

THREE SISTERS GROUP LLC
d/b/a TOUS LES JOURS

MEAL AND REST PERIOD POLICY NOTICE

Employee Guidance on Meal and Rest Periods
(Effective Date: July 20, 2026)

This Notice is issued to supplement the implementation of the Company's official Meal and Rest Period Policy (the "Policy"). To the extent this Notice conflicts with the Policy, the Policy shall control.

This Notice does not constitute a contract of employment and does not guarantee continued employment or any particular term or condition of employment. This Notice does not alter the at-will nature of employment in any respect. The Company reserves the right to amend, modify, or discontinue this Notice at any time, without prior notice, to the extent permitted by applicable law.

Virginia law does not require that meal or rest periods be provided to adult employees. Accordingly, the operational standards described below are voluntary internal policies adopted by the Company and do not give rise to any independent legal obligation.

1. Meal Periods (30 Minutes or More, Unpaid, Mandatory When Working 8 or More Hours)

Non-exempt employees scheduled to work eight (8) or more continuous hours in a workday must take a mandatory, unpaid meal period of thirty (30) minutes. This is not optional at the employee's discretion. Managers must ensure that any such employee's work schedule includes a 30 minute unpaid meal period. The 30 minute unpaid meal period is in addition to, and does not reduce, the employee's scheduled hours of work. For example, an employee scheduled from 9:00 a.m. to 5:00 p.m. (8 scheduled work hours) who takes a 30-minute unpaid meal period must remain at work until 5:30 p.m. to complete the full 8 hours of work, unless the schedule is otherwise adjusted by management.

To qualify as an unpaid meal period, the employee must be completely relieved of all duties for the entire period and must not perform any work of any kind, including serving customers, answering phones, operating the register, or preparing food (29 C.F.R. § 785.19). Even if an employee declines to take, or attempts to waive, the meal period, managers must ensure that employees scheduled to work 8 or more hours take the 30 minute unpaid meal period. This requirement reflects the Company's operational need to protect employee health and safety and to maintain service quality. Employees who work fewer than 8 hours in a day are not automatically assigned a separate meal period, and the Company does not require such employees to take one. Ordinary personal needs, such as restroom use and access to drinking water, continue to be treated as paid working time as before.

Unpaid meal periods must be recorded as a Clock-Out on the time card. If a meal period is interrupted or shortened for business reasons, the employee must immediately report this to a manager so that actual hours worked are accurately recorded and compensated accordingly.

2. Rest/Break Periods (20 Minutes or Less, Paid)

Under the Fair Labor Standards Act (FLSA) regulations at 29 C.F.R. § 785.18, rest periods of 20 minutes or less that are actually taken are treated as paid working time, regardless of shift length or whether the break was pre-approved.

For scheduling purposes, the Company recommends up to 10 minutes of paid rest break per shift. This is an internal operational guideline only and does not limit or alter the Company's statutory obligation to pay for rest periods as required by law.

All employees must record the start and end time of every rest break taken on their time card, without exception. This requirement serves the purposes of (i) on-site staffing and coverage planning, (ii) ensuring the accuracy and transparency of attendance records, and (iii) preventing misuse or abuse of rest breaks. A failure to comply with this recording requirement (whether by not recording a rest break or by recording it falsely) may result in disciplinary action for an attendance violation under Section 4 below. Such disciplinary action does not affect the Company's obligation to pay for rest periods of 20 minutes or less that were actually taken, and no wages for such time may be deducted or converted to unpaid status on the basis of a recording failure.

Any rest break taken in excess of 20 minutes must be separately reported to a manager, and Section 4 below may apply to such excess usage.

An unpaid Clock-Out applies only to a meal period of 30 minutes or more during which the employee is completely relieved of all duties and which has received prior managerial approval.

Reference Table: Meal Period vs. Rest/Break Period

Category	Meal Period	Rest/Break Period
Duration	30 minutes or more	20 minutes or less
Paid Status	Unpaid	Paid
Whether Required	Mandatory when scheduled to work 8 hours or more	Company-encouraged (use is discretionary)
Time-Card Recording	Required - Clock-Out	Required - record start/end time (unrelated to pay)
Consequence of Failure to Record/Take	Subject to attendance violation	Pay is unaffected; failure to record is subject to disciplinary action
Covered Employees	Non-exempt employees scheduled to work 8 or more continuous hours in a day	All non-exempt employees (regardless of shift length)
Legal Basis	29 C.F.R. § 785.19	29 C.F.R. § 785.18
Company Standard	Mandatory 30 minute period when working 8+ hours	Up to 10 minutes recommended per shift (remains paid even if exceeded)

3. Salaried Exempt Employees

For salaried exempt employees, taking or not taking a rest or meal period has no effect on pay.

Under the FLSA regulations at 29 C.F.R. § 541.602, the Company may not make improper deductions from an exempt employee's predetermined salary based on the quality or quantity of the employee's work. The Company permits, but does not require, a 30 minute break for exempt employees who are present at work for at least eight and one-half (8.5) hours in a day (i.e., 8 hours of work plus the 30-minute rest period). This is a voluntary Company practice and not a legal requirement. Whether an exempt employee takes this break has no effect on the employee's salary, exempt status, or any other term or condition of employment.

4. Attendance Management and Discipline

Employees are responsible for accurately recording all hours actually worked, all mandatory unpaid meal periods taken, and all rest breaks taken.

Any of the following may subject an employee to disciplinary action, up to and including termination, in accordance with the Company's disciplinary policy:

- Leaving the work site without authorization
- Failing to take, or unilaterally waiving, the mandatory 30 minute unpaid meal period when scheduled to work 8 or more hours
- Exceeding the duration of an approved meal period
- Taking rest breaks that materially exceed the recommended guideline, or repeated instances of doing so
- Failing to record the start and end time of a rest break on the time card
- Falsifying attendance records

Notwithstanding the foregoing, no such disciplinary action shall affect the Company's obligation under applicable law to pay for all hours actually worked and for rest periods of 20 minutes or less that were actually taken.

Si Yeong Jeong (Sign) _____
Managing Director