

Employee Constructive Counseling—Manager Guidance

Employees are expected to know and comply with Sodexo Live!'s California Meal Period and Rest Break Policy. Violations include, but are not limited to:

- Failure to take meal periods and rest breaks in compliance with the policy (e.g., missed, short, and untimely meal periods and rest breaks)
- Failure to clock or sign out and in for meal periods
- Failure to promptly report noncompliant meal periods and rest breaks to a supervisor or manager

Employees who **unintentionally** fail to comply with Sodexo Live!'s California Meal Period and Rest Break Policy will be subject to constructive counseling as follows:

- For the first violation, issue a Memo to File to alert employee of the violation
- For the second violation, issue a Documented Coaching.
- For the third violation, issue a Written Warning, review the policy with the employee and have the employee re-sign the California Meal Period and Rest Break Policy and Acknowledgement Form.
- For the fourth violation, employees are subject to termination. Contact Human Resources for assistance.

Employees who **intentionally** violate Sodexo Live!'s California Meal Period and Rest Break Policy (for example: misrepresent time worked) are subject to immediate termination of employment. Contact Human Resources for assistance.

All Constructive Counseling Notices and signed Acknowledgment Forms must be placed in the employee's personnel file.

Templates for Constructive Counseling Notices are available to assist you on the California Meal and Rest Period page on Sodexo LINK.

If you need assistance, contact Human Resources or the PeopleCenter.