

# BOB EVANS FARMS CORPORATE EMPLOYEE HANDBOOK ADDENDUM

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FARMS®



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# SECTION A: WELCOME TO BOB EVANS FARMS

## *Corporate Addendum to the Bob Evans Farms Employee Handbook*

This addendum to the Bob Evans Farms Employee Handbook is provided as supplemental information for Bob Evans Farms Corporate Support Center employees.

The Bob Evans Farms Employee Handbook and this addendum contain important information regarding your employment, pay, benefits, Company rules, regulations, policies, and some of our expectations of you as a representative of Bob Evans Farms.

This addendum and the Bob Evans Farms Employee Handbook contain information applicable to Bob Evans Farms Corporate Support Center employees. Please take the time to read through both entirely. This addendum may answer questions left unanswered by the Bob Evans Farms Employee Handbook. It may not answer all your questions, but it will give you a good start. Please spend some time with your supervisor or department leader discussing further questions you may have.

At its sole discretion, Bob Evans Farms reserves the right to expand, modify, or eliminate content in this handbook at any time. If material changes are made, the Company will make every attempt to notify employees in a timely manner.

This addendum is not to be construed as an employment contract of any kind. Statements contained herein are intended to offer guidance but do not modify the terms of employment. For more information please see the Employment at Will Policy in the Bob Evans Farms Employee Handbook.

## *Affirmative Action Statement of Policy*

It is the policy of BEF Management, Inc. to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, veteran or disabled status. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, upgrading, demotion or transfer, reduction of workforce and termination, rates of pay or other form of compensation, selection for training, the use of all facilities, and participation in all Company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the Company where appropriate.



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As part of Bob Evans Farm's equal employment opportunity policy, BEF Management, Inc. will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered as promotional opportunities arise.

Employees and applicants shall not be subjected to harassment or intimidation because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of the supervisors and shall be administered with a positive attitude. It is the responsibility of each supervisor of BEF Management, Inc. to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

## **SECTION B: YOUR EMPLOYMENT**

### *Work Schedules*

"Normal business hours" vary by department and job function. Shifts and operating hours may vary according to business needs. Discuss your schedule and working hours with your supervisor.

## **SECTION C: YOUR PAY & BENEFITS**

### *Pay Procedure*

Corporate Support Center employees are paid every two (2) weeks on Fridays. The workweek begins on Monday and ends on Sunday. Paychecks are issued on Friday for work performed the previous two-week pay period. If a regular payday falls on a holiday, you will generally be paid on the workday before the holiday.



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If you are not paid via direct deposit, you will receive your paycheck on Friday from your supervisor. If there is an error in your pay, it is your responsibility to report it immediately to your direct supervisor so that the appropriate changes may be made. For more information, please see the Pay for Performance Policy in the Bob Evans Farms Employee Handbook.

## *Paid Time Off*

### **Excused Absences**

Paid time off for Excused Absences is only available to full-time hourly employees for up to a maximum of six (6) days during the fiscal year. Excused Absences are those occasions when you are unable to work due to illness or special situations approved by your supervisor. Part-time non-exempt employees are not eligible for paid time off.

All paid time off for Excused Absences must be approved by your supervisor. Whenever possible, this time must be prearranged with your immediate supervisor. You must check with your supervisor for the appropriate method of notifying him/her of any scheduled or unscheduled absence in order for that absence to be approved.

If you are a full-time employee, but you were not full-time or not employed at fiscal year-end, you will earn one (1) full work day of paid time off for each complete 10-week period worked based on your hire date or the day you became full-time.

Effective at the end of the fiscal year, you will be paid 100 percent of the paid time off (at your regular hourly rate) not used during that fiscal year.

### **Holidays**

The company will observe the following holidays:

- New Year's Day
- Independence Day
- Christmas Day
- Memorial Day
- Labor Day
- Floating Holiday
- Thanksgiving Day
- Martin Luther King Jr. Day

Holidays falling on Sunday will be observed on the following Monday. Holidays falling on Saturday will be observed on the Friday before the holiday. The Floating Holiday will be determined by the Board of Directors each year.



