

Dixie Dye & Chemical, Inc.

Working Hours Policy

I. Purpose

The purpose of this Working Hours Policy is to set the standard for working hours at Dixie Dye & Chemical ensuring adequate staffing levels to meet the needs of our clients, and to provide consistency, fairness, and work-life balance for all employees.

II. Policy Statement

It is the policy of Dixie Dye & Chemical that full-time employees will be scheduled to work 40 hours per week, while part-time employees will be scheduled in accordance with their agreed-upon hours.

III. Regular Working Hours

Employees will be informed of their specific work schedules upon hire or change in position.

IV. Overtime

Overtime may occasionally be required to meet business needs. Non-exempt employees will be compensated at the rate of time and a half for all hours worked beyond 40 hours in a workweek, in accordance with federal and state labor laws.

V. Breaks

All employees are entitled to a lunchbreak two 15-minute paid breaks during each 8-hour workday or 3 15-minute breaks during each 10-hour workday.

VI. Timekeeping

All employees are required to accurately record their time worked using the company's timekeeping system. Employees must clock in and out at the start and end of their shifts, as well as for lunch breaks.

VII. Compliance

Failure to comply with this policy, including working unauthorized overtime or not taking mandatory breaks, may result in disciplinary action, up to and including termination.

VIII. Policy Review

This policy will be reviewed annually and updated as necessary to comply with changes in employment laws and business requirements.

The above policies apply to all employees of Dixie Dye & Chemical subject to the terms of any applicable agreement or employment contract.

Approved by:

David Phillips