



Volunteer Time Off for Non-Union Associates

TITLE: Volunteer Time Off From Work for Non-Union Associates

ISSUE DATE: November 15, 2023

BUSINESS AREA: People Function

I. PURPOSE AND SCOPE

Bimbo Bakeries USA (“BBUSA” or the “Company”) encourages and supports volunteer activities that bring Our Purpose, Nourishing a Better World, to life. Through BBU’s community engagement efforts the Company strives to enable and strengthen vibrant communities by empowering associates to be a force for good.

To support this mission, BBUSA has a Volunteer Time Off (“VTO”) program that allows associates to volunteer with an eligible non-profit organization during their normal work hours.

II. POLICY

All U.S. based associates, full and part-time not covered by a Collective Bargaining Agreement, can use VTO and volunteer up to 8 hours (1 day) per calendar year with an approved non-profit organization.

- Associates must complete and submit a [VTO Request Form](#) to your direct supervisor at least two weeks before the requested time off and receive approval.
- Associates will be paid at their normal pay rate for approved VTO.
- VTO will be prorated in the same ratio as an associate’s PTO.
- VTO time must be used in one continuous 8-hour time period and cannot be split among multiple days.
- Individual VTO hours allotment is replenished at the beginning of each calendar year and cannot be carried over year to year. Unused VTO will not be paid out at the end of the year.
- Usage of VTO time does not reduce an associate’s available PTO or effect their PTO accrual.
- Hourly associates must track VTO in KRONOS using the code *Volunteer Day*.
- Part-time associates’ annual VTO hours allotment will be based on regular work hours per day.
- Associates must track volunteer hours in the [BBU Volunteer Tracker](#).

III. ELIGIBILITY

All associates, full and part-time not covered by a Collective Bargaining Agreement, are eligible to participate in the VTO program 30 days after their date of hire. The associate must be in good standing and have received approval from their direct supervisor at least two weeks before the requested time off. Associates can work individually or with other associates as part of a team volunteer activity.



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Associates are *ineligible* to participate in the VTO program if they:

- Have been employed less than 30 days
- Are on performance improvement plan
- Have an employment status which is not active or terminated

BBU reserves the right to amend, modify or discontinue this Policy when, in its judgment, it is appropriate to do so.

BBU also reserves the right to revoke approved VTO when appropriate.

Eligibility guidelines for volunteer activity:

- The activity must be voluntary, non-compensated (except for regular pay from BBUSA for volunteer work completed on company time) and for the benefit of the public good.
- The activity must benefit a non-profit organization that meets the qualifications of a tax-exempt organization under section 501c3 of the IRS code.
- The activity must constitute a direct service to the beneficiary organization. The activity performed needs to be value-added to the organization, such as mentoring, serving meals or cleaning up a park. Examples of activities that are not value-added and are ineligible for VTO include:
 - Traveling to and from volunteer project
 - Contributing funds or goods
 - Walking in a walk-a-thon
 - Attending a religious, political or personal interest event

In addition to the guidelines above, BBUSA prohibits approval of VTO to support non-profit organizations that discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, marital status, veteran status, or any other classification protected by law.

IV. Application and Approval Process

The associate must be in good standing, complete and submit a [VTO Request Form](#) to their direct supervisor at least two weeks before the requested time off, receive approval for the VTO and must ensure business continuity during their time away. Business demands take priority over the VTO request. The manager should consult with their HRBP if they have any questions or concerns before approving or denying the request. Approval is at the discretion of the associate's manager based on business and operational needs.