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Full-time employees on an approved FMLA leave of absence will receive eight (8) hours of holiday pay for each holiday during their approved leave. Employees who are on a non-FMLA leave of absence are not eligible for holiday pay.

*NOTE: To be eligible for holiday pay, you must be a full-time employee and work the last scheduled day before the holiday **and** the first scheduled day following the holiday unless prior arrangements have been made with your supervisor.*

## Vacation

*New employees:* A full-time employee will be eligible for vacation during the first fiscal year of employment based on their hire date according to the table below:

Hire Month	Vacation Days
May or June	5
July or August	4
September or October	3
November or December	2
January or February	1
March or April	0

Then, each subsequent fiscal year, a full-time employee will receive additional vacation time, based on years of service, according to the table below:

Years of Service	Number of days to be taken during the fiscal year (May- April)
At the beginning of your next full fiscal year	5
Beginning of your 2 <sup>nd</sup> full fiscal year	10
Beginning of your 5 <sup>th</sup> full fiscal year (Salaried) OR Beginning of your 8 <sup>th</sup> full fiscal year (Hourly)	15
Beginning of your 15 <sup>th</sup> full fiscal year (Salaried) OR Beginning of your 20 <sup>th</sup> full fiscal year (Hourly)	20
Beginning of your 30 <sup>th</sup> full fiscal year	25



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## Payment Upon Separation

Vacation will be paid upon retirement or termination provided that a two-week notice is given **and** worked.

## Bereavement

All **full-time** employees may take up to (3) consecutive days of paid bereavement leave in the event of a death in their immediate family. For full-time hourly employees, pay will be calculated at the regular straight time hourly rate (up to 8 hours per day). Such days shall only include the day before, the day of, and the day after the funeral. Bereavement leave is also conditional upon the employee's attendance at the funeral or similar ceremonial event. Payment will not be made for any day during such a three-day period on which the employee would not be scheduled to work. The employee must notify their supervisor regarding the purpose of the absence in advance of the absence if possible, but no later than the first day of such absence.

For purposes of this Policy, "immediate family" shall include only the employee's spouse, mother, father, brother, sister, son, or daughter.

For death of a near relative, defined as a grandparent, step-parent, current mother-in-law, father-in-law or stepchildren, the benefit will be up to eight (8) hours of pay at the regular, straight time hourly rate of one (1) day of absence.

For the death of other relatives, the benefit will be one (1) day of excused absence **without pay**.

Part-time and temporary employees may request **unpaid** time for bereavement leave. Time off will be approved at the discretion of the employee's immediate supervisor or manager.

## Bonuses

### Corporate Hourly Bonus Plan

All full-time hourly corporate employees hired before the start of the last quarter of the fiscal year and employed in a full-time hourly capacity such at the end of the fiscal year are eligible to participate in the Hourly Bonus Plan. The actual bonus amount is based upon:

- The Company performance, which funds a "pool," and
- Individual performance in the fiscal year.



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## **Bonus Performance Goals (BPGs) – Corporate Exempt**

Bonus Performance Goals (BPGs) are established and communicated annually. This plan is structured so that a portion of the BPGs relate to specific business unit performance and apply to all plan participants within the specific business unit. The remaining amount of the BPGs relate to strategic initiatives and goals set at the individual level. The percentage allocated to business unit performance versus individual performance may vary on an annual basis and will be communicated accordingly.

Managers are responsible to develop, maintain, and communicate each individual's strategic initiative goals and assess performance throughout the fiscal year. Leadership competencies and Best Brand Builders are key to defining meaningful strategic initiative goals. Newly hired employees (must be hired before Q4 to be eligible) and those whose jobs changed during the fiscal year should have relevant goals established as soon as possible. The BPG will be prorated only for new hires, employees on leave of absence (LOA), and employees who transfer between BPG and Quarterly Balanced Scorecard (BSC) plans. For all others the BPG eligible target incentive along with the percentage achievement will be based upon metrics aligned to employees' jobs as of the end of the fiscal year.

