

## MEAL AND REST PERIOD POLICY

Under California law, employees must be provided with no less than an unpaid 30-minute meal period when working five or more hours per day. Employees who work 10 or more hours per day must be given a second, unpaid 30-minute meal period. Employees are also authorized to receive a 10-minute paid rest period for every four hours worked. This meal and rest period process applies at all times during your employment with Certified and while you are on assignment.

If, for any reason, you are prevented from taking a full meal or rest period, or if you are asked to delay taking your meal period past your fifth or tenth hour of work, contact your Branch Manager or our HR Manager at: 510-420-3747 ext 4098.

Employees who are asked to work through all or part of their meal period or rest period, or who are asked to delay taking their meal period past their fifth or tenth hour of work, will be compensated in accordance with applicable law.

Employees who do not follow Certified's meal or rest period process may be disciplined up to and including termination.

If you have any questions, please contact our HR Manager.