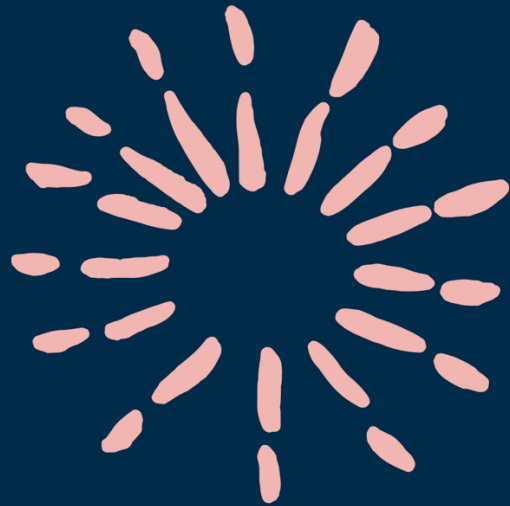




# Employee Handbook 2024



**Chobani®**

## Employee Handbook disclaimer

This Employee Handbook contains information about Chobani's employment policies and procedures and an overview of Chobani's benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Handbook are guidelines only. Chobani reserves the right to interpret and administer the provisions of this Handbook as needed. Except as otherwise prohibited by law, Chobani has the maximum discretion permitted by law to change, modify, or delete any provision in this Handbook at any time. However, oral statements or representations cannot supplement, change, or modify the provisions in this Handbook. The most current version will always be available on [Chobani Home](#).

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with Chobani's policies or procedures may result in corrective action, up to and including termination.

NEITHER THIS HANDBOOK NOR ANY OTHER COMPANY GUIDELINES, POLICIES, OR PRACTICES CREATES AN EMPLOYMENT CONTRACT, BARGAIN, OR AGREEMENT OR CONFERS ANY CONTRACTUAL RIGHTS WHATSOEVER. UNLESS OTHERWISE PROVIDED BY APPLICABLE LAW, EMPLOYMENT WITH THE COMPANY IS AT-WILL, AND EITHER THE EMPLOYEE OR THE COMPANY MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, REASON OR NOTICE. NO REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO PROVIDE ANY EMPLOYEE, INDIVIDUALLY OR ON A COLLECTIVE BASIS, WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING THE TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR AGREEMENT IS IN WRITING AND SIGNED BY THE CHIEF PEOPLE OFFICER OR PRESIDENT.

EMPLOYEES WILL BE REQUIRED TO CONFIRM ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF HANDBOOK AND ANY REQUIRED STATE SUPPLMEMENTS THROUGH SUCCESSFACTORS.

This Handbook supersedes all prior versions published or distributed by Chobani and all inconsistent oral or written statements.

**Chobani.**

## **We are One Chobani!**

We started Chobani with a simple idea: making better food for all people.

What an incredible journey! We have grown from five people to more than 3,000 and welcomed La Colombe into our family – bringing our natural, nutritious, and delicious products to millions of people in America and around the globe.

Together, we're creating something unique – using business as a force for good in the world and treating our customers, our communities, and each other with compassion and humanity.

That's the Chobani Way.

So is working together, shoulder to shoulder, with a common purpose.

I always say there are two kinds of people in this world – people who work at Chobani and then there's everyone else. I'm so happy you are on this journey with us. You are the first, best kind of people.

A handwritten signature in blue ink that reads "Hamdi". Below the signature is a small blue circular icon with a white center, resembling a stylized eye or a target.

Hamdi Ulukaya  
Founder and CEO

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# SECTION 1: CRAFTED & AUTHENTIC

## Who we are

Our company was founded on the belief that people have great taste – they just need great options. That’s why we started Chobani – to make high-quality, great-tasting yogurt made with only natural ingredients available to the masses. Over the years, we’ve grown from five employees to well over 3,000. We started out with one truck of milk a day at one location and now use millions of pounds each day. We became America’s No. 1-selling Greek Yogurt brand. We expanded and improved our product line into Oat and Creamers and took Australia by storm. We welcomed La Colombe into the family – another brand built from the same DNA: the best natural ingredients, the highest quality, brilliant craftsmanship, and most importantly a passion for making the world a better place.

As we continue to grow, we maintain the culture that got us where we are today by never losing sight of our core values: People, Craftsmanship, Integrity, Leadership, Innovation, and Giving Back.

We are 100 percent committed to every spoonful, of every cup, of every batch — from farm to fridge, from fridge to table, from spoon to mouth. Because to us, the greatest honor in the world is giving everyone food they love with the knowledge it’s made the right way.

## What we make

This handbook wouldn’t be complete without first focusing on what got us here in the first place: our products.

In 2005, our founder and CEO Hamdi Ulukaya saw an ad for a soon-to-be shuttered Kraft plant in New Berlin, NY. After originally throwing it away, Hamdi later decided to retrieve the ad and headed to the hamlet of South Edmeston to check it out. He was impressed and moved by the care that the Kraft employees were taking to shut the plant down. He thought to himself that if such care were being taken to close something, who knew what remarkable things could happen if the situation were reversed and there was a team opening it back up?

Hamdi took a chance on his gut feeling and bought the plant. He hired a handful of employees previously employed by Kraft and after spending 18 tireless months perfecting the recipe, Chobani hit the shelves in a Long Island grocery store in October of 2007.

As they say, the rest is history! In the years since our debut, Chobani has climbed to the top of the yogurt category and beyond. In addition to our original plant in New Berlin (more often referred to as “South Ed”), we acquired a manufacturing facility in Australia, and built a brand-new facility in Twin Falls, Idaho. In addition to our plants, we have teams in Central New York, New York City, Ohio, Minnesota, Texas, California, Arkansas, and Mexico – not to mention our remote folks and retail teams all over!

No matter how many employees we hire or how many products we launch, we strive to stay true to and honor Hamdi’s vision and goals for our company: To develop and foster meaningful relationships with those around us, to give back to our local and global communities, and to create one perfect cup of yogurt at a time. Chobani gives us all the chance to make a difference.

# Chobani®

With a robust innovation pipeline, Chobani's family of products is constantly evolving and changing – the possibilities are endless!

For the latest information on our products, check out our website at [Chobani.com](https://Chobani.com).

## What we believe in

We got our start making yogurt, but we're more than that. We're a manufacturing company that consciously chooses to do things differently. We believe good is transformative: When you bring good things into people's lives, you empower them. That's why we make good products that people want. We keep it simple and real, even if it takes more work to make it this way. And we price it so that all can enjoy. But this belief transcends food. We want our local and global communities to benefit from our success. We spread the good through events and outreach, and support projects and organizations working to create positive, long-lasting change.

We're a team of passionate people. We work hard. We have fun. We aspire to inspire and to be inspired. We celebrate success, but never let it slow us down. It's that simple. We only want to do what's natural and right. It's about keeping the bad stuff out and the good stuff in.

And ultimately, it's bigger than us. When we empower people with good — through our products, our actions, and our people — we all win.

These values – our guiding principles – speak for themselves and are the standards to which we hold ourselves day in and day out.

### People

- We're more than a team. We're a family.
- We each are responsible for ensuring the safety of our coworkers and customers every shift, every day.
- We encourage diversity in ideas, opinions, and points of view.
- We see every interaction with our consumers and coworkers as an opportunity to build relationships.
- We go the extra mile to surprise and delight.

### Craftsmanship

- We produce only the highest-quality products.
- What we do, we do well.
- We value passion, tenacity, and hard work.
- We proudly stand behind everything we make.
- We believe everyone deserves access to good products.

### Integrity

- We are unwavering in our commitment to do what's right.
- We always keep our word, even when it's not convenient.



## Chobani

- We keep our communications simple, and real — just like our products — even if it takes a little more work.
- We are not perfect, but we strive to continuously improve. We acknowledge and learn from our mistakes.
- We treat others the way we would want to be treated, with compassion.

### Leadership

- We believe in what we're doing and where we're going.
- We're ambitious dreamers.
- We have the courage to speak up and the courage to listen.
- We safeguard our company and protect our brand.
- We invest in our people and give them a chance to grow and reach their full potential.
- We recognize that people are our most valuable resource and strive to create a workplace that is safe and healthy.

### Innovation

- We consciously choose to do things differently.
- We are nimble and dynamic. We make things happen.
- We don't get fixated on problems. We solve them.
- We make products that people want and listen to consumer feedback for new insights.
- We celebrate success, but never let it slow us down.

### Giving Back

- We believe in doing good. To us, that's giving back while asking for nothing in return.
- We believe that within all of us lives a shepherd.
- We look for opportunities to make a positive impact, no matter how small the deed.
- We support our local and global communities.
- We seek to make a positive impact on the environment for a sustainable future.

For more about Chobani, our products and philosophy, visit [Chobani.com](https://Chobani.com).

## Changes in personal data

We need to maintain up-to-date information on all current employees. Changes in name, address, telephone number, and emergency contact information should be promptly updated through SuccessFactors on [Chobani Home](#). Unreported changes of address could cause a delay of important employment or benefit-related information reaching you. Further, an out-of-date emergency contact or an inability to reach you in a crisis could be extremely problematic – your safety is our number one priority, so please make sure we always have accurate information!

## Employee relations philosophy

The collaborative process of how our values came to life reflects our employee relations philosophy. We keep our communications simple, and real, even if it takes more work. This sentiment is something we truly take to heart at Chobani: we're individuals working together to attain a common goal. The final product of anything is always better when we take the time to hear each other out and make full use of everyone's talents, knowledge, and input. Working this way also cultivates lasting relationships and leads to a more connected and tight-knit team across the board.

There are also more challenging aspects of keeping communications open, namely when it comes to resolving problems in the workplace. Facing an issue head-on is not always the easiest undertaking. Fixing a problem tends to take more time and effort than just living with it. But that's not how we want to run our company, and it's not the type of environment we want our employees to work in. We strive to create an environment where employees feel comfortable and safe when it comes to bringing up and resolving problems or disagreements. This is extremely important as it results in a workplace that's healthier and happier overall. Part of open communication is not being afraid to speak up for yourself and to feel like you have the right to manage your own career.

In addition to promoting an atmosphere where communication is open, we're also committed to providing the best possible inclusive environment for maximum development and goal achievement. Diversity, Inclusion and Equity at Chobani focuses on elevating the voices of our diverse workforce and creating an inclusive environment for all. Our benefits are designed to meet the needs of a diverse workforce, including coverage for same-sex spouses, domestic partners, and transgender individuals including gender reassignment services. Our broad-based initiatives seek to further strengthen Chobani's objectives in recruitment and retention, diversity training, employee engagement, mutual understanding, and dialogue.

As an organization, we provide opportunities for continued diversity and inclusion programming and training throughout the year to all employees.

Please keep this in mind as you settle into your position at Chobani and check out the following section for more details on the procedures to take if you have any suggestions or problems.

## Talk to us

Communication is key to a productive workforce, and at Chobani we value interaction, cooperation, and innovation among our employees. That's why we offer several different channels to get messages out to you, so you can know what's going on directly around you and throughout the company. In addition to this handbook, we regularly share information through Town Hall and pre-shift meetings, all-company emails, One Chobani TV (an internal TV network), [Chobani Home](#) (our company intranet), Microsoft Teams, and in personal (and virtual) conversations and meetings with your team and managers.

We're always interested in constructive ideas, suggestions, and complaints that, when brought to our attention, may help us improve our operations.

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You can always stop by to speak to any member of your People Team at each of our locations or contact us at [onechobanipeopleteam@chobani.com](mailto:onechobanipeopleteam@chobani.com).