## *Employee Recognition & Awards*

### **Chairman's Award**

The most prestigious award Bob Evans Farms Corporate Support Center employees can receive, given at the discretion of Chairman of the Board & CEO, Steve Davis. Each year the Bob Evans Farms executive leadership team is asked to nominate team members within their respective departments who have gone above and beyond to make significant and lasting contributions to the Company. Whether it's creating cost savings, implementing a new initiative, introducing a new product or procedure, or providing exceptional leadership, all Chairman's Award winners are recognized for their impact on Bob Evans Farms as a whole. Chairman's Award winners are awarded the annual B<sup>3</sup> Incentive trip.

### **BEST of the Best Award**

BEST cards are given throughout the Company as on-the-spot recognition for team members that are seen going above and beyond to deliver on our Best Brand Builders, the framework for our business. The recognition committee selects monthly BEST winners from these nominations that are announced at Town Hall meetings. From the group of monthly BEST winners, two (2) bi-annual BEST of the Best winners are chosen by the recognition team and awarded the B<sup>3</sup> Incentive trip



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## SECTION D: LEAVES OF ABSENCE

Please refer to the Bob Evans Farms Employee Handbook to find information regarding leaves of absence.

## SECTION E: COMPANY RULES, REGULATIONS & POLICIES

### *Corporate Support Center Progressive Discipline Policy*

Our Company follows a progressive discipline system. The sequence of the progressive discipline system is outlined below. The duration of each step will depend upon the seriousness of the situation. The Company reserves the right to depart from this policy and to take action up to and including immediate discharge when, in its opinion, such action is necessary to protect the well-being of the Company, guests, or employees.

#### **Step 1: Coaching**

If you have a performance related issue, your supervisor will coach you on the problem. This conversation will be recorded on an Employee Conversation Sheet, which will be placed in your personnel file. The seriousness of the problem and the possible consequences if you do not correct it will be explained, and the specific policies or performance criteria which apply to the situation will be reviewed with you.

#### **Step 2: Written Warning**

Your supervisor will coach you and issue you a written warning on an Employee Conversation Sheet explaining the nature of the problem and what you must do to correct it. You will be given a specific timetable for improvement. The warning will include a description of more serious forms of discipline, including termination, which may occur if the problem is not resolved. The written warning will be placed in your personnel file.

If you have another performance related issue, you may be issued another written warning on an Employee Conversation Sheet, at your supervisor's discretion.



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### Step 3: Written Warning/Termination

If you do not respond to the first two steps, your supervisor may prepare an additional written warning. This warning will serve as your final notice and termination will generally be the next step in the process. More serious performance or conduct concerns may result in more immediate or severe disciplinary action being taken, up to an including termination of employment.

If you are dissatisfied with the decision to terminate your employment, you may use the Open Door Policy to seek review of that decision.

## The Bob Evans Employee Image

As a Bob Evans employee, you represent the Company and, as such, you must continually be aware of your appearance. This includes hair, clothes, shoes, and good personal hygiene.

Our Company believes that it is important for our employees to maintain a conservative manner of dress and appearance. You need to report to work dressed according to the requirements for your position. Requirements are outlined below.

