get started with DailyPay:
1) Download the free DailyPay App, 2) Visit dailypay.com, or 3) Text START to 66867.

Note: For both Direct Deposit and Pay Cards, you will receive verification of the transferred funds in the form of a wage statement. The wage statement will reflect gross pay, deductions, net pay and other pertinent information for your records. If you need your employee ID number to log in to myPay, please reach out to your supervisor or myHR.

Electronic W-2s

Aramark also offers an electronic version of your Form W-2. By selecting electronic access, you will be able to view and print your electronic W-2 immediately once it becomes available and you will have it when you need it; 24 hours a day/7 days a week. If you do not consent to the electronic W-2, the actual form will be mailed to your home address listed in your myPay profile, post-marked on or before January 31.

For more information on how to enroll in electronic W-2s, please see your manager. You can also see your manager if you need access to a computer to print or view your electronic W-2 or e-Statements.

Wage Statement and Check Mailing

Employees can review their wage statements and pay history in the myPay desktop or mobile app at any time. Employees in certain states who are paid by paper check will receive their payroll package (both their check and their wage statements) by standard USPS or FedEx. Where you receive your payroll package (paychecks and pay statements) is determined by your Profit Center setup. If your Profit Center receives payroll packages, they will be mailed to your location via FedEx. If your profit center setup requires payroll packages to be mailed to the employee, your paycheck and pay statement will be mailed to the address listed in your myPay profile.

As an employee of Aramark, you are consenting to the mailing of your wage statement and paycheck by USPS mail where permitted by law. For more information, please see your manager.



Wage and Hour/Pay

Overtime

Non-exempt employees (i.e., hourly employees and salaried non-exempt employees) will be paid overtime, at a rate of 1.5 times the employee's regular rate of pay, for all hours worked in excess of 40 hours in the employee's work week.



In the event that overtime pay is required in other situations under state or local law, or for any other reasons, Aramark will comply with such requirements.

Overtime must be authorized by the appropriate manager before it is worked. If you work unauthorized overtime, you will be paid for the time worked but you may be subject to disciplinary action up to and including termination.

Timekeeping

Aramark is committed to complying with applicable federal, state and local wage and hour laws, including those pertaining to timekeeping. You are responsible for accurately recording all of your work time using the timekeeping system at your location. You are also responsible for reviewing your time records and paycheck each pay period and reporting any errors to your manager as soon as possible so that they may be corrected.



Some timekeeping systems prevent employees from punching in more than five or ten minutes prior to the scheduled start time of the shift. These systems also prevent employees from punching in if they are not scheduled to work.

You are prohibited from performing any work when you are not clocked in, including when you are locked out of the timekeeping system, unless you have the express permission of your manager to perform work and you accurately report such time. If you work when you are unable to punch in, you must report this work time to your manager so that it can be paid. You will be paid for unauthorized work time; however, you may be subject to disciplinary action.

The time clock at your location may also prevent you from recording your stop time on the clock if you try to punch out more than 15 minutes after your scheduled time. This restriction helps identify situations where employees repeatedly punch out late, so that we can take steps to determine the reason and correct it. If you are unable to punch out due to this restriction, you must immediately locate a manager who will assist you in recording your time.

Pay Transparency and Nondiscrimination

Aramark will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant.



However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer, or (c) consistent with Aramark's legal duty to furnish information.



Employee Rights and Responsibilities

As an Aramark employee, you have the following rights and responsibilities regarding wage and hour matters:

1. You are required to record and report all of your working time to your manager (e.g., through the use of the time clock or a time edit slip if the time clock is not available).
2. It is your responsibility to take all required meal periods and rest breaks. Contact your manager if you have questions about the meal periods and/or rest breaks that are provided at your location. If you believe that you will be unable to take a required meal period or rest break, you must speak to your manager immediately. If your location provides 30-minute meal periods, you must take the entire 30 minutes and not perform any work.
3. Nursing mothers will be provided reasonable break time to express milk and/or breast feed.
4. You must not perform any work (a) before clocking in, (b) after clocking out, or (c) during unpaid meal periods. If any Aramark manager or supervisor requires, suggests or tolerates you doing so, you must immediately report the incident to the Aramark Employee Hotline.
5. If you do perform work while off-the-clock, you must tell your manager so that you can get paid for the time.
6. You must promptly notify your manager if you forget to clock in or otherwise miss any time punches.
7. If you are an hourly or salaried non-exempt employee, you must follow the overtime approval process explained by your manager. At all Aramark locations, if employees work unapproved overtime, they will be paid for the time but may also be subject to discipline.
8. You must review your time record and paycheck each pay period and report any errors to your manager right away. If you still have questions or concerns, you must contact the Aramark Employee Hotline.
9. If you believe that there has been a violation of Aramark policy or the law, you must immediately contact the Aramark Employee Hotline.

Retaliation against any employee who reports a concern about their wage payments, or who alleges a violation of federal, state or local wage and hour laws is prohibited. Reports of suspected retaliation should be made to myHR, your immediate manager, any senior manager, or to the Aramark Employee Hotline.



Benefits

Benefits Overview

See the Location Guide or <http://www.mybenefits.aramark.com> for information about certain benefits for which you may be eligible.



Workers' Compensation

Employees who have an accident or injury while on the job must notify their manager immediately.

If medical care is needed, your manager can provide you with the name(s) of Aramark's preferred provider(s) in those states that allow the employer the right to select the treating physician. Otherwise, your manager may provide you with a list of physicians suggested by Aramark who are trained in treating occupational injuries and illnesses.

If the injury is deemed to be work-related and you are unable to earn your full pay due to your injury, you may receive workers' compensation benefits related to lost wages. Time away from work due to a work-related injury will be deemed to run concurrently with leave under the FMLA and similar state or local law, if applicable.

Additional Employee Responsibilities include:

- Employees are required to keep their manager informed of their status. This includes upcoming appointments, changes in your work status and providing your manager with all necessary medical documentation including the Return to Work Form or physician's form listing any work restrictions a doctor places on you.
- Sedgwick Claims Management Services may contact you to discuss your injury. Updating your Sedgwick representative on your status, including providing all necessary documentation, will facilitate timely delivery of your benefits.
- Follow prescribed treatment for your injury or illness.
- If you have any questions or would like updates on your claim, please contact the Sedgwick CX line at 855-267-4763. A live Customer Support Person is available 24 hours, seven days a week.



Safety Rules Apply to Everyone

It is every employee's responsibility to know and understand the safety rules of your operations. The following general safety practices have been established to protect all employees. Additional information is available through your manager and is included in the SAFE Handbook.

Aramark's SAFE Policy

As a company rooted in service and focused on integrity, Aramark operates our business with a Target Zero vision—no harm to people or to the environment. To achieve Target Zero, we are guided by the Aramark SAFE™ Management System, our common framework for operating safely, managing risk, and achieving our food, occupational, and environmental safety goals.



SAFE Principles

Lead a Culture of Safety

We hold leaders accountable for enabling and taking proactive measures to achieve Target Zero by establishing policies, providing strategic direction, and setting environmental, health, safety and quality standards and targets in our operations around the world.

Do the Right Thing

We comply with food safety, workplace safety and environmental regulations that apply to the industries and geographies in which we operate, and we take timely action and dedicate resources to address issues once identified..

Engage and Educate Employees

We make safety part of our daily conversation by coaching and engaging our employees to perform their duties with focus and care for others and the environment. Our training programs are designed to achieve our Target Zero Vision and compliance with government regulations.

Stop and Speak Up

We empower our employees to stop and question any task that causes concern about their personal safety, the safety of others, or the impact to the environment, and we provide several ways to report safety issues or unsafe work practices.

Keep Learning and Growing

We continuously monitor and measure our performance, review our progress, and make improvements to our system to drive the organization towards our Target Zero vision.

Source Safely and Responsibly

We purchase goods and services through approved supplier, contractor, and distributor partners to ensure safety across the entire service portfolio.