If you still have questions after meeting with your supervisor, or if you would like further clarification on the matter, do not hesitate to request a meeting with your People Team, who will review the issue and meet with you to discuss workable solutions.

If you don't feel comfortable speaking with your supervisor or the next level of management, discuss your concern with another member of management, or a member of your People Team or Legal Team with whom you do. If neither of these options is comfortable, you may utilize our Ethics Point Hotline to report any improper conduct. Please see our Improper Conduct policy for more information.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. It's important to note that your job will not be adversely affected in any way because of the good faith reporting of any issues or violations of Chobani's programs or policies.

As we touched on in the Employee Relations Philosophy section, it's our aim to promote and support a workplace where employees feel safe, healthy, and happy — which is why we've taken this opportunity to outline the different options available to you when trying to resolve an issue or simply suggest an idea. As always, don't hesitate to contact your People Team with any questions or concerns.

# SECTION 2: INTEGRITY & CONDUCT

## Code of business conduct and ethics

At Chobani, we pride ourselves on adhering to the highest legal and ethical standards in the industry. Business is conducted in observance and respect of all applicable laws and the unwavering integrity of each employee is of the utmost importance. The Board of Directors (the “Board”) of Chobani has adopted this Code of Business Conduct and Ethics (the “Code”) for Chobani’s directors, officers, and employees.

The Code is intended to focus individuals on areas of ethical risk, provide guidance to individuals to help them recognize and deal with ethical issues, provide mechanisms to report unethical conduct, and help foster a culture of accountability. Each employee must comply with the letter and spirit of the Code.

Employees who violate the Code or practices and procedures set forth below will be subject to corrective action up to and including termination of employment.

Chobani operates in a wide range of legal and business environments, many of which pose challenges to our ability to conduct our business operations with integrity. Employees must abide by the terms of Chobani’s Anti-Corruption Policy, in addition to this Code of Conduct, including the subsections below.

### Ethics

The Company, and each of its Board members and employees, wherever they may be located, must conduct their affairs with uncompromising honesty and integrity. Business ethics are no different than personal ethics. The same high standard applies to both. As a director, officer, or employee of the Company, you are required to adhere to the highest ethical standards.

You are expected to be honest, ethical, and fair and should deal fairly with the Company’s stakeholders (such as customers, vendors, suppliers, business partners, service providers, and competitors). You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice. Doing the right thing means doing it right every time.

You must also respect the rights of your colleagues and third parties. Your actions must be free from discrimination, libel, slander, harassment, or bullying behavior. Each person must be treated with dignity and respect and accorded equal opportunity, regardless of age, race, sex or gender (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), color, creed, religion, national origin, ancestry, marital status, military service and veteran’s status, citizenship status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information or any other characteristic protected by applicable federal, state, or local laws and ordinances. Harassing or bullying behavior can include unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any protected characteristic or which creates an intimidating, hostile or offensive working environment that interferes with work performance. For additional details, please refer to the “Discrimination, Harassment & Retaliation Prevention” section of the Company’s Employee Handbook.

In addition, violence, threats of violence and intimidation are not allowed at the Company. Further, no one is permitted to work while under the influence of alcohol or drugs. The use, possession, or distribution of illegal drugs in our workplace is prohibited. No one is permitted to consume alcohol on Company property or at Company functions, with the exception that employees of legal drinking age may consume alcohol in moderation at authorized Company functions.

Violations of ethical conduct cannot be excused because they were directed or requested by another. In this regard, you are expected to alert your manager (or, in the case of Board directors, the Legal Department or the Chairperson of the Audit Committee) whenever an illegal, dishonest, or unethical act is discovered or suspected. You will not be penalized or retaliated against for reporting your good faith discoveries or suspicions.

### Conflicts of Interest

You should always act in the best interest of the Company and not permit outside interests to interfere with your duties for the Company. This policy provides context regarding what may constitute a conflict and how the Company handles alleged or potential conflicts by employees and Board members.

You should avoid any personal activity, investment or association that could interfere or appear to interfere with good judgment concerning the Company's best interests. A "conflict of interest" can occur when your personal or business interests are adverse to – or may appear to be adverse to – the interests and values of the Company as a whole, or your duties related to the Company. You may not exploit your position or relationship with the Company for personal gain. You should avoid even the appearance of such a conflict. Therefore, if you are related in any way to a vendor, supplier, or other provider, you should not be the one to decide whether the Company will do business with that person.

Company employees may provide consultancy or other services for third parties other than the Company. All such outside engagements by employees require approval by the employee's People Team representative and department VP or above. In determining whether such an engagement is a conflict of interest under this policy, the following will be considered, among any other relevant factors:

- The time commitment expected for an external engagement or consultancy;
- The demands of your role and responsibilities at the Company;
- Whether the engagement is with an actual/perceived/or potential competitor of the Company or would otherwise be adverse to the Company's business objectives;
- Whether the engagement encourages or incentivizes you to make decisions that are either not in the best interest of the Company or not aligned with the Company's values or business objectives; or
- Whether the Company has a relationship with a company or individual that would otherwise create a conflict of interest as defined above.

Subject to the provisions included in the Company's certificate of incorporation, as it may be amended and/or restated from time to time, some examples of situations that could create a conflict of interest (and, in some cases, violate applicable law) are set out below:

- Working for a competitor or running a business that directly competes with the Company.

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- Doing other outside work, including if it's for a customer, supplier, or vendor, if it could adversely impact the Company or your responsibilities to the Company.
- Having a family or personal relationship with someone who is in the same reporting chain at the Company. See also "Workplace Relationships" section of the Company's Employee Handbook for additional guidance on this.
- Having a financial interest in a customer, supplier, competitor, business partner, vendor, or supplier (excluding an interest of less than 1% in the stock of a publicly traded company) or a family relationship with someone who works for a customer, supplier, or vendor.
- Transacting business on behalf of the Company with a company in which you or a family member has a substantial financial interest.

Accepting gifts from persons or entities who deal with the Company in those cases where acceptance of a gift could create the appearance of a conflict of interest or conflict with the Company's Anti-Corruption Policy, which sets forth additional restrictions and requirements.

Providing paid consulting services for a for-profit board of directors, or serving on a for-profit board of directors, may be viewed as a conflict of interest if the time commitment prevents you from meeting your responsibilities to the Company, or based on the above criteria the Company considers in determining whether a conflict of interest exists. Non-profit board of director opportunities are encouraged for officers and employees and, while in general are less likely to present a conflict of interest, also require Company approval. Members of the Board should refer to the Principles of Corporate Governance regarding non-profit board opportunities. There are other situations in which a conflict of interest may arise.

If you would like to serve on a board of directors, provide services, or other such engagement by an entity other than Company, or otherwise believe that you may have a conflict of interest, you should complete the Conflict of Interest Acknowledgement form found on [Chobani Home](#), either prior to accepting the opportunity or as soon as you realize a potential conflict may exist. A People Team representative will advise on next steps. Board members should contact the Chief Legal Officer regarding any potential or actual conflict of interest.

Employees who believe their current or desired commitments or relationships may be an actual or potential conflict of interest must immediately report it to their manager and their People Team representative to obtain prior approval for the commitment or to engage in the relationship. If you are unsure whether something violates this Code, please contact your People Team representative. The People Team, with consultation as needed from the Legal Department and management, will determine whether potential conflicts are allowable, and/or whether modifications to the proposed engagement are required.

Notwithstanding the foregoing, these provisions with respect to conflicts of interest are subject to the terms of the Company's certificate of incorporation, as it may be amended and/or restated from time to time.

### Corporate Opportunities

You owe a duty to the Company to advance its interests when the opportunity to do so arises, and you are prohibited from taking for yourself opportunities that are discovered using Company property, information, or position. You may not use Company property, information, or position for personal gain. In addition, you may not compete with the Company, directly or indirectly, including as a

## **Chobani**

financial investor in a competitive company. If you become aware of any actual or potential business opportunity that relates to the Company, you may not take advantage of the opportunity or share the opportunity with anyone outside the Company without first receiving the approval of the People Team and the Vice President of your department or the Board of Directors, as applicable. You owe a duty to the Company to advance its legitimate interests when the opportunity arises.

Notwithstanding the foregoing, these provisions regarding corporate opportunities are subject to the terms of the Company's certificate of incorporation, as it may be amended and/or restated.

### **Accepting and giving gifts**

Business decisions must be made in the best interests of the company. Acceptance of gifts from any client, customer, vendor, supplier, contractor, or other party doing business with the company can result in a conflict of interest. No gift, favor, tickets, or entertainment should ever be accepted or provided/promised by any employee, directly or indirectly, unless it:

- Is not a cash gift
- Is consistent with customary business practices
- Is not excessive in value
- Cannot be construed as a bribe or payoff, and
- Does not violate any laws or regulations

### **For gifts and corporate opportunities**

Employees who are offered gifts, favors, tickets, or entertainment valued more than \$100, and which gift is not otherwise prohibited based on the criteria in the "accepting and giving gifts" section of this policy, must report the offer to the People Team, who will determine whether acceptance is appropriate and allowable under this policy.

Employees who wish to provide gifts, favors, tickets, or entertainment valued more than \$100, and which gift is not otherwise prohibited based on the criteria in the "accepting and giving gifts" section above, must obtain prior written approval from their People Team representative and VP of their department before offering the gift.

Always discuss with your People Team representative any gifts or proposed gifts that you are not certain are appropriate for any reason.

### **Political contributions**

You are not prohibited from participating in the political process and engaging in activities that improve our communities. If you do, however, you must never suggest that Chobani endorses any political cause or candidate. No Chobani funds or services shall be paid or furnished to any political party or any candidate for, or incumbent in, any public office, regardless of whether the contributions are legal under the law of the state or country in which they are made.

### **Discrimination, harassment & retaliation prevention**

Chobani does not tolerate and prohibits discrimination or harassment of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor,



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customer, or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances (referred to as “protected characteristics”). Chobani also prohibits retaliation as defined below.

Chobani is committed to a workplace free of discrimination, harassment, and retaliation. These behaviors are unacceptable in the workplace and in any work-related settings such as remote work settings, business trips and Company sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party. In addition to being a violation of this policy, discrimination, harassment, or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws and ordinances also is unlawful. For example, harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws and ordinances are unlawful.

**Discrimination Defined:** Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual’s protected characteristic.

**Harassment Defined:** Harassment is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any protected characteristic or which creates an intimidating, hostile or offensive working environment that interferes with work performance.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone’s way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws and ordinances. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of this policy.

**Sexual Harassment Defined:** Sexual harassment includes harassment based on sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), and/or sexual orientation. Sexual harassment includes unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature or which is directed at an individual because of that individuals’ sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), and/or sexual orientation when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or

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- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violates this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- Obscene or vulgar gestures, posters, or comments
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- Propositions, or suggestive or insulting comments of a sexual nature
- Derogatory cartoons, posters, and drawings
- Sexually explicit e-mails or voicemails
- Uninvited touching of a sexual nature
- Unwelcome sexually related comments
- Conversation about one's own or someone else's sex life
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual
- Teasing or other conduct directed toward a person because of the person's gender

**Retaliation Defined:** Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation of discrimination, harassment, or retaliation. "Adverse conduct" includes but is not limited to: any action that would discourage or keep an individual from reporting discrimination, harassment or retaliation; shunning and avoiding an individual who reports discrimination, harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting discrimination, harassment or retaliation; and denying employment benefits because an applicant or employee reported discrimination, harassment or retaliation or participated in the reporting and investigation process described below.