### “Business Casual” Attire

	Acceptable	Not Acceptable
<b>Shirts</b>	<ul style="list-style-type: none"> <li>∞ (Men) Pullover or button shirts with a collar</li> <li>∞ (Women) Business casual shirts or blouses</li> </ul>	<ul style="list-style-type: none"> <li>∞ Tank Tops</li> <li>∞ T-shirts</li> <li>∞ Midriff exposing tops</li> <li>∞ Sweatshirts</li> <li>∞ Athletic jerseys</li> </ul>
<b>Pants/Skirts</b>	<ul style="list-style-type: none"> <li>∞ Khakis or dress pants</li> <li>∞ Capri pants (below mid-calf)</li> <li>∞ (Women) Dresses</li> <li>∞ (Women) Skirts</li> </ul>	<ul style="list-style-type: none"> <li>∞ Jogging shorts or similar attire</li> <li>∞ Jeans (except for Fridays and Wednesdays – but only on Wednesdays if you participate in the Be Kind charitable contribution)</li> <li>∞ Skorts</li> <li>∞ Short skirts</li> </ul>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>∞ Closed toe shoes or boots</li> <li>∞ (Women) Open toe sandals</li> </ul>	<ul style="list-style-type: none"> <li>∞ (Men) Sandals</li> <li>∞ Flip Flops</li> <li>∞ Tennis shoes (except for Fridays)</li> </ul>

### Casual Friday

On Fridays, jeans may be worn but must be neat, without tears, holes, or frayed edges. Employees may wear crew neck sweaters/shirts (not T-shirts), and sweatshirts for athletic teams and those with a holiday theme are also allowed; however, all other guidelines in the Bob Evans Employee Image Policy will be in effect.



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## Professional Business Situations

In certain situations, we all encounter customers, vendors, or professional colleagues who have high expectations of how Bob Evans Farms should be represented. Please use common sense in these situations and dress to ensure that you are reflecting a positive image for our Company.

## *Policy Statement Against Insider Trading*

The Policy Statement Against Insider Training is applicable to all Corporate Support Center employees. Please review the policy on BE|Net.

## *Online Social Media Policy for Authorized Corporate Users*

Emerging platforms for online collaboration are fundamentally changing the way we work, offering new ways to engage with guests, customers, shareholders, clients, colleagues, and the world at large. Only Company employees authorized in accordance with the Social Media Governance Plan may use social media on behalf of the Company. "Online posting" for purposes of this policy, means posting information on one's own, or on someone else's, Web log, journal or diary on the Internet. "Online posting" also includes any other form of posting information on the Internet, such as entries on YouTube®, Twitter®, a personal Web site, social networking, affinity Web sites (e.g., Facebook®, MySpace®, LinkedIn®), review sites (e.g. Yelp®), an online bulletin board or in a chat room.

Because your online posting will be available to our employees, co-workers, guests, and competitors, we are providing the following guidelines to help you create posts that will reflect well on the Company. Please review the guidelines carefully and follow them when you are posting online.

## Your Responsibility

Online posting on the Company's behalf is an opportunity, not a right, so please treat it as you would any other important job responsibility. You are responsible for everything that you post. Before making any online posting on a third-party Web site (e.g. Facebook, YouTube, Twitter), make sure you understand the structure and rules of the site you are using. Different sites have different policies regarding commercial use of their site. Please never comment on anything related to legal matters, litigation, or any parties to litigation involving the Company without the appropriate approval. You may not post photographs or videos without prior approval from the legal department. Do not engage in online posting for personal reasons using any corporate electronic resources (see Online Social Networking Policy).



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## Postings Must Not Be Deceptive

To avoid claims that your postings are deceptive, you must comply with the following:

- All of your statements must be true and not misleading. All representations about the Company's goods and services must be substantiated and approved by the Company's legal department.
- Product attributes and characteristics must be pre-approved by the appropriate marketing manager.
- Identify yourself in all of your posts and the fact that you are employed by the Company (even on posts such as Twitter).
- Do not try to hide your identity by posting anonymously or by using a pseudonym.

## Create Some Excitement

Online posting provides an opportunity to tell our guests, customers, shareholders, clients, your coworkers, and the general public about the Company's products, activities, services, and much more. As a business and as a corporate citizen, the Company is making important contributions to the restaurant industry and food products industry and our business activities are increasingly focused on high-value innovation.

## Are You Adding Value?

The best way to attract readers is to write content that readers will value. Online posting from the Company should help our guests, clients, partners, and co-workers. If it helps people interact with our brand positively, improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the Company better – then it's adding value. You can add value with online posting about topics within your area of expertise.

