

## Meal Break Policy

Issued by:	HR Dept
Approved By:	VP Operations
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Documents:	Addendum A – CA Meal and Rest Periods
Supersedes:	All previous policies and handbook prior to November 2024

### 1. Purpose:

In order to ensure that employees are well rested and refreshed during their shifts, Alto provides rest and meal breaks.

### 2. Scope:

This policy applies to all non-exempt employees. **Please refer to “Addendum A” for any state specific meal and rest break policies.**

### 3. Policy Statement:

#### Meal periods:

Alto provides meal periods in accordance with applicable state and federal laws. All meal periods are unpaid breaks of at least 30 minutes and do not count as hours worked when calculating overtime. All employees are encouraged to use the meal periods to take a break from work. Employees are responsible for ensuring that they have taken a meal break in accordance with this policy. Employees must use the Alto Driver app to track their meal breaks.

#### Rest periods:

Alto provides Rest Breaks to employees in accordance with applicable state and federal laws. Employees are responsible for taking their own rest breaks and must use the Alto Driver app to identify that they are on break. Rest breaks are paid breaks and must not exceed 10 minutes. Rest breaks should be taken in the middle of work periods and may not be combined with a Meal Period. Meal Periods and Rest Breaks are never to be taken at the beginning or end of a shift.

### 4. Process:

#### Alto Drivers:

- **Drivers operating in markets where the Uber Driver App is used** should go offline in the Uber Driver app **first** and then immediately follow the standard Alto Driver App process below. **Drivers operating in markets where the Alto Driver App is used to deliver trips** may request that



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dispatch pend a break so that future trips are not stacked to them but must complete any existing trip requests before starting a break

- **All drivers** will go into the Alto Driver app and go unavailable to record their break time. In the Alto Driver App drivers should select either meal break or rest break as applicable.
- Once the meal break/rest period is over, the driver will first mark themselves as available in the Alto Driver app and then proceed to go back online in the Uber Driver App, if applicable.
- *Note that drivers going offline in the Uber Driver App and not immediately taking their break in the Alto Driver App or completing a break in the Alto Driver App but not immediately going back online in the Uber Driver App will be considered to be falsifying their time records and be subject to discipline up to and including termination*

All other employees will go on break with manager approval.

## Addendum A – CA Meal and Rest periods.

This meal break policy applies all California employees:

All Non-exempt employees who work more than five (5) hours in a workday are required to take no less than a 30 minute, unpaid, off-duty meal break. Employees are responsible for scheduling their own meal periods. **Meal periods must begin no later than the end of the employee's fifth hour of work.** For example, the employee who begins working at 8:00 a.m. must begin the meal period no later than 12:59 p.m. When scheduling a meal period, employees should try to anticipate workflow and deadlines. Non-exempt employees who work more than 10 hours in a day are entitled to a second unpaid, off-duty 30- minute meal period. Employees entitled to a second meal period should schedule their second meal period so it begins **no later than before the end of their tenth hour of work**, meaning the meal period should begin after working no more than ten (10) hours, 00 minutes.

During meal periods, employees are relieved of all duties and should not perform any work . When taking an unpaid meal break, employees should completely stop working for at least 30 minutes. However, if an employee needs additional unpaid time off during their meal period, the employee will be allowed to take up to 1 hour of an unpaid meal period. Employees are prohibited from working "off the clock" during their meal period and will not be allowed to work through their meal period in order to leave early or arrive late to their scheduled shifts.

Employees are required to accurately report their meal breaks in the Alto Driver app and can not alter, manipulate or falsify timekeeping records at any time for any reason or no reason at all.

Employees are to immediately notify Human Resources at [hr.la@ridealto.com](mailto:hr.la@ridealto.com) if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

This rest break policy applies to all California employees:

Non-exempt employees who work three-and-one-half (3-1/2) or more hours per day are authorized and permitted one (1) 10-minute rest break for every four (4) hours or major fraction thereof worked. For purposes of this policy, "major fraction" means any time greater than two (2) hours. For example, if employees work more than six (6) hours, but no more than 10 hours in a workday, they are authorized and permitted to take two (2) 10-minute rest breaks: one (1) during the first half of a shift and a second rest break during the second half of the shift. If employees work more than 10 hours but no more than 14 hours in a day, they are authorized and permitted to take three (3) 10-minute rest breaks, and so on.

Rest breaks should be taken as close to the middle of each work period of four (4) hours or major fraction thereof as is practical. Employees do not need to obtain their supervisor's approval or notify their supervisor when taking a rest break. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Non-exempt employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with another rest break or with the meal break. In addition, rest breaks may not be taken at the beginning or end of the workday to arrive late or leave early. Each rest break must be a separate break, meeting the requirements described above. If any work is performed during a



rest break, or if the rest break is interrupted for any work-related reason, the employee is entitled to another uninterrupted paid rest break.

Alto also provides cool down rest and recovery periods as needed to prevent heat illness for employees that perform work outdoors as required under applicable state law.

Employees are to immediately notify Human Resources at [hr.la@ridealto.com](mailto:hr.la@ridealto.com) if they believe that they are prevented by the nature of their work from taking a timely and/or complete rest break period.

### **No Working During Rest Breaks and Meal Periods**

Employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside the work area, such as in a break room. Employees may leave the premises during rest breaks and meal periods. Employees should not visit or socialize with employees who are working while they are taking a rest break or meal period. Employees, including those in a sensitive position like security or information technology, are not expected to remain "on call" or available to respond to messages, monitor radios, telephones, email or other devices during meal periods and rest breaks.

Employees are required to immediately notify Human Resources if they believe they are being pressured or coerced by any manager, supervisor or other employee to not take any portion of a provided rest break or meal period.