 Policy and Procedures	<b>Meal and Rest Break Policy for Non-Exempt Employees Working in California</b>		
	Date Issued: 03/01/2023	Revision Date: ---	Approved Date: 03/01/2023
	Approved by Bioventus Human Resources		

### Purpose of Policy

The Company complies with federal and state legal requirements concerning meal and rest breaks. The Company recognizes that employees perform at their best when they have the rest and nourishment they need. This policy explains when the Company expects employees to take meal and rest breaks.

### Scope

This policy applies to non-exempt employees working in California.

### Policy and Procedures


#### Meal Breaks

The Company provides at least a 30-minute meal period to employees who work more than five hours and a second 30-minute meal period to employees who work more than 10 hours in a workday, unless they have elected to waive a meal period in accordance with the Company's policy and state law. Employees are relieved of all of their duties during meal periods and are allowed to leave the premises. The Company provides meal periods as follows:

Number of Actual Hours Worked Per Shift	# Meal Periods	Comments
0 to $\leq$ 5.0	0	An employee who does not work more than five hours in a workday is not provided with a meal period.
> 5.0 to $\leq$ 10.0	1	An employee who works more than five hours in a workday, but who does not work more than ten hours in a workday, is provided with a 30-minute meal period available before working more than five hours, subject to any meal period waiver in effect.
> 10.0	2	An employee who works more than ten hours in a workday is provided with a second 30-minute meal period available before working more than ten hours, subject to any meal period waiver in effect. The meal period waiver will be invalidated if the employee works more than 12 hours.

The Company does not pay non-exempt employees for meal periods, and consequently, non-exempt employees must record the start and stop times of their meal periods.

*This policy supersedes and replaces all prior policies, practices and guidelines as they relate to this topic. Bioventus reserves the right to change, modify, or cancel any provisions contained herein at any time with or without prior notice.*

 Policy and Procedures	<b>Meal and Rest Break Policy for Non-Exempt Employees Working in California</b>		
	Date Issued: 03/01/2023	Revision Date: ---	Approved Date: 03/01/2023
	Approved by Bioventus Human Resources		

## Rest Breaks

Employees are authorized and permitted to take a 10-minute paid rest break for every four hours worked, or major fraction thereof. Employees are relieved of all of their duties during rest periods and are allowed to leave the premises. The Company authorizes and permits rest breaks as follows:

Number of Actual Hours Worked Per Shift	# of 10 Minute Rest Breaks	Comments
0 to < 3.5	0	A non-exempt employee who works less than 3.5 hours in a workday is not entitled to a rest break.
3.5 to ≤ 6	1	A non-exempt employee who works between 3.5 and 6 hours in a workday is entitled to one 10-minute rest break.
> 6.0 to ≤ 10.0	2	A non-exempt employee who works more than 6 hours in a workday but who does not work more than 10 hours in a workday is entitled to two 10-minute rest breaks.
> 10.0 to ≤ 14.0	3	A non-exempt employee who works more than 10 hours in a workday but who does not work more than 14 hours in a workday is entitled to three 10-minute rest breaks. <sup>1</sup>

Whenever practicable, rest breaks should be taken near the middle of each four-hour work period. Employees may not accumulate rest breaks or use rest breaks as a basis for starting work late, leaving work early, or extending a meal period.


Because rest breaks are paid, non-exempt employees should not clock out for them.

## **RESPONSIBILITIES**

Supervisors are responsible for administering their department's meal and rest breaks.

Any non-exempt employee who is not provided with a meal period or authorized and permitted to take a rest break pursuant to the terms of this Policy is immediately entitled to a meal or rest break premium. Supervisors will be responsible for authorizing meal or rest break premiums. Any supervisor who knows or should reasonably know that a meal or rest period was not provided in accordance with this Policy should arrange for a premium to issue to the employee. Employees are responsible for reporting to their supervisor any meal break that was not provided or any rest break not authorized and permitted where the supervisor would have no reason to

<sup>1</sup> Non-exempt employees who work more than 14 hours in a workday may be entitled to additional rest breaks.

 Policy and Procedures	<b>Meal and Rest Break Policy for Non-Exempt Employees Working in California</b>		
	Date Issued: 03/01/2023	Revision Date: ---	Approved Date: 03/01/2023
	Approved by Bioventus Human Resources		

otherwise know of this fact. Any employee who feels that he or she is owed a premium as a result of this Policy but has not received the premium should report the missing premium immediately to his or her supervisor.

**Acknowledgment Of Receipt Of California Meal Period And Rest Break Policy (acknowledgment via Workday)**

I acknowledge that I have been provided with and understand the Company's California Meal Period and Rest Break Policy, and understand that it is effective immediately. I agree to comply with this Policy.

I understand that I may be subject to disciplinary action, up to and including termination of employment, if I violate this Policy.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date