



Adoption Assistance Policy

TITLE:	Adoption Assistance Policy
ISSUE DATE:	November 26, 2019
EFFECTIVE DATE:	December 1, 2019
SUPERSEDES:	N/A
BUSINESS AREA:	Human Relations

I. PURPOSE AND SCOPE

Bimbo Bakeries USA (“BBUSA” or the “Company”) Adoption Assistance Policy has been developed to provide eligible associates with adoption benefits—including financial reimbursement and adoption leave. This policy applies to full-time associates not covered by a Collective Bargaining Agreement.

II. POLICY

Associates are eligible for adoption benefits after completing three (3) months of continuous employment. The associate must be actively employed at the time any financial reimbursement is made. Adopted children, to be considered for this benefit, must be under the age of eighteen. They may be a relative of the associate but not a stepchild.

Eligible adoption-related expenses will be reimbursed to an annual maximum of \$7,500 per adopted child. Most reasonable and necessary expenses directly related to the adoption of a child are reimbursable. These include:

- Application fees
- Home studies
- Agency and placement fees
- Legal fees and court costs
- Immigration, immunization and translation fees
- Transportation, meals and lodging
- Parent, child and family adoption counseling

Any associate who adopts is eligible for up to four (4) weeks paid leave. This time may be used both pre- or post-adoption and will be applied to leave allowed under the Family Medical Leave Act. Additionally, the associate is eligible for up to two (2) additional weeks of paid leave through the Parental Leave Policy.

If an associate and his/her spouse both work at BBU, only one associate will be reimbursed for adoption related expenses, but the total amount of leave under this policy may be shared between the two parents.



Adoption Assistance Policy

III. GENERAL

Associate Responsibilities

Requesting Time Off: Associates must notify his/her manager of intention to use Adoption Benefits. Though many adoptions are unpredictable, associates should request time off as early as possible to ensure adequate opportunity for business planning and coverage.

Obtaining Financial Reimbursement: Expenses can be submitted for reimbursement throughout the adoption process as incurred. To do this, the associate must obtain, complete and submit an Adoption Financial Reimbursement Form. Itemized receipts for expenses must accompany the form. Associates should refer to Internal Revenue Service instructions entitled Qualified Adoption Expenses regarding tax treatment of this benefit.

All questions regarding the interpretation and administration of this policy should be directed to the local Human Relations representative.

BBU maintains an at-will employment relationship with its associates. This means that the Company or the associate may terminate the employment relationship with or without cause at any time. This policy is not an employment contract and BBU reserves the right to change or discontinue it. This policy will also be administered consistent with all applicable laws.