**Reporting Procedures:** The following steps have been put into place to ensure the work environment at Chobani is free of discrimination, harassment, and retaliation. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of their People Team Representative or other member of management. If either of these individuals is the person toward whom the complaint is directed, the employee should contact any higher-level manager in their reporting chain. Written complaints can be submitted internally using the Sexual Harassment Complaint form, under the 'My Resources' tab on Chobani Home. Use of this written complaint form is not required. For anyone who would rather make a complaint verbally, or by mail, these complaints will be treated with equal priority. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable. If the employee makes a complaint under this policy and has not received an initial response within five (5) business days, the employee should contact their People Team Representative or Chobani Legal immediately.

As described in the Code, and further below in the Reporting Improper Conduct section of this Handbook, employees may also use the EthicsPoint telephone hotline or online portal – 844-789-9799 or [chobani.ethicspoint.com](https://chobani.ethicspoint.com) – where you will have the ability to lodge a complaint ("Improper Conduct Complaint").

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Every supervisor or manager who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy must immediately report the issues raised or conduct to senior management, Director-level and above, or to Chobani People or Chobani Legal.

**Investigation Procedures:** Upon receiving a complaint, Chobani will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy that is fair for all parties. To the extent possible, Chobani will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in all investigations conducted pursuant to this policy.

During the investigation, Chobani will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

Upon completion of the investigation, Chobani will determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. Chobani will inform the complainant and the accused of the results of the investigation.

In the event the Company determines that a violation of this policy has occurred, the Company will take steps to ensure a safe work environment for the individuals who experienced the complained-of conduct. Chobani will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if Chobani determines such measures are necessary. These measures may include counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom Chobani determines has engaged in conduct that violates this policy will be subject to corrective action, up to and including termination. This includes individuals engaging in discrimination, harassment, or retaliation, and supervisors or managers who fail to report violations of this policy or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

Remember, we cannot remedy claimed discrimination, harassment, or retaliation unless you bring these claims to the attention of management. Please report any conduct which you believe violates this policy.

In conclusion, every employee has an obligation to observe and follow the company's policies and to always maintain proper standards of conduct. If an individual's behavior interferes with the orderly and efficient operation of a department, or fails to comply with these guidelines, corrective measures will be taken, up to and including the end of the individual's employment.

## Use of technology

Company-owned or provided technology systems (including servers, software, equipment, etc.) or technology services (including internet, email, cloud services, etc.) are intended to be used for business purposes.

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Chobani-provided technology systems and services must not be used in a way that violates our company's policies, including those that address discrimination and harassment. For example, transmitting messages that are sexually oriented, racially derogatory, or improperly aimed at someone's sex, age, sexual orientation, religious or political beliefs, national origin, disability, or any other protected characteristic will not be tolerated.

Chobani reserves the right to monitor network devices to ensure that employees are conducting themselves professionally and that company material and data is being handled properly, to the maximum extent permitted by applicable law.

Employees should have no expectation that any activities on Chobani owned or provided technology systems or services are private. Consistent with applicable federal and state law, content accessed on Chobani owned or provided technology services and systems will be tracked for security and business purposes. The company reserves the right to review, track and view all employee activity on its technology services and systems at any time, to the maximum extent permitted by applicable law. The reasons for which Chobani may obtain such access include but are not limited to maintaining the systems; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Chobani operations continue appropriately during an employee's absence.

When using Chobani IT services and systems for personal use, all company policies must be adhered to by the employee. Also, personal use must not interfere with performance or operations, resulting in added expenses to Chobani. Violation of these policies may result in corrective action, up to and including termination of your employment.

Employees are responsible for understanding and adhering to the technology Acceptable Use Policy, posted on Chobani Home. This Acceptable Use Policy outlines employees' obligations to safeguard Chobani technology systems and services and protect company information.

### Care of equipment

You are expected to demonstrate proper care when using Chobani property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property, report it to your supervisor immediately.

### Solicitation and distribution

To avoid unnecessary work interruptions and annoyances, solicitation by an employee of another employee is prohibited while either person is on working time. "Working time" refers to that portion of any working day in which the employee is being paid to perform actual job duties. It does not include such times as lunch or break time, before or after work, and other specified times when employees are not expected to be working.

Employee distribution of literature is prohibited during working time and in working areas. Nonworking areas include cafeterias, break areas and other areas where work is not performed.

Trespassing, soliciting or distribution of literature by non-employees on company premises is always prohibited.

## Workplace relationships

We believe the best working atmosphere emphasizes professional relationships over personal ones. As our values state, we're more than a team – we're a family. But like any family, relationships can become troublesome – particularly when feelings are involved. What you do outside of the office, on your own time, is always your business – private. It only becomes our business when it interferes with the company's actions or has a negative effect on the workplace environment or the integrity of our brand.

This is where things get complicated: relationships of any nature (for example, familial, romantic, sexual, co-habitation, etc.) may generate complaints of favoritism, conflicts of interest or other disruptions at work.

Individuals in supervisory, managerial, or lead roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as leaders, their access to sensitive information, and their ability to affect the terms and conditions of employment of individuals in subordinate positions. The company prohibits individuals in supervisory, managerial or lead roles from managing family members or becoming involved – romantically and/or through marriage – with another employee whom the employee directly supervises or whose terms of employment the employee may influence. This prohibition extends to relationships involving VP-level positions or above, regardless of reporting structure.

If any individual becomes involved – romantically and/or through marriage – with a coworker, this involvement must promptly be disclosed and the company will act, if necessary. That could mean job reassignment or ending the employment of one or both involved in the relationship to alleviate the impact (or potential impact) on our operations or climate. If any relationship becomes an issue at Chobani, or otherwise violates this policy, the company will take appropriate corrective action.

If you suspect someone is involved in behavior that may be contrary to the terms of this policy, feel free to reach out to your supervisor or People Team representative. This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act, or any other applicable statute concerning the employment relationship.

## Dress code/personal hygiene

**Office environment:** Outside of the manufacturing environment, we don't require any specific business attire at Chobani. While business suits may be appropriate for some occasions, at the office casual dress is acceptable. Unless there is an important meeting with visitors, where more formality is expected, in your day-to-day work at Chobani it's perfectly acceptable to loosen up a bit – but not too much. Use your best judgment when deciding what to wear to work; if something makes you uncomfortable, chances are it will make your co-workers uncomfortable, too. We all enjoy a good casual day – just make sure you always look clean and presentable, whether you deal with the public or not.

Here are a few rules to keep in mind in the office environment:

- Keep it clean – literally and figuratively. Your clothes should be freshly laundered or pressed, and free of potentially offensive graphics or slogans.
- Avoid sweatpants, sleep pants, excessively ripped denim, and the like. Leggings are acceptable if they project a professional appearance and are worn under a tunic- style top.
- What's too short? If your clothing is so short that you're not comfortable sitting down in it, you shouldn't be wearing it to the office.
- What's too low-cut or revealing? Leave the deep V-necks and open back/front clothing at home.
- What not to wear: Anything you'd wear to the gym or the beach.
- Chobani-branded gear is always a safe bet; just remember that no matter where you're sporting it, you're representing the company!

Use your best judgment when deciding what to wear to work. If you think something's questionable, pick another outfit and don't hesitate to reach out to your manager or People Team representative if you have any questions.

**Plant environment:** Chobani follows Good Manufacturing Practices (GMP) in all its production facilities, which include specific guidelines pertaining to dress, required safety gear, and personal hygiene. If you work in a plant, a uniform will be provided to you; please refer to the Good Manufacturing Practices guidelines later in this section. Occasionally, office-based employees might find themselves visiting one of our plants; in that case, they are required to follow GMP guidelines – visitor's uniforms and protective gear will be provided, and your guide will review any other requirements.

An important part of looking your best is, of course, personal hygiene. A daily regimen of good grooming is expected of everyone.

Nothing in this policy is intended to discriminate against an employee's sincerely-held religious beliefs or practices, physical or mental disability or any other basis protected by applicable law, including the CROWN Act. Employees who may need accommodation based on a sincerely-held religious belief or practice, physical or mental disability or any other basis protected by applicable law can contact their manager or People Team representative.

If an employee's appearance fails to meet the standards outlined above, the employee may be sent home (without pay, if applicable and permitted by applicable law). Further violation of this policy may result in corrective action, up to and including discharge.

## Uniforms

Chobani provides uniforms to employees in certain job functions at no charge. Proper care of these uniforms is required and all uniforms, including jackets, are to always remain on company property. Employees should change into uniforms at work and upon leaving at the end of the shift.



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All uniforms and accessories, including locker keys and rubber boots issued by the company, must be returned in good condition upon separation of employment. Missing or unreasonably damaged uniforms, jackets, boots, etc., are subject to reasonable replacement costs by the employee, as determined by the current uniform provider based on our rental program.

### Chobani gear

One of the many benefits of working at Chobani is the pride that comes from being a part of something so great. As a member of the Chobani team, we ask that you do your part to protect our brand integrity when you're wearing Chobani-branded apparel by conducting yourself in a way that aligns with the foundation our company has been built upon.

Whenever you're wearing or carrying anything with the Chobani wordmark on it, you're representing us in the community. It's everyone's job to protect and elevate our brand; please be mindful of what you say, and how you say it, when sporting company gear.

### Social media

We recognize that our employees use social media for many reasons, including to share their love and passion about what they do at Chobani. However, if used without appropriate discretion, social media can pose unforeseen or unintentional risks to Chobani's reputation and it can expose the company to discrimination and harassment claims, jeopardize the company's compliance with business rules and laws, and potentially expose confidential and proprietary information. For guidance on social media best practices and policies, we ask that you review our Social Media Policy on [Chobani Home](#). As detailed in the policy, certain behaviors may subject employees to corrective action up to and including termination.

### Photo/video release and waiver

Joining the One Chobani team means that several times throughout the year, you'll have the opportunity to participate in company activations, community events, media photo shoots, video recordings and/ or the like. This release authorizes us to use your image, name or likeness in promotional materials and coverage, for sharing both internally and externally where appropriate. By signing this Employee Handbook, you agree to allow Chobani permission to use, reproduce, distribute, display, and publicly perform, video, film and photographic images and footage. Any theatrical, television, radio, sound recording, publishing, advertising, and publicity rights are released to Chobani, and you waive any right to compensation for the use of your image in any way. This release and waiver shall be binding and applies to your heirs, legal representatives, and assigns. If you wish to opt out of this policy, please contact your People Team.

## Text message notifications

Chobani may occasionally need to communicate important messages to employees, such as weather-related office closures, business-critical announcements, or emergencies, and by acknowledging this Handbook, you consent to such messaging being delivered via text. Employees may opt-out of text messaging by request to the People Team.

## Personal telephone calls and mail

Although the occasional use of the company's telephones for a personal emergency may be necessary, routine personal calls are discouraged unless made during break or lunchtimes.

The use of Chobani postage for personal correspondence is not permitted. Mail delivery services to and from Chobani should be limited to business use only.