SAFE Responsibility

Aramark's SAFE Policy is a core component of our enterprise sustainability plan, Be Well. Do Well., which sums up our goal to do great things for our people, our partners, our community, and our planet. Our SAFE principles govern our daily operations and define a clear strategy to make food, occupational, and environmental safety the responsibility of every team member. Together we thrive and we empower and expect everyone at Aramark to take pride in creating a safe environment in all our locations and serve with passion. We will relentlessly pursue the highest levels of safety, quality, and service excellence for Aramark associates, clients, customers, stakeholders, and the communities we serve.



Aramark SAFE Pledge

I commit to working safely in every task to protect myself and everyone around me.

I will:

- ✓ Be familiar with and abide by all Aramark policies and procedures, including required training.
- ✓ Follow all safety instructions provided by my supervisor.
- ✓ Never take shortcuts at the expense of safety.
- ✓ Identify and correct unsafe conditions and report them to my supervisor.
- ✓ Report any injury, even minor, to my supervisor immediately, and any near-miss that could have resulted in an injury.
- ✓ Use the right equipment and utensils for the task.
- ✓ Use the personal protective equipment provided to me.

And, when in doubt, I will ask!

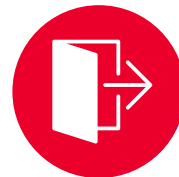
Your manager will review Aramark's SAFE Handbook and any other safety related information with you.



General Emergency Evacuation Procedures

Ensure you know the following:

1. Recognize the emergency evacuation signal. This will be an audible alarm or an announcement signaling an evacuation.
2. Know the location of emergency exits in your area. Evacuate your work area through the nearest emergency exit. Remember to always know the alternate route planned in case the primary route is blocked.
3. When clear of the facility, all employees need to gather at their assigned primary or alternate gathering or staging area.
4. A head count may be taken to ensure that all employees/visitors are safely out of the facility.
5. Remain in the staging area until you are notified to do otherwise. It is important that everyone is accounted for during a time of emergency.
6. Never go back into a building until the all clear has been given by authorized emergency personnel.



Distracted Driving Policy

Aramark is committed to driver safety. The purpose of this policy is to minimize the risks associated with distracted driving and enforce the requirements to comply with the law.

The **Distracted Driving Policy** applies to all Aramark employees that operate a vehicle on behalf of Aramark and/or our clients.

No employee will ever be required to use a cell phone or other mobile device while driving.

In order to reduce the risks associated with distracted driving, certain conduct is prohibited while driving an Aramark vehicle (commercial or non-commercial) or while driving a personal or rented vehicle while on company business, including:

- Use of a hand-held cell phone or texting
- Operating laptops, tablets, portable (handheld) and GPS devices
- Reading maps or any type of document, printed or electronic



Drivers must pull over safely to the side of the road or another safe location before checking messages, returning phone calls, text messaging, emailing, reading maps for directions, or programming/resetting GPS devices.

Aramark employees must always comply with applicable state, federal, and local laws regarding the use and misuse of cell phones, handhelds, and other electronic devices.

Each driver of an Aramark vehicle must comply with Aramark's **Distracted Driving Policy**. For additional information regarding Aramark's **Distracted Driving Policy**, contact your manager.

Violations of Aramark's **Distracted Driving Policy** will lead to disciplinary action up to and including termination.



Separation of Employment

In the event you wish to end your employment with Aramark, please notify your manager. Although not required, written notification is preferred, and it is customary to give at least two weeks' notice so that Aramark can make arrangements to adjust schedules and find a replacement.

Your employment remains at-will during this notice period, and Aramark may choose to accept an employee's resignation effective immediately. Final paychecks will be issued according to applicable law.

Return of Property

Upon separation, employees are responsible for returning all property, materials and written information issued to them or in their possession or control due to their employment with Aramark including, but not limited to, all confidential and proprietary information (as defined in the "Confidentiality" section of this handbook).

Aramark may take all action deemed appropriate to recover or protect its property.

