

MEAL AND BREAK POLICY

Three Sisters Group LLC d/b/a TOUS les JOURS

Effective Date: July 20, 2026

1. Scope

This policy applies only to employees who are eighteen (18) years of age or older. The Company does not employ individuals under the age of eighteen (18). This policy is written exclusively for adult employees. If the Company's hiring practices change in the future to include employees under age 18, this policy must be reviewed and revised before any such employee is hired.

This policy is a discretionary Company policy. Virginia law does not require employers to provide meal or rest breaks to adult employees; the Company voluntarily adopts the following structure to ensure consistency, fairness, and compliance with applicable federal wage-and-hour law.

2. Hourly Non-Exempt Employees

This section applies to employees who are paid on an hourly basis and classified as non-exempt under applicable federal and state law.

Hourly non-exempt employees are not authorized to independently take personal breaks during scheduled paid working time.

The Company does not provide or authorize separate tea, coffee, snack, smoking, personal telephone, socializing, or other personal rest periods, except as described in this policy or as separately authorized in writing by management.

During paid working time, hourly non-exempt employees must remain actively engaged in their assigned duties. Hourly non-exempt employees may not stop performing assigned work for personal reasons except for:

- An authorized uninterrupted thirty (30) minute unpaid meal period;
- Any rest period of twenty (20) minutes or less that is taken, permitted, or allowed by the Company, treated as paid working time per Section 2.4;
- Necessary restroom use;
- Reasonable access to drinking water;
- Emergencies;
- Approved medical or disability accommodations;
- Legally protected nursing or lactation breaks; or
- Other breaks specifically authorized by management or required by law.

2.1 Shifts of Eight Hours or More

Hourly non-exempt employees scheduled to work eight (8) or more consecutive hours may be scheduled for one uninterrupted thirty (30) minute unpaid meal period. The meal period must be scheduled or approved by management based on staffing, customer service, safety, and operational needs.

During an unpaid meal period, the employee must: clock out before the meal period begins; be completely relieved of all work duties; take the full thirty (30) consecutive minutes; not perform work or assist customers, coworkers, or management; not return to work early without management authorization; and clock back in before resuming any work.

The complete thirty (30) minute meal period will be unpaid, provided the employee is completely relieved of duty for the entire period. If an employee is not completely relieved of duty during any part of the meal period, that time must be recorded and paid in accordance with Section 2.5.

The unpaid meal period does not reduce the employee's scheduled working hours or permit the employee to arrive late or leave early unless specifically approved by management.

2.2 Shifts of Less Than Eight Hours

Hourly non-exempt employees scheduled to work fewer than eight

(8) consecutive hours are not automatically entitled to a separate meal period or personal rest period. Management may approve one complete thirty (30) minute unpaid meal period based on the employee's schedule and operational needs. When approved, the employee must clock out before the meal period begins, remain completely relieved of all duties, take the full thirty (30) consecutive minutes, and clock back in before resuming any work.

Hourly non-exempt employees may not independently take, shorten, divide, extend, cancel, or change a meal period without management approval.

2.3 No Substituting Short Breaks for the Meal Period

Hourly non-exempt employees may not substitute a series of short personal breaks for the one authorized thirty (30) minute unpaid meal period, and may not use repeated short personal stoppages as a way to avoid taking (or to shorten) the authorized meal period. The Company may consider the total amount, frequency, timing, and purpose of an employee's non-working time when determining whether this policy has been followed.

2.4 Paid Treatment of Short Breaks (Federal Law Requirement)

Any rest period of twenty (20) minutes or less that is taken, permitted, or allowed by the Company will be treated as paid working time, even if the break was not properly authorized. The Company may impose discipline for taking an unauthorized break, but will not withhold legally required compensation. Employees do not clock out for such breaks. This is different from the unpaid thirty (30) minute meal period described in Sections 2.1 and 2.2, which requires the employee to be completely relieved of duty and to clock out.

Hourly non-exempt employees are expected to remain engaged in assigned duties outside of authorized meal periods, paid short rest periods, and the exceptions listed in the introduction to Section 2.

2.5 Interrupted or Shortened Meal Periods

If an hourly non-exempt employee performs any work during an unpaid meal period; is contacted or interrupted for a work-related reason; assists a customer or coworker; returns to work before completing thirty (30) minutes; is directed to resume work early; or is otherwise not completely relieved of duties, the employee must immediately report the situation to management so that all time worked can be accurately recorded and paid.

The Company will pay hourly non-exempt employees for all time actually worked, including unauthorized work. However, payment for unauthorized work does not prevent the Company from imposing corrective or disciplinary action for: working while clocked out; returning to work early without authorization; failing to report an interrupted meal period; taking unauthorized personal breaks; or violating timekeeping procedures.