## Good Manufacturing Practices (GMP)

The following guidelines apply to all regular employees, temporary employees, subcontractors, and visitors in our manufacturing environments:

- Personal belongings are not allowed in any GMP area, processing, or storage areas, unless required to fulfill the designated job function. If accommodation for medication is needed, please see the People Team for assistance and approval.
- Employees must always maintain good personal hygiene.
- Hair must be kept clean, and fingernails must be kept clean and trimmed (must not exceed fingertips).
- Nail polish, artificial nails, any other nail decoration or treatment, false eyelashes, hair curlers, hair combs, hair extension, straight pins, and safety pins, are prohibited from manufacturing/processing areas.
- Makeup, perfume, cologne, and hand lotions shall be limited to protect against contamination of the product with odor or foreign material.
- Hair nets, and in some cases beard nets, are required in production and processing plant (GMP) areas.
- Elastic hair fasteners/bands and/or company approved metal hair clips are acceptable, if necessary, to secure hair under the hairnet. Headscarves, when worn for religious or cultural reasons, are permitted if they completely cover all hair, are tucked into clothing, and are not decorated with beads, etc. Individuals with beards, mustaches, or sideburns that extend past the ears shall wear company-issued beard nets, balaclavas, or the equivalent, to completely cover facial hair. Hair nets, beard nets, balaclavas, or their equivalent shall be single use.
- Jewelry, including rings, watches, necklaces, visible body piercings (including tongue and nose piercings), retainers, and service buttons or similar items, or any other objects that may potentially fall into food, equipment, or food packaging materials shall be removed prior to entering designated GMP areas. This restriction will include all types of wedding rings, which can also present a safety risk around moving equipment, electrical hazards, and pinch/crush hazards.



- Exceptions: Individuals are permitted to wear a medical alert necklace, which the company will provide training on, beneath approved clothing.
- Security badges shall only be worn below the waist; pockets above the waist should be empty.
- Hats and baseball caps are not permitted in designated GMP areas. If safety or bump helmets are used, they shall be worn over hairnets. Beanies may be worn under a hairnet in low temperature areas (e.g., cold warehouse, milk receiving).
- Eating, drinking, spitting, gum/candy chewing, and tobacco-chewing or smoking are not permitted in GMP areas. Food and drink should only be consumed in an employee break room or cafeteria and should not be stored in employee locker rooms or lockers. Water is permitted at designated stations.
- Employees should not hold anything in their mouths, such as toothpicks or matches, or have anything behind their ears, such as pens, pencils, or cigarettes.
- Employees must wash their hands with soap and water before exiting the restrooms, immediately after entering the filling and processing rooms, and at any other time when hands have become soiled or contaminated (for example, after handling non-product contact items). Hands should not be used to touch the head, face, or body in any manner.
- A clean uniform must be worn.
- Tank tops, shorts, clothing with accessories (glitter, rhinestones, beads) are not permitted.
- Doors must be kept closed unless determined otherwise by plant leadership. They should not be propped open.
- A safety work boot or safety shoe must be worn. No sneakers or sandals are permitted. Work shoes are to be kept at the facility and not taken home.
- Ear protection devices are company-issued and must be secured by either a string worn around the neck or by a rigid attachment that is worn around the neck or by a head band.
- Gloves must be maintained intact, clean and in sanitary condition. Gloves must be replaced if they become unsanitary.
- Employees with a contagious infection (viral or bacterial), showing signs of an infection, or having any type of communicable disease must not work in processing or filling or anywhere in contact with the product. If you have been exposed or possibly exposed to a communicable disease, you must report this to your supervisor. Employees with exposed sores or skin condition disorders will not be allowed to work with open product or primary packaging materials. When a high-risk infection is discovered, applicable regulatory requirements shall be followed, e.g., PMO.
- Minor cuts shall be cleaned, properly bandaged, and kept dry during work. Gloves must cover bandages on hands. If the bandage is on your arm, you must wear a long-sleeved shirt to prevent the bandage from falling off over exposed product.
- If bodily fluids are released, proper cleanup and sanitation of the area must occur.
- Each employee is responsible for always keeping the employee's work area clean.

Please refer to the GMP Standards for additional detail and a full description of requirements.

If you believe your sincerely-held religious, ethical, or moral beliefs or physical or mental disability prohibit you from complying with these GMP standards, please consult your People Team representative, and we will determine whether an accommodation is feasible, consistent with our Equal Employment Opportunity policy and the law.

## Remote work guidelines

These guidelines apply to all employees who've been approved to work remotely and use their home office as their primary work location. We want to ensure that both employees and our company will benefit from remote work arrangements.

Expectations of the employee's availability and work schedule will be provided by the employee's manager or People Team representative.

It's our expectation that employees be available via telephone, email, and other modes of communication when working remotely. Employees who are approved to work remotely are not approved to provide childcare or other caregiving services, to operate a personal business, or to work for another employer at the same time they are expected to perform their assigned duties. If this applies to your working situation, please review the policy in more detail on [Chobani Home](#).

## Being a good neighbor

Our work at Chobani extends beyond the factory or office walls – what we do reaches out into the greater global community, touching the lives of our customers, our partners, and our neighbors. Being a good neighbor is important to us. What makes us a good neighbor? Treating the people and places surrounding all our Chobani properties the same way we treat our own facilities – with care and respect.

Being a good neighbor involves employing a few common-sense principles that each employee can help us with:

- Even if you're off the clock, you're still a Chobani employee. Keep in mind that whether you're wearing Chobani gear/uniform or not – you are One Chobani.
- We encourage you to be an active participant in your own communities. Volunteer. Give back to others. Make a positive impact. Take advantage of your Chobani Gives hours. Let us know how we can help.
- If you leave the property to smoke or eat during a break, don't be careless or litter. Clean up after yourself and dispose of any cigarette butts or trash properly.
- Show respect for private property. Remember that where Chobani property ends, someone else's begins – don't park or loiter on property that isn't your own.
- Keep noise to a reasonable level – this includes music in your car or your own conversations. Our neighbors shouldn't be disturbed by excessive noise or overhear confidential or off-color talk relating to the business. Also note that we often operate on a 24-hour schedule; your "after work" may be someone else's early morning.
- Observe traffic safety laws. This may seem like an easy decision, but it bears repeating. Whether you're leaving or coming to work, stay within the speed limit, obey traffic signs, and watch out for pedestrians.

We appreciate everyone's cooperation in ensuring that we have good relationships with our neighbors.

## Reporting improper conduct

At Chobani, we collectively foster a workplace culture where people feel safe. Chobani is committed to maintaining a workplace environment where open communications are encouraged, and employees, managers, and officers of the company (collectively, “employees”) feel comfortable elevating any suspected or actual deviations of our corporate policies, standard operating procedures, or values, as well as any unlawful or unethical behavior.

We encourage employees to disclose any serious wrongdoing that may adversely impact the company, other employees, customers, suppliers, or the public at large. Chobani prohibits any form of harassment, discrimination, retaliation, or victimization for making reports in good faith.

For details on how to report violations, please refer to the “Procedures for Reporting Possible Violations” section of the Code.

### **Procedures for reporting improper conduct:**

If you are witness to actual or suspected Improper Conduct, our People Team is always available, with representatives at all facilities, to receive reports of such incidents. We want you to feel comfortable in approaching your People Team representative or your manager in instances where you believe violations of policies or standards have occurred.

As described in the Code, if you’re unable or unwilling to elevate your concern to the People Team, your manager or Chobani Legal, you may use the EthicsPoint telephone hotline or online portal – 844-789-9799 or [chobani.ethicspoint.com](https://chobani.ethicspoint.com) – where you will have the ability to lodge a complaint (“Improper Conduct Complaint”). Via EthicsPoint, you will be asked a series of intake questions, so we have enough information to conduct a proper investigation.

Employees who want to remain anonymous can omit their contact information in the communication to EthicsPoint. In those instances, Chobani will not receive the name, contact details, or any other identifiable information about the reporting individual. We can provide feedback to anonymous complaints via EthicsPoint by posting information to the confidential report file, accessible via the hotline or online portal by Chobani and the reporting individual only.

While the system does allow for you to report anonymously, if you choose to report anonymously, please provide as much information as possible to facilitate our ability to investigate and address any concerns. We wish to advise you that it can be harder for us to investigate anonymous concerns because we may be limited by the information provided to us.

The earlier a concern is expressed, the easier it is for us to act. That said, there are no time limitations on when a complaint can be made. While you’ll never be expected to prove the truth of an allegation, you may need to demonstrate that there are sufficient grounds for concern.

Importantly, regular business matters and employment-related concerns that do not rise to the level of Improper Conduct should be directed to your supervisor, manager, or Chobani People representative, and are not addressed by this Policy (Please refer to “Talk to us,” above).

### **Treatment of complaints of improper conduct:**

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Regardless of the intake method, we take reported concerns seriously, and will treat all matters as confidentially as possible. This means that we only discuss with others on a need-to-know basis, consistent with the need to conduct an adequate review and resolve the issue.

When complaints are made via EthicsPoint, the information collected will be provided within a few hours to a cross-functional team of senior personnel in the Chobani People and Legal departments (the “Response Team”). The Response Team will review all complaints, direct and/or participate in investigations as needed, and usher complaints to resolution as expeditiously as possible. The Response Team will be notified of all complaints made pursuant to this policy and is responsible for overseeing its administration.

Upon receipt of a complaint via EthicsPoint or employee(s), the Response Team will:

- When possible, acknowledge receipt of the complaint
- Determine whether the complaint pertains to alleged Improper Conduct
- Determine next steps, including investigation, communication, or any other actions deemed necessary to bring the matter to appropriate resolution; and
- Where necessary, communicate status updates and/or resolution to the individual who filed the complaint

Prompt and appropriate corrective action will be taken as warranted by the Response Team. All information relating to complaints raised under this policy, including complaints and any related investigation details and resolution summaries, will be maintained by the Response Team.

Complaints regarding violations in relation to accounting or auditing matters or securities laws matters will be investigated in accordance with the Audit Committee Procedures for Handling Reports of Potential Misconduct. Under certain circumstances, we may be required to report Improper Conduct to a federal or state governmental or regulatory authority. In such cases, the identity of the reporting individual, if provided, will not be disclosed without the individual’s consent, unless required by law or other governing body.

### **No retaliation:**

Chobani will not discharge, demote, suspend, threaten, harass, or in any manner discriminate against any employee based upon any good faith reporting of complaints under this policy regarding Improper Conduct by others.

An employee who retaliates against another employee based on an actual or alleged report under this policy will be subject to corrective action, up to and including termination of employment. Any allegations of acts of retaliation relating to this policy should be submitted to your People Team representative, your manager, or through the EthicsPoint hotline or online portal, [chobani.ethicspoint.com](https://chobani.ethicspoint.com).

# SECTION 3: PAY & PERFORMANCE

## Categories of employment

“Full-time” employees work at least 30 hours a week, while “part-time” employees work between 10 and 29 hours each week. The company also employs “temporary employees” whose assignments are of a limited duration. In addition to being full-time or part-time, employees are also classified as either “exempt” or “non-exempt.” Non-exempt employees are entitled to overtime pay as required by applicable federal and state law, whereas exempt employees are not entitled to overtime pay. Employees classified as exempt receive a salary intended to cover all hours worked, including any hours worked over 40 in a workweek or overtime as otherwise mandated by applicable state law. Non-exempt employees are paid hourly.

We know these terms can be tricky to keep straight, but don’t worry – upon being hired, your People Team will let you know which employment group you’re in!

## Certification, licensing, and other requirements

If there are any licensing, certifications or testing requirements necessary for your job, you will be responsible for maintaining them. Not qualifying or maintaining a certification or license that is necessary for your position may result in corrective action up to and including termination.

## Recording your time

To ensure that you are paid correctly for all time worked, hourly employees must properly record all work time in accordance with this policy. Non-exempt employees are prohibited from working “off the clock,” which means working without recording their work time. Non-exempt employees must record their hours worked on a time clock (where applicable) or via the company’s web-based timekeeping system. All employees required to use a time-keeping system must record the start and end times of their shifts and their daily meal break.

