

Meal and Rest Period Policy

Company	Big River Steel LLC and its subsidiaries (collectively the “Company”)
Last Update	New
Overview	<p>The Company recognizes that employees work better, enjoy their work more and are more productive when they are rested and refreshed.</p>
Guidelines	<p>The exact schedule for meal and rest periods is set by each employee’s immediate supervisor to ensure the least amount of disruption to Company operations. Meal periods are generally provided as close to the middle of each employee’s shift or scheduled workday as possible.</p> <p>Non-exempt production employees taking a meal period are not required to document their breaks because this time is considered “time worked” and is compensable.</p> <p>Non-exempt administrative employees are required to document their meal period because this time is not considered “time worked” and is not compensable. The employee must be relieved of all job duties for the entire duration of the meal period.</p> <p>Exempt employees, as they are paid a weekly salary regardless of the hours they work, may choose to take their meal period as needed.</p> <p>Misuse of Meal and Rest Periods</p> <p>Employees may not use meal or rest periods to cover time off for late arrival or early departure. Unauthorized use of meal or rest periods violates Company policy and may result in disciplinary action, up to and including termination.</p>