## Be Respectful

The words and images that you post online will be read and viewed by our guests, clients, customers, shareholders, your co-workers, and the general public. Keep this in mind before every post. Post meaningful, respectful comments; in other words, no remarks that are off-topic or offensive. Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.

## Use Good Judgment

Just by identifying yourself as a Company employee, you are creating perceptions about yourself and your expertise and about the Company for our guests, clients, customers, shareholders, co-workers, and the general public. Please keep this in mind when posting online. You also should note that the Company has spent substantial time and resources building its reputation and



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goodwill. These are valuable and important corporate assets. Before posting online, please consider whether you are burnishing or damaging the Company's reputation. Once the words are out there, you cannot pull them back. If you are uncertain, you should consult your supervisor or your Human Resources Business Partner before posting.

## **Be Positive**

There can be a fine line between healthy debate and incendiary reaction. Do not denigrate our competitors; nor do you need to respond to every criticism or barb. In many cases, no response may be the best course of action. When disagreeing with others, keep it substantive and professional and consider whether your reaction is really appropriate for the general public. Ask yourself whether a complaint or negative comment should be directed to Consumer Relations. Try to frame what you write to invite differing points of view without inflaming others.

## **Did You Make A Mistake?**

If you make a mistake, admit it. Be upfront and be quick with your correction. When posting online, you may choose to modify an earlier post – just make it clear that you have done so.

Please be mindful that your postings could reflect negatively on the Company or damage its legitimate business interests. To reduce the likelihood that online postings will have an adverse impact, selected employees in Marketing, Corporate Communications, Customer Relations, and Foods Products Marketing, as well as Chefs in our Test Kitchens have been designated to post online on the company's behalf and must adhere to the additional guidelines below.

## **Protecting Confidential Information & Intellectual Property**

While engaging in online posting, the Company expects you to protect and not disclose its confidential information and trade secrets (such as recipes, methodologies, and proprietary business information). The Company also expects you to protect its intellectual property, as specified in the trademark policy and guidelines. Further, you must abide by the terms of the policies in your Company Handbook. "Intellectual Property" includes our brands and logos, trademarks, patents, inventions, copyrighted materials, and trade secrets (including our processes and methodologies). If you are not sure whether a post contains confidential information or intellectual property, please contact the Legal Department before posting.

## **No Internal Company Matters**

Online posting is not intended to be a forum for discussing internal Company matters. You should discuss those matters directly with your manager, supervisor, or your Human Resources Business Partner.



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## All Company Policies Apply

Your online posting is subject to all of the Company's policies, including, but not limited to:

- Company Philosophy;
- Equal Employment Opportunity Policy;
- Harassment and Discrimination Policy;
- Standards of Conduct;
- Fraternalization Policy;
- Sexual Harassment Policy;
- Drug, Alcohol and Substance Abuse Policy;
- Workplace Violence Prevention Policy; and
- Confidentiality Policy.

## Monitoring Online Posting

The Company's rules for monitoring email and other electronic communications also apply to your online posting efforts using corporate electronic resources. The Company will view posts as necessary to enforce Company Policies.

## No Solicitation/No Distribution

The Company's No Solicitation – No Distribution Policy apply to electronic communications just as they do to in-person communications.

## Get Your Job Done

This policy is intended to help you do your work. If your online posting activities interfere with your other job responsibilities, you may lose your privileges to participate in such activities in the future or be subject to other discipline.

## Complaint About Misuse

If you believe that anyone is violating this policy, it is your responsibility to speak up. Please submit any complaints to your manager, supervisor, the Human Resources Department, or to the Ethics Hotline (1-866-525-5214) and be as specific as possible.



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## Discipline For Misuse

Employees who misuse the Bob Evans Social Media Sites or fail to comply with this Online Social Media Policy for Authorized Users will be subject to discipline, up through and including termination.

Please review the policy on BE|Net.



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