In some cases, employees must record their time for business-related travel. Employees should refer to the Travel & Expense Policy on Chobani Home for more details and review with their supervisor on when this would be required.

Under normal circumstances, you should not punch in any earlier than seven minutes before your scheduled start time or punch out any later than seven minutes after your scheduled end time, unless you have been directed to do so or were otherwise authorized to do so by your supervisor or manager.

You are expected to work until the end of your shift. Do not record the time for, or on behalf of, another employee for any reason or under any circumstances.

**Working Remotely:** In some cases, non-exempt employees may be permitted or required to work remotely. In such situations, employees must obtain prior approval to work off site during non-work hours. Non-exempt employees should not, during non-normal work hours, review or respond to work-related emails or texts, or take or return work-related phone calls unless approved in advance by a supervisor or in an emergency. In the event a non-exempt employee is authorized to work during non-work hours using the employee’s mobile device, laptop, etc., all time worked must be recorded.

**Shift Differentials:** Shift differential compensation is additional compensation meant to recognize and reward time worked outside of daytime shifts. Specific shift differential information may be obtained from your People Team.

**Call-In Shifts:** Employees who, by the request or permission of the supervisor, physically report to work on any day will be paid for at least four hours, or the number of hours worked as a part of their regularly scheduled shift.

Employees who, by request or permission of the supervisor, work any shift not scheduled at least 14 days in advance, shall be paid an additional two hours of pay, subject to the exceptions detailed below. Employees required by the supervisor to call-ahead within 72 hours of the start of their shift to confirm whether to report to work shall be paid at least four hours, subject to the exceptions detailed below. Employees whose shift is cancelled less than 14 days before the shift's scheduled start shall be paid at least two hours of pay; an employee whose shift is cancelled less than 72 hours before the shift's scheduled start shall be paid at least four hours of pay, in either case subject to the exceptions detailed below.

**On-Call Shifts:** An "On-Call" employee is not expected to show up to work nor remain on Chobani property during an on-call period. However, it will be required that they be in fit condition for duty. Fit condition for duty means they must refrain from drinking alcohol and/or other substances which may impair their ability to drive or perform their position's duties. An "On-Call" employee will also be required to stay within a 100-mile radius of their assigned location and will be expected to report to work when notified. A Director-level employee or above must approve all "On-Call" hours. Where state law requires factory employees to have 24 consecutive hours of rest in each calendar week (e.g., "One Day of Rest Rule" in New York State), such will be provided. An employee who is "On-Call" shall be paid at least four hours of pay, subject to the exceptions detailed below.

## **Exceptions:**

- Employees will not be entitled to the call-in or on-call pay detailed above in any week where their wages exceed 40 times the basic hourly minimum wage, as provided by state law.
- Employees will not be entitled to the call-in or on-call pay detailed above when employees' duties or ability to report to work is dependent on weather conditions, or necessary to protect the health or safety of the public or any person, or where duties/assignments are subject to customer or customer work orders.
- Employees will not be entitled to call-in or on-call pay where operations at the workplace cannot begin or continue due to a cause outside of Chobani's control.
- Employees will not be entitled to call-in pay when an employee volunteers to cover a new or previously scheduled shift.
- Employees will not be entitled to call-in pay for new shifts in the first two weeks after that shift is created.
- New employees in their first two weeks of employment are not entitled to additional pay for shifts scheduled with less than 14 days' notice.
- Employees will not be entitled to call-in or on-call pay due to the employee's request for time off.
- In all cases, payment of call-in or on-call pay shall be subject to applicable state law.



**One Day of Rest Rule:** Consistent with New York State law, certain employees will be provided with at least 24 consecutive hours of rest in any calendar week.

## Overtime

There may be times when employees will be required to work overtime to meet our customers' needs. Non-exempt employees must have all overtime approved in advance by their supervisor.

In a situation where overtime is mandatory, or if an overtime shift is picked up voluntarily to fill a need, regular time and attendance policies will apply.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked over 40 hours in a work week unless state law provides otherwise.

Only actual hours worked count toward computing weekly overtime.

If you have questions about overtime pay, including if you believe you have not been properly compensated for all hours worked, you should immediately report your concerns to the People Team or your supervisor. Every report will be fully investigated and, if it is determined that an error has occurred, remedial action will be taken.

## Exempt employees and salary deductions

If you are classified as an exempt employee, you will receive a salary intended to compensate you for all hours you may work for the company. This salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of the work you perform.

You will receive your full salary for any work week in which work is performed. However, under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary is subject to reduction for the following reasons:

- Full day absences for personal reasons
- Full day absences for sickness or disability
- Full day disciplinary suspensions for infractions of our written policies and procedures (applies to Driver Safety Policy only)
- Family and Medical Leave absences (either full or partial day absences)
- To offset amounts received as payment for jury and witness fees or military pay
- The first or last week of employment in the event of less than a full week worked

Your salary is also subject to reduction for your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k), or other voluntary benefits you have elected.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:



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- Partial-day absences for personal reasons, sickness, or disability (except in cases of FMLA leave or to provide a return to work on a reduced work schedule)
- Your absence because the facility is closed on a scheduled workday
- Absences for jury duty or required attendance at a judicial proceeding or hearing as a witness for Chobani
- Any other deductions prohibited by state or federal law

However, subject to state law, it is not an improper deduction to reduce your accrued vacation, personal, or other forms of paid time off banks for full or partial day absences for personal reasons, sickness, or disability.

If you have questions about deductions from your salary or if you believe your salary has been subjected to any improper deductions, you should immediately report your concerns to the People Team or your supervisor. Every report will be fully investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

In addition, Chobani will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in Chobani's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in corrective action, up to and including discharge.

## Paycheck deductions

The company is required by law to make certain deductions from your paycheck each pay period.

Such deductions may include, for example, federal and state taxes and Social Security (FICA) taxes. Depending on other factors, including the state in which you are employed and the benefits you choose, there may be additional deductions. When an employee's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck.

Any questions regarding pay deductions should be directed to the Payroll Team or by emailing [kronospayroll@chobani.com](mailto:kronospayroll@chobani.com).

## Payday

You will be paid weekly on Friday for the period that ends on the previous Saturday. For pay purposes, our work week is Sunday through Saturday. When our payday is a holiday, you normally will be paid on the last business day before the holiday.

Your pay statements may be viewed online through MyADP which can be accessed through Chobani Home. Please review your pay statement for accuracy. If you find a mistake, report it to your supervisor immediately. Your supervisor will help you take the steps necessary to correct the error.

## Performance reviews

Every year, we work closely with our employees to engage them in an annual review and reflection process that begins in the fall and ends in the first quarter of the following year. We aim for 100 percent participation. All employees are asked to submit a self-evaluation and engage in a one-on-one review with their manager to discuss performance, goals, personal development, and a shared commitment to safety. Annual reviews are not intended to discourage feedback sessions or delay discussion of any performance issues that may occur at any given time.

A good performance review does not guarantee a pay increase, nor is it a promise of continued employment.

## Pay Equity

Each year, we conduct a pay equity analysis to ensure that our employees in similar job levels are being paid fairly based on justifiable compensation factors – such as tenure and performance – and not on discriminatory factors, like gender and race. Across all levels, we have concluded employee gender and race do not affect pay. And we're continuing to conduct pay equity analyses annually to protect this moving forward.

## Bonuses

All bonus compensation to Chobani employees is discretionary, and employees must be employed and in good standing on the date bonuses are paid to be eligible to receive bonus compensation, subject to applicable state laws.

## Internal transfers and promotions

It's our practice to fill all positions with the best-qualified person available while providing opportunities for internal employees whenever possible. The posting process for vacant positions is typically electronic. However, if there is a significant business need, we may fill vacancies without following the electronic posting process.

Individual promotions and transfers will be based on an employee's past performance, skills, work behaviors, qualifications, and the needs of the business. Candidates for promotion or transfer are normally required to have been in their current position for at least six months, with no formal corrective action warnings within the previous six months. Internal promotions and transfers require the approval of management and the People Team.

Once the transfer or promotion has been approved, the start date will be negotiated between the supervisors of the old and new departments. Normally this will be from three to five weeks after acceptance of the offer; however, it may extend beyond this time based on business needs. Internal candidates who are not selected will be notified.

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Should an employee transfer from a full-time to part-time position, they will be paid out for any accrued, unused vacation or PTO (Paid Time Off) time at the time of transfer. Please reference the “If You Must Leave Us” section of the handbook for accrual rates.

All promotions and transfers are made without regard to status in any group protected by applicable federal, state, or local law. Please realize, however, Chobani cannot guarantee promotions or transfers; there will be occasions when the best-qualified candidate comes from outside the Company. Moreover, Chobani reserves the right to seek to fill open positions solely from external sources to the maximum extent permitted by applicable law.

### Access to employee files

The People Team maintains employment-related files for each employee in a confidential and secure manner. These files are property of Chobani and access to the information contained within is restricted. Employees may access much of their employment information 24/7 by logging in to SuccessFactors through [Chobani Home](#). Employees can review the contents of their employee file upon request to the People Team to the extent required and in accordance with applicable state law.

### If you must leave us

Should you decide to leave your employment with Chobani, we ask that you provide a courtesy two weeks' advance notice of resignation. If two weeks' notice is not provided, unused PTO/vacation upon separation of employment will not be paid out, regardless of the circumstances surrounding the departure (including whether the departure was voluntary), unless otherwise required by applicable law. Employees may not extend their separation date by using PTO/vacation, nor use PTO/vacation during the notice period, subject to applicable law.

If a two-week notice is given, you will be eligible for a portion of unused PTO/vacation available plus up to 40 hours of available PTO/vacation time carried over from the previous year. Although all available PTO/vacation time may be taken at any point during the year it is given, Chobani considers you to earn your vacation throughout the year on a month-to-month basis, based on the schedule(s) noted below. The amount of PTO/vacation time eligible to be paid upon separation, therefore, is a prorated portion of your annual PTO/vacation less the number of hours/days you have taken that year. The prorated portion depends on the date of separation from employment with Chobani as shown in the chart below, unless otherwise required by law:

#### **Payment for PTO/Vacation Upon Separation of Employment with Two Weeks' Notice**

You will be paid for the portion of the year's available PTO/Vacation Hours/Days, less any Hours/Days already taken.

If your employment ends during:

Vacation – Proration Days								
Length of Service	0-3 Years			4-8 Years			9+ Years	
Separation Month	Accrue	Total Payout		Accrue	Total Payout		Accrue	Total Payout
January	2 days	2 days		2 days	2 days		2 days	2 days
February	1 day	3 days		1 day	3 days		2 days	4 days
March	1 day	4 days		2 days	5 days		2 days	6 days
April	1 day	5 days		2 days	7 days		2 days	8 days
May	2 days	7 days		1 day	8 days		2 days	10 days
June	1 day	8 days		2 days	10 days		3 days	13 days
July	1 day	9 days		2 days	12 days		2 days	15 days
August	1 day	10 days		1 day	13 days		2 days	17 days
September	2 days	12 days		2 days	15 days		2 days	19 days
October	1 day	13 days		2 days	17 days		2 days	21 days
November	1 day	14 days		1 day	18 days		2 days	23 days
December	1 day	15 days		2 days	20 days		2 days	25 days

PTO – Proration Hours

Vacation – Proration Days								
Length of Service	0-3 Years			4-8 Years			9+ Years	
Separation Month	Accrue	Total Payout		Accrue	Total Payout		Accrue	Total Payout
January	2 days	2 days		2 days	2 days		2 days	2 days
February	1 day	3 days		1 day	3 days		2 days	4 days
March	1 day	4 days		2 days	5 days		2 days	6 days
April	1 day	5 days		2 days	7 days		2 days	8 days
May	2 days	7 days		1 day	8 days		2 days	10 days
June	1 day	8 days		2 days	10 days		3 days	13 days
July	1 day	9 days		2 days	12 days		2 days	15 days
August	1 day	10 days		1 day	13 days		2 days	17 days
September	2 days	12 days		2 days	15 days		2 days	19 days
October	1 day	13 days		2 days	17 days		2 days	21 days
November	1 day	14 days		1 day	18 days		2 days	23 days
December	1 day	15 days		2 days	20 days		2 days	25 days

This policy applies whether employees are actively working, or if they are on an approved leave of absence at the time of the separation from the company, unless the employee was on an approved leave of absence and did not return after giving notice.