3. Salaried Exempt Employees

This section applies only to employees who are properly classified as salaried exempt employees under applicable federal and state law. Salaried exempt employees are paid a predetermined salary for performing their assigned duties, in accordance with the salary-basis requirements of the FLSA. Nothing in this policy reduces, conditions, or otherwise affects a salaried exempt employee's guaranteed salary, and no deduction from salary will be made based on the use, non-use, or duration of personal rest time described in this section.

3.1 Personal Rest Time

On a workday during which a salaried exempt employee is present at work for at least eight and one-half (8.5) hours, the employee may take up to thirty (30) minutes of personal rest time, either as one continuous period or divided into shorter periods. This provision is offered as a workplace benefit for employee well-being. It is administrative in nature and is not a timekeeping

requirement; the Company does not track exempt employees' time for pay purposes, and use of personal rest time has no effect on an employee's salary or exempt status.

3.2 Operational Requirements

Personal rest time for salaried exempt employees must not: interfere with customer service; leave the workplace inadequately staffed; delay assigned work; interfere with supervision or management responsibilities; create a safety or security concern; or occur during an emergency or unusually busy operating period. Salaried exempt employees remain responsible for completing all assigned responsibilities regardless of whether they use some, all, or none of the personal rest time described in this section.

3.3 No Cash Value

Unused personal rest time has no cash value, will not be paid separately, may not be accumulated or carried over to another workday, and may not be used to arrive late or leave early. Personal rest time is not vacation time, paid time off, or sick leave.

4. General Rules Applicable to All Employees

4.1 Management Control

Employees may not independently create, schedule, change, shorten, divide, extend, cancel, or reschedule a meal period or personal rest period when management approval is required. Meal and rest periods may be scheduled, delayed, interrupted, restricted, or denied based on staffing levels, customer demand, production requirements, business operations, employee responsibilities, safety considerations, and emergencies.

4.2 Timekeeping

Hourly non-exempt employees must accurately record all working time, all paid short rest breaks, and all unpaid meal periods. Employees may not: work while clocked out; ask another employee to clock in or out for them; clock in or out for another employee; falsify, alter, or conceal time records; fail to report work performed during an unpaid meal period; record a thirty-minute meal period when the full uninterrupted period was not taken; or attempt to use repeated short personal breaks to avoid this policy. All timekeeping errors, interrupted meal periods, and unrecorded work must be reported to management promptly.

4.3 Legally Protected and Necessary Activities

This policy does not prohibit or unlawfully restrict: reasonable and necessary restroom use; reasonable access to drinking water; emergency situations; legally protected nursing or lactation breaks, including reasonable break time and a private, non-restroom space, consistent with the federal PUMP Act and the Virginia Pregnant Workers Fairness Act (separate notice of these rights is provided to employees as required by law); approved medical or disability accommodations; religious accommodations; and any other break or accommodation required by applicable federal, state, or local law.

Advance management approval is not required when immediate restroom use, an emergency, or a legally protected medical, disability, pregnancy, or lactation need makes advance approval impracticable. Employees should notify management as soon as reasonably possible. Employees must not abuse these exceptions as unauthorized personal rest periods. The Company will evaluate legally protected needs and accommodation requests individually.

4.4 Corrective and Disciplinary Action

Failure to follow this policy may result in corrective or disciplinary action, up to and including termination, consistent with applicable law. For hourly non-exempt employees, the Company will pay for all time actually worked even when the work was not authorized; payment for time worked does not prevent the Company from imposing corrective or disciplinary action for violating this policy.

5. Policy Administration

The Company reserves the right to interpret, administer, revise, suspend, or discontinue this policy at any time, subject to applicable law. Nothing in this policy creates a contract of employment, guarantees employment for a specific period, or alters the at-will employment relationship. Employees with questions regarding this policy should contact management before taking a meal period or personal rest period when advance approval is required and reasonably practicable.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Company's Meal and Break Policy. I understand and agree that:

- This policy applies only to employees age 18 and older; the Company does not employ individuals under age 18;
- Hourly non-exempt employees may not independently take unauthorized personal breaks;
- An hourly employee's authorized unpaid meal period must be one complete and uninterrupted thirty (30) minute period during which the employee is completely relieved of duty;
- Any rest period of twenty (20) minutes or less that is taken, permitted, or allowed by the Company is paid working time, even if the break was not properly authorized;
- Hourly employees must accurately record all working time and unpaid meal periods, and must promptly report any interrupted or shortened meal period;
- Salaried exempt employees may qualify for up to thirty (30) minutes of personal rest time on days they are present at work at least eight and one-half (8.5) hours, and that this rest time has no effect on their salary;
- Salaried exempt personal rest time may not be used to arrive late or leave early;
- All employees must comply with management and operational requirements; and
- Violations may result in corrective or disciplinary action.

This acknowledgment does not waive any employee rights under federal, state, or local law and does not authorize unpaid work.

Employee Name:

Employee Signature:

Date:

Manager/Witness:

Signature:

Date:
