

PAY FOR ALL TIME WORKED

Unless state law requires additional overtime compensation, non-exempt associates only earn overtime pay for each hour over 40 hours that they work in a workweek. Overtime is paid at one and one-half times the associate's regular rate, unless a different rate is required by law. Unless otherwise notified, the workweek runs from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday, and each workday begins at 12:00 a.m. and ends at 11:59 p.m.

If you are a non-exempt associate, you must follow the appropriate procedure to make sure you are accurately reporting all of the time you work. Working but not recording the time is called working "off the clock" and is absolutely prohibited. It is US Foods' policy that non-exempt associates report all time worked, and US Foods' policy is to pay for all such time.

If you make a mistake recording your time, work with your supervisor to get it fixed immediately. You may not falsify your timekeeping records. You may not "punch" or record time for others, nor ask others to do so for you.

On occasion, an associate may perform work away from the normal workplace and/or outside normal working hours, such as through use of a mobile device or non-USF device that is not clocked or logged. In those instances, the associate must inform his or her manager and complete any necessary documentation to ensure that he or she is accurately reporting all time worked. Associates must obtain managerial approval before performing any work outside their normal work schedule, including overtime work, and must take steps to clock or log such time. In all events, US Foods will pay for all time worked, even if the associate has not obtained prior approval.

Violation of these timekeeping requirements will subject associates to discipline, which may include termination of employment. Likewise, any supervisor who encourages or permits non-exempt associates to work without recording their time also will face discipline, which may include termination of employment. If you are asked or encouraged to work "off the clock" or otherwise not record your time worked, you should immediately contact a supervisor or Human Resources Representative.

If an associate has any questions concerning pay practices or how he or she is paid, including concerning "off the clock" work, he or she may contact his or her manager, local Human Resources Representative, or the Check-In Line at 1-888-310-7716 or www.usfoodcheckinline.com. US Foods prohibits retaliation against any associate for reporting possible policy violations, raising concerns about pay or timekeeping practices, or for cooperating in any investigation.

There might be additional overtime policies at your location, so talk to your local Human Resources Representative for more information.

If you are an exempt associate, you do not get overtime pay. Paid and unpaid leave do not impact eligibility for overtime. Compensatory time off is not substituted for overtime pay.