Employees who are rehired following a break in service more than 90 days, other than an approved leave of absence, will be considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits. Health & Wellness Benefits and/or Compensation Rewards.

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Regarding Long-Term Incentive Compensation (Equity), if an employee is rehired under 90 days, the number of units that were unvested and forfeited at termination will be granted with the next grant process. The new grant will follow the grant process with the applicable vesting schedule for that grant (no accelerated vesting will be applied).

All company property must be returned immediately upon separation of employment. Otherwise, the company may take further action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

Our company does not provide a “letter of reference” to former employees. We will confirm, upon written request, our employees’ dates of employment, salary history and job title. This will be handled through Chobani’s verification service known as “The Work Number.” The Work Number – 800-367-5690 – is a secure automated employment and income verification service provider. The Work Number can provide verifications only if the employee has given written consent to a verifier (bank, car dealership, etc.) to obtain information on their behalf. In some situations, a verifier may need Chobani’s Employer Code #26782. For additional information, please email [kronospayroll@chobani.com](mailto:kronospayroll@chobani.com) or contact your People Team.

Please notify your People Team of any changes to your mailing address or phone number after your separation to ensure uninterrupted delivery of important tax statements, benefits information, etc.

# SECTION 4: TIME & BENEFITS

## Work week

Because of the nature of our business, your work schedule may vary depending on your job. If you are a non-exempt employee, expectations of your role and standard work hours will be communicated to you upon starting.

If you are an exempt employee, your supervisor will communicate the expectations of your role and standard work hours. If you are not a full-time remote employee, you must get appropriate approval from your supervisor for any flexible work arrangements.

## Mealtime

Hourly employees working for more than six consecutive hours must receive a minimum 30-minute uninterrupted meal break. Certain employees may be required to take additional meal breaks, as may be required by state law. Your supervisor is responsible for approving the scheduling of this time. Hourly employees must punch out and back in for meal breaks. Mealtime breaks will be adhered to per applicable federal and state laws.

Employees are expected to take their full, allotted time for the meal period and may not perform any work during that time, unless specifically requested to do so by their supervisor. Except in cases of an emergency or business necessity, as determined by Chobani, employees will not be interrupted during their meal break. On those rare occasions when they must be due to an emergency, all work time must be recorded and will be compensated.

## Breaks

Breaks will be determined by the assigned department's business needs and communicated by your supervisor. All breaks will be administered and adhered to applicable federal and state laws. Plant employees are not permitted to leave company property during these breaks.

## Chobani Café Policies

The following policies and procedures are applicable only to employees of the Chobani Café in New York City.

**Cellphone Policy:** Staff are not to use their cell phones on the floor during their shift. If there is an emergency, please communicate that to your manager and step outside. If cell phone usage becomes an issue, the situation will be escalated to management for further review.

**Scheduling Requests:** If you have a scheduling request, please notify the Assistant Store Manager two weeks in advance, no later.

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If you need a day off that you are already scheduled for, please find a cover for that shift, and work it out with your direct manager. This will result in a .5 point towards your attendance file.

To avoid any attendance points, please be diligent about checking your schedule and planning for these requests.

**Clock In/Clock out Policy:** Please be sure to clock in no earlier than 7 minutes before your shift. If you are late, please call your manager for further instructions. Lateness may result in an attendance point. Please do not clock out earlier than your shift ends unless instructed by your manager.

### Attendance policy for hourly employees

Our goal is to have all employees at work and on time for each scheduled shift, including overtime shifts. Arriving at work on time and working your scheduled shift is required of all employees. Employees absent from work, or who arrive late or leave early are disruptive to company operations and create a workload burden passed on to their fellow employees.

Employees will be issued corrective action for excessive absenteeism or other violations of this policy. We do realize there are times when absences and tardiness cannot be avoided. This is why we have a no-fault system that allows you to accumulate some “points” (equivalent to a demerit), unless otherwise excused by applicable law or the Exceptions paragraph below before any corrective action will be taken. Managers will notify employees as they accrue points leading up to corrective action or termination depending on the severity of the situation.

While all locations require good attendance practices, some locations may apply a modified attendance policy, as needed or where otherwise consistent with applicable state or local law.

**Unexcused Absences:** Unexcused absences will result in one point per day, even if PTO/Personal Holiday is used to cover the unexcused absence. An unexcused absence is defined as a day in which an employee does not show up for work and has not gone through the appropriate approval process to use a PTO/Personal Holiday. Please see the Exceptions paragraph for exceptions to this policy. After the Sick Leave Exception no longer applies, absences due to illness lasting more than one consecutive day will result in one point, provided that the employee presents sufficient documentation from a medical provider to prove that the entire absence was caused by illness. Without such documentation, each day of absence will result in one point per day. All medical provider documentation must be presented on the first day the employee returns to work, and Chobani may require a release to return to work note from a medical provider before their return.

**Arriving Late/Early Departure:** If you will be late, need to leave early, or will be absent for any reason, you are required to notify your supervisor, or designated contact, as far in advance as practicable so the schedule can be arranged.

Each occurrence of lateness in which an employee arrives at work within one hour of the scheduled start time will result in a half point. If the employee arrives more than one hour after the scheduled start time, this will result in one point. Each occurrence of early departure in which an employee leaves work one hour or less prior to the end of the scheduled shift will result in a half point. Each occurrence of early departure in which an employee leaves work more than one hour prior to the end of the scheduled shift will result in one point.



## Progressive Corrective Action Schedule:

(Attendance only; other progressive corrective action described in Section 5):

4 points	Level 1 Warning
5 points	Level 2 Warning
6 points	Final Warning
7 points	Termination

Employees with four points within any rolling 12-month period will enter the progressive corrective action schedule set forth above. Each time an employee has a point or a half point occurrence, the company will look back 12 months from the date of that occurrence to determine the employee's point total and whether corrective action will be imposed.

**Note:** As mentioned in the 'Pay and Performance: Recording Your Time' section, an hourly employee is not permitted to clock in any sooner than seven minutes before the scheduled start time for the employee's shift unless the employee has received prior authorization from a supervisor. This provides time to obtain your uniform, change and get to your workstation.

**Exceptions:** Absences, lateness, and/or early departures will be excused for qualifying events under the sick leave exception (as defined below), up to a cap of 56 hours per year. Absences, lateness and/or early departures will also be excused as required by other law or as permitted by company policy including, but not limited to, when required by state or local paid sick or safe leave laws, the Family and Medical Leave Act and/or the Americans with Disabilities Act.

**Sick Leave Exception:** To qualify for a sick leave exception, the absence, lateness, and/or early departure must be because of a mental or physical illness, injury, or health condition of the employee or a covered family member. This includes the diagnosis, care or treatment or the prevention of a physical or mental illness. Also, this exception applies if the employee or family member is the victim of domestic violence. Under this exception, "family member" is defined as child, parent, spouse/partner, sibling, grandparent/child, or child of a spouse/partner. After an employee has used 56 hours of time off in a calendar year for any reason, this exception no longer applies. Our time and attendance system can keep up to 56 hours in a separate FTO (Flexible Time Off) bucket to be used for sickness for yourself and or a family member.

For hourly employees who do not have a separate FTO bucket, your PTO allotment is inclusive of this time.

Chobani may request reasonable documentation to show eligibility for sick leave if the leave lasts more than three days, unless otherwise required by applicable law. Please see a member of the People Team for specific questions.

**Truck Drivers Exception:** Truck drivers who are unable to safely operate a commercial motor vehicle due to illness or fatigue will not be penalized or issued corrective action because of refusal to drive and/or an absence. In this case, however, documentation must be submitted to the People Team from the employee's treating physician or health care provider confirming the refusal and/or absence was due to illness and/or fatigue such that the employee's ability or alertness was so impaired, or so likely

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to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate a commercial motor vehicle.

**No call, no show:** Each “no call no show” occurrence will count for three points. An employee who is going to be absent from work for any reason is expected to notify their supervisor as soon as possible, but no later than two hours before the start of their shift. Employees who fail to follow the call-in procedure, and further do not notify their supervisor of the absence within the first half of their scheduled shift will be considered a “no call, no show” for the day. For example: if your shift is from 6am to 6:30pm, to avoid a “no call no show” occurrence, you must call-in before 12pm. You will still incur points for tardiness or absence, as applicable, and for failure to follow the call-in procedure. No call, no show occurrences will be subject to progressive corrective action, starting with a Level 1 warning. Three occurrences of a no call, no show within a 12-month rolling year may result in termination of employment, unless the absences were otherwise excused by applicable law.

Additionally, an employee who is absent from work for three consecutive days without proper notification is considered to have abandoned the employee’s position and voluntarily terminated the employee’s employment as of the last day worked.

\*New hires will not receive an attendance point for sickness until their time off balance has been depleted, provided it is 56 hours or less at the time of hire.

### Attendance policy for Retail Sales & Execution Specialists

Retail Sales & Execution Specialists should refer to the Attendance Policy for Retail Sales & Execution Specialists located on [Chobani Home](#).

### Violations of attendance policy

Regular attendance is required of all employees. Employees issued progressive corrective action under this policy are expected to improve their attendance. Failure to improve and/or sustain improvement may result in the employee receiving additional corrective action, up to and including termination of employment. Employees who are chronically unable or unwilling to attend work regularly and on time present a hardship to other employees and the company. Habitual offenders of this policy, meaning employees who have established a pattern of violating this policy, and those who have been deemed to abuse this policy, may be subject to more serious and/or accelerated corrective action that does not strictly adhere with this policy, at the company’s sole discretion.

This policy does not override the expectations of federal, state, or local employment laws, including FMLA (Family Medical Leave Act) and ADA.

### Introductory period

Employment is on a trial or introductory basis for the first 90 days of employment. This period gives employees an opportunity to learn about the business, their job duties, and responsibilities. During this introductory period, the Company will have a chance to observe and evaluate the employee, and

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they can become familiar with their position and work environment. Should an employee be absent excessively, for reasons other than those protected by applicable law, without proper notice, Chobani reserves the right to take corrective action, up to and including termination of employment. The introductory period may be extended as determined at the Company's sole discretion.

Completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

### Submitting time off requests

All time off requests must be made electronically – through Kronos, accessible through [Chobani Home](#), or directly on timeclocks in locations that have them. Failure to record or report any time off in this manner will result in an end-of-year assumption that all your vacation time or PTO time was used. If time is not reported properly, employees may not be entitled to automatic carryover time off in the following calendar year, unless otherwise required by law.

Entering time off requests is the employee's responsibility, while it is the Supervisor or Manager's responsibility to approve or deny these requests in a timely manner.

### Non-exempt time off policy

The purpose of paid time off is to provide employees with flexible time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments and other activities. Your annual allotment is inclusive of time (Flexible Time Off/FTO) required to care for yourself or a family member due to illness. Use of the FTO allotment will not generate attendance points.

For hourly employees who do not have a separate FTO bucket, your PTO allotment is inclusive of this time.

#### **Eligibility:**

All regular\* full-time non-exempt Chobani employees (employees paid hourly and eligible to be paid overtime) are included in this program and earn time off throughout the year on a month-to-month basis.

*\*Excludes temporary employees.*

#### **Time Off Schedule**

##### **First Calendar Year:**

New employees will be eligible for PTO accrual, for reasons other than sick usage, based on the month they are hired, per the following schedule\*:

Month Hired	Hours
January	60
February	55

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March	50
April	45
May	40
June	35
July	30
August	25
September	20
October	15
November	10
December	5

*\*Employees in New York shall have a minimum of 1 hour of PTO for every 30 hours worked, up to a 56-hour cap, in accordance with applicable New York State law. See your People Team Representative if your PTO bank does not reflect this.*

Example: An employee hired on July 2 would have 30 hours of PTO to use in that calendar year.

## PTO calculation for rehires:

If you were previously employed by Chobani and are rehired after a less than 90-day break in service, you will be given credit for PTO at the appropriate tier, based on your years of service from your original date of hire, unless otherwise required by applicable law. This will be pro-rated for the calendar year during which you are rehired, based on the month in which you were rehired. Beginning Jan. 1 following rehire, you will be eligible for a full year of PTO, at the appropriate tier, based on your original date of hire and in accordance with applicable law.

If your break in service has been more than 90 days, your PTO eligibility upon rehire is based on the new hire schedule for the “First Calendar Year” (see above).

If you are rehired in the same calendar year that you left Chobani and if you were paid out unused PTO at the time you left, you will not be eligible to accrue additional PTO hours, for reasons other than sick usage, until Jan. 1 following your rehire date.

## Second Calendar Year:

On Jan. 1 following the date of hire, employees are eligible for 104 hours of PTO time.

Years of service, as noted below, are inclusive of any consecutive temporary employment, through an approved temporary staffing agency once an employee becomes a regular employee.

On the Jan. 1 following the completion of ...	Hours
1 year of service	104
2 years of service	104
3 years of service	104
4 years of service	144
5 years of service	144
6 years of service	144
7 years of service	144

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8 years of service	144
9+ years of service	184

## Guidelines for use:

Eligible employees may use time from their PTO allotment in hourly increments. Time that will not be counted against an employee's PTO allotment includes:

- Company paid holidays (unless this is regularly scheduled workday and approved time off by your manager)
- Bereavement time off
- Required jury duty or to make a court appearance
- Military service leave
- Other exclusions as may be required by law

Eligible employees are required to use PTO for all workdays or partial workdays they are absent (unless it is a location or department shutdown). This includes unexcused absences. PTO will be deducted by Chobani for full or partial day absences, whether an employee has opted to use such time, unless otherwise prohibited by law.

To take scheduled PTO, employees must submit a time off request electronically – either through Kronos accessible through Chobani Home, or directly on timeclocks in locations that have them – at least five days in advance (except in the case of legitimate, unexpected illness or emergency). Supervisors are responsible for coordinating and approving PTO schedules for all their employees and will make every effort to accommodate time off requests whenever possible.

If PTO/FTO is remaining at the end of the calendar year, employees may carry over 40 hours of PTO/FTO time into the following calendar year, unless otherwise required by applicable law. Any PTO/FTO time over 40 hours remaining at the end of the calendar year will be forfeited, unless otherwise required by applicable law.

Although all available time off may be taken at any point during the year it was given, Chobani considers you to earn your time throughout the year on a month-to-month basis. Thus, if you leave Chobani for any reason, if eligible, you will receive pay for only a portion of the unused time available to you. Please review the "If You Must Leave Us" section for more details.

PTO/FTO is paid at the employee's normal rate of pay at the time of absence, unless otherwise required by applicable law. PTO/FTO is not counted as hours worked for purposes of calculating overtime.

Employees on an approved leave of absence at the beginning of the calendar year, when time off is granted, will not be able to use their new PTO balance until they return from leave. Should you take a leave of absence that extends beyond 12 weeks (3 months), your time off allowance will be prorated upon return, using the month the employee returns from leave, and credit will be given for 1/12 of the amount the employee would have earned as of Jan. 1. Example: as of Jan. 1, an employee would earn 144 hours of PTO, upon return from leave in October the employee is allocated 36 hours of PTO ( $144/12=12$  hours x 3 months (Oct-Dec) = 36 hours).

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To the extent any applicable paid sick time/leave law or ordinance provides any greater rights than set forth in this policy, such provisions are incorporated by reference and/or addressed in a supplemental policy for covered employees. To the extent an employee uses PTO/FTO for reasons other than sick time/leave, they will not be provided with additional paid time off for sick time/leave purposes irrespective of any applicable sick time/leave law/ordinance, unless otherwise required by law.

## Exempt employee vacation policy

### Eligibility:

All regular, full-time exempt Chobani employees are included in this program.

### Vacation Schedule First Calendar Year:

New employees will be eligible for vacation accrual based on the month they are hired, per the following schedule:

Month Hired	Days of Vacation
January	15
February	14
March	13
April	12
May	10
June	9
July	8
August	7
September	5
October	4
November	3
December	2

### Vacation calculation for rehires:

If you were previously employed by Chobani and are rehired after a less than 90-day break in service, you will accrue vacation at the appropriate tier, based on your years of service from your original date of hire. This will be pro-rated based on the month in which you were rehired. Beginning Jan. 1 following rehire, you will be eligible for a full allotment of vacation, at the appropriate tier, based on your original date of hire.

If your break in service has been more than 90 days, your vacation eligibility upon rehire is based on the new hire schedule for the "First Calendar Year," above.

If you are rehired in the same calendar year that you left Chobani and if you were paid out unused vacation at the time you left, you will not be eligible for additional vacation days until Jan. 1 following your rehire date.

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## Second Calendar Year:

On Jan. 1 following the date of hire, employees are eligible for 15 days of vacation.

\*Years of service, as noted below, are inclusive of any consecutive temporary employment, through an approved temporary staffing agency once an employee becomes a regular employee.

On the Jan. 1 following the completion of:	Days of Vacation
1 year of service	15
2 years of service	15
3 years of service	15
4 years of service	20
5 years of service	20
6 years of service	20
7 years of service	20
8 years of service	20
9+ years of service	25

## Guidelines for use:

Eligible employees may use time from their vacation allowance in half-day or full-day increments.

Vacation requests must be submitted by the employee and approved by the employee's manager in advance. For accuracy and planning purposes, all vacation requests must be made electronically through Kronos. Supervisors are responsible for the coordination and approval of vacation requests.

If vacation is remaining at the end of the calendar year, employees may carry over up to five days of vacation into the following calendar year. Any vacation over five days remaining at the end of the calendar year will be forfeited, unless otherwise required by applicable law.

Although all available vacation time may be taken at any point during the year it was given, Chobani considers you to earn your vacation throughout the year on a month-to-month basis. Thus, if you leave Chobani for any reason, if eligible, you will receive pay for only a portion of the unused vacation time available to you. Please review the "If You Must Leave Us" section for more details.

Employees on an approved leave of absence at the beginning of the calendar year when vacation is granted, will not be able to use their vacation balance until they return from leave. For those employees out beyond 12 weeks (3 months), vacation will be prorated upon return, using the month the employee returns from leave, and credit will be given for 1/12 of the amount employee would have earned as of Jan. 1. Example: as of Jan. 1, an employee would be eligible for 15 days of vacation, upon return to work in October the employee is allocated 4 days of vacation.  $(15/12=1.25 \text{ days} \times 3 \text{ months} = 3.75 \text{ (round up to 4 days)})$ .

## Sick Leave

While we don't have a formal sick time policy for exempt employees, we know there will be unforeseen circumstances where you'll need to miss a day of work due to illness or to care for an ill

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dependent. In certain qualifying circumstances, eligible employees may take leave under the Family and Medical Leave Act. Please refer to the company's Family and Medical Leave Act policy, below. Where the illness of the employee or the employee's family member is not a "serious health condition" for purposes of the FMLA, we don't prescribe a set number of days that can be used for these purposes, but we expect employees and their managers to use their best discretion in managing these days away from work. For instance, if you have the flu, it may be better for everyone for you to stay home to recuperate before returning to the workplace, even if you work remotely for some of that time. Of course, all sick days must be legitimate, and in some instances the Company may require information, in accordance with applicable laws, to verify this policy is not being abused.

Sick days may only be taken for your own illness, injury, or health condition; the illness, injury, or health condition of your spouse, domestic partner, or dependent; to attend an appointment with a health care provider for you or a family member; or as otherwise permitted by applicable law.

The company reserves the right to issue corrective action to employees who abuse the company's sick leave policy, for example, by:

- Falsifying documents submitted to support leave
- Being untruthful about the reasons for requested leave
- Repeatedly using sick leave immediately before or after weekends, company holidays, or vacations where the employee cannot establish illness

Unless otherwise required by applicable law, the company reserves the right to request supporting documentation when employees have patterned sick leave usage, including, for example:

- Repeated requests for leave on Mondays or Fridays
- Leave requests on either end of a planned vacation or other absence

To the extent any applicable paid sick time/leave law or ordinance provides any greater rights than set forth in this policy, such provisions are incorporated by reference and/or addressed in a supplemental policy for covered employees.

## Holidays

Our company normally observes the following holidays during the year: New Year's Day, Martin Luther King Jr. Day Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Chobani Thanks You Day (the day after Thanksgiving), and Christmas Day. Company holidays will be posted annually on [Chobani Home](#).

### Non-exempt (Hourly):

Full-time regular\* employees are eligible for paid holidays upon hire. For non-exempt employees, holiday hours paid will be based on the hours of your regularly scheduled shift (8-hour, 12-hour, etc.).

\*Excludes temporary employees.

If you are scheduled to work on a holiday, you may take PTO or Floating Holiday if approved in advance with your manager.



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Non-exempt employees must work their scheduled workday before and after the holiday to be paid for the holiday (even if you worked the holiday) unless they are absent with prior permission from their supervisor. If you are scheduled to work a holiday and you are absent for that scheduled shift, you will not be eligible to receive holiday pay for that day.

Holiday pay during leaves of absence will be paid if the absence is excused as part of any waiting period or intermittent FMLA.

Holiday pay will not be applied in cases of unexcused absences OR during leave in which employee is being paid under the disability plan, worker's compensation, Paid Family Leave, or receiving pay from Chobani for other types of leave.

Hours worked on a holiday will be paid at time and one-half of the employee's regular rate. Holiday pay will be calculated using your base wage. Holiday pay is not calculated as "work" hours and therefore will not be used to calculate overtime.

A designated holiday may occasionally fall on a Saturday or Sunday. If a holiday falls on a Saturday, the preceding Friday will be observed. If a holiday falls on a Sunday, the following Monday will be observed.

### **Exempt (Salaried):**

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws. If an exempt employee is scheduled to work on a holiday and completes their scheduled workday, a different day off will be granted with pay (per approval from your manager).

## Personal holidays

In addition to company holidays, full-time Chobani employees may also take up to three personal holidays every year. We strongly encourage you to use these days for other days of personal meaning to you, such as Juneteenth, Veterans Day, or other national or religious holidays and celebrations.

### **Eligibility:**

All full-time Chobani employees are eligible for Personal Holidays.

Employees may take a maximum of three Personal Holidays per calendar year.

During their first year of employment, employees are eligible for Personal Holidays based upon their date of employment, as follows:

If hired between 1/1-4/30:	Three days
If hired between 5/1-8/31:	Two days
If hired between 9/1-11/30:	One day
If hired on or after 12/1:	0 days

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## Guidelines for use:

- Personal Holidays are to be taken in full-day increments.
- An employee must seek and obtain written approval from her/his supervisor at least five business days before the Personal Holiday date.
- Time Off requests must be made through Kronos, accessible from Chobani Home or on timeclocks in locations that have them and approved by the supervisor before the Personal Holiday date.
- Personal Holidays must be used during the calendar year in which they are granted and may not be carried over to the following calendar year, unless otherwise required by law.
- Pay in lieu of unused Personal Holidays will not be made when employment with Chobani ends, unless otherwise required by law.

## Chobani Gives

Giving back to the communities in which we live and work has been in our DNA since day one. That's why every full-time Chobani employee who is in good standing and has been employed here for at least three months receives up to eight hours of paid volunteer time to use throughout the year.

Employees can give back with a charity or organization of choice or work at a company-sponsored volunteer activity. Paid volunteer time must be submitted and applied to the year in which it occurred. For further information on the full program, please refer to [Chobani Home](#) or ask any member of your People or Impact Teams.

## Severe weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Public transportation (where applicable) is typically reliable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is unpaid, and points will be accrued as stated in the attendance policy. The People Team will notify employees regarding any modification of hours at their facility.

If extreme weather conditions require closing of the building, employees will receive information from your People Team or via Chobani's mass notification system – Send Word Now. This system pulls contact information from our employee roster to make these notifications. Employees can expect to receive a text message, voice mail and/or an email during these events to reach as many people as possible in a short amount of time. By acknowledging this Handbook, you consent to such messaging being delivered via text. Employees may opt-out of text messaging by request to the People Team.

## Jury duty

Chobani recognizes that occasionally, employees may be selected for jury duty. If you miss a regularly scheduled shift due to jury duty, Chobani will pay you for leave for this purpose. Employees are

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eligible for up to four weeks or 160 hours of regular pay for time missed over any 12-month period or as required by law. However, exempt employees are paid their full salary for any week in which they perform authorized work for the company. Any pay provided for time spent on jury duty leave is not counted as hours worked to calculate overtime. You may keep any payments you receive that are related to your jury duty. Proof of attendance must be submitted to your supervisor at the end of each week for payroll processing.

You should notify your supervisor of the dates of your jury duty or mandated court appearance. If you provide a valid subpoena, court order, or call to jury duty, the company will pay your regular pay while you are away for this purpose.

Please note you must return to work if the jury duty is completed before the end of your working hours, unless instructed otherwise by your supervisor. If you are required to serve jury duty beyond the period of paid jury duty leave provided under this policy, you may use any available paid time off, such as vacation, or may request an unpaid jury duty leave of absence.

## Family and Medical Leave Act

FMLA requires covered employers to provide unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for Chobani for at least one year (temporary service with Chobani counts toward this one-year requirement), have worked at least 1,250 hours over the previous 12 months, work at a company location with at least 50 employees within 75 miles, and have not exhausted their FMLA leave entitlement.

### Reasons for taking leave:

Eligible employees are entitled to a maximum of 12 weeks of unpaid, job-protected leave in a 12-month period for the following family and medical reasons:

- To care for the employee's child after birth, or placement for adoption or foster care
- To bond with a child (leave must be taken within one year of the child's birth or placement)
- To care for the employee's spouse, child, or parent (but not in-law) who has a serious health condition
- To address certain qualifying needs related to the foreign deployment of a military member who is the employee's spouse, child, or parent
- For incapacity due to pregnancy, prenatal medical care, or childbirth
- For a serious health condition that makes the employee unable to perform the employee's job

Leave to care for the employee's child after birth, or placement for adoption or foster care must be taken within one year of the child's birth or placement.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits

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to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Please note that FMLA runs concurrently with other paid leaves offered by Chobani. For more information, see a member of your People Team or access additional information on Chobani Home.

### **Military Family Leave:**

Eligible employees with a spouse, son, daughter, or parent (but not in-law) on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees (spouse, son, daughter, parent (but not in-law) or next of kin of a covered service member) to take up to 26 weeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period (one time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as “current members of the Armed Forces.” Covered service members also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five-year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as “covered veterans.”

The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.

### **Use of Leave:**

An employee does not need to use this leave entitlement in one block. When medically necessary or otherwise permitted, leave may be taken on an intermittent or reduced-schedule basis. Employees must make reasonable efforts to schedule leave for planned medical treatment to not unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### **Benefits and protections:**

While on FMLA leave, the company will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work.

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If paid leave is substituted for unpaid family/medical leave, the company will deduct your portion of the health plan premium as a regular payroll deduction.

Employees are responsible to pay premiums associated with their elected health plan benefits. Any past premiums due because of an employee's leave of absence from work (and for periods in which they are covered under our plan) will be collected via payroll processing upon their return to work. If an employee does not return to work or Chobani is unable to collect past due premiums via payroll, Chobani reserves the right to pursue collection directly with the employee.

Upon return from FMLA leave, most employees will be restored to their same position or one identical to it with equivalent pay, benefits, and other employment terms.

Use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

### **Substitution of paid leave:**

Employees are required to substitute accrued paid leave (PTO/FTO/vacation) for unpaid FMLA leave and the two will run concurrently. Employees are not required to use their floating holidays; however, they can if they choose to do so. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves.

All time taken because of the employee's serious health condition, such as time when short-term disability or worker's compensation benefits are received will also be applied toward the maximum weeks allowable under the FMLA.

When an employee's leave qualifies for both FMLA leave and Paid Family Leave, the leaves run concurrently, and employees have the option to either use PTO/vacation or receive the PFL (Paid Family Leave) benefit from our third-party administrator.

For more information, please visit with your People Team Leave Specialist.

### **Employee responsibilities:**

Employees requesting FMLA leave must provide written notice of the need for leave to the Leave Specialist and their supervisor 30 days in advance of the leave where the need for leave is foreseeable. If 30 days' notice is not possible, notice must be given as soon as practical and must comply with the company's normal call-in procedures (no later than two hours prior to the start of the employee's shift). Employees must notify your People Team, Leave Specialist, and their supervisor/manager when they are taken out of work or reporting an intermittent leave date, advising that you are out due to FMLA. Call-in should be done at least two hours prior to the start of the shift. Employees must also notify the Leave Specialist, and their Supervisor/Manager in advance, of any planned return from leave.

Employees are required to follow company procedures related to reporting their absence and filing claims with the company's leave administrator. Failure to do so timely is a violation of company policy.

Employees must provide sufficient information for the company and/or its designee to determine if the leave qualifies for FMLA protection and provide the anticipated timing and duration of the leave.

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Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by the healthcare provider, or circumstances supporting the need for military family leave. Employees must also inform the Leave Specialist and their supervisor if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees may also be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer responsibilities:**

Employees will be notified if they are eligible for FMLA leave and, if so, the notice will specify any additional information required and the employee's rights and responsibilities. If they are not eligible, the company and/or its designee will provide a reason for the ineligibility.

The company and/or its designee will inform you if the leave will be designated as FMLA-protected and the amount of leave counted against your leave entitlement. If the company or its designee determines that the leave is not FMLA-protected, they will notify you.

### **Unlawful Acts by Employers:**

FMLA makes it unlawful for Chobani to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA

Concerns regarding a violation with respect to either of these obligations should be reported to Chobani's People Team.

### **Enforcement:**

Employees may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

## **Chobani Parental Leave**

Since day one, family has been integral to Chobani. Celebrating family is one of the key hallmarks of our success – welcoming a new child into the family is a milestone that deserves recognition. That's why we were proud to be among the first manufacturing companies to offer a paid parental leave benefit to all employees. We want our employees to be able to bond with the newest addition to their families and return to their jobs feeling confident and ready.

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Chobani Parental Leave provides eligible full-time employees (excluding part-time, temporary, seasonal and interns) with six weeks of 100% paid leave to bond with a new child following a birth, adoption, or foster care placement\*. To be eligible for this benefit, employees must regularly work 30 or more hours per week and have completed at least six months of continuous employment as a full-time employee, dating from their service date, to be eligible to take Parental Leave. The six months of employment must be completed prior to the birth, adoption, or the placement of a child for foster care. Employees must provide at least 60 days' notice, unless unable to do so due to individual circumstances.

*\*For foster care situations, no more than one parental leave allowed every nine months.*

The six weeks of leave must be taken within six months following the birth, adoption, or placement of a child. Additionally, employees must take parental leave in no more than two blocks of time, with a minimum of two weeks per block.

Please note that should an employee take longer than 12 weeks (three months) for parental leave, as with any other type of leave of absence, their PTO will be prorated upon return.

Parental Leave will run concurrently with FMLA leave and any similarly applicable state or federal law.

Company Paid Holidays will not extend an employee's Parental Leave dates. If a company holiday falls within an employee's parental leave period, the employee will not be paid holiday pay.

For more information on Parental Leave, please reach out to your People Team.

## Lactation accommodation

Chobani strives to create an exceptional working environment attuned to both professional and personal needs, such as a nursing employee's need to express milk for the employee's child.

Chobani will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child, to the extent required by and in accordance with applicable law. If possible and permitted by applicable law, the break time must run concurrently with rest and meal periods already provided to the employee. Breaktimes that do not run concurrently with rest and meal periods already provided to the employee will be unpaid, to the extent permitted by applicable law.

Chobani will make reasonable efforts to provide an employee with use of a room or location near the employee's work area, other than a bathroom, for the employee to express milk in private. This room or location may be the employee's private office, if applicable.

Employees will not be discriminated against or retaliated against for exercising their rights under this policy. Contact your People Team for more information.



## Military leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstatement rights in accordance with federal and state law. Chobani may require documentation detailing the service requirements for administration of this leave policy. Employees must provide notice to the People Team as far in advance as is reasonable under the circumstances.

Accrued PTO, vacation or floating holidays may be used during military leave if the employee chooses. Military orders should be presented to your supervisor and the People Team Leave Specialist as early as possible before departure (unless military necessity makes this impossible). You must notify the People Team Leave Specialist of your intent to return to employment after military service in compliance with the periods set by law. Your benefits and seniority may continue to accrue during the leave period in accordance with state and federal law.

Additional information regarding military leave may be obtained from the People Team Leave Specialist.

## Bereavement leave

Chobani understands the deep impact that death can have on an individual or a family. Regular full-time employees are eligible for five days of paid Bereavement Leave in the case of the death of an immediate family member – defined for purposes of this policy as a spouse, domestic partner, child (including miscarriage) or stepchild.

Regular full-time employees are eligible for three days of paid bereavement in the case of the death of a parent or stepparent, grandparent or grandchild, sibling or stepsibling or in-laws (mother, father, sister, brother, child, and grandparent).

Requests for Bereavement Leave should be made to your immediate supervisor as soon as possible. The company reserves the right to request written verification of an employee's relationship to the deceased and the employee's attendance at the services as a condition of the bereavement pay, to the extent permitted by applicable law. If you need additional time, your supervisor may authorize you to use PTO/vacation. If you have exhausted your PTO/vacation, you may apply for an unpaid leave of absence.

Bereavement leave is paid at the employee's base rate of pay at the time of absence for the number of hours the employee otherwise would have worked that day. Bereavement leave is not counted as hours worked for purposes of calculating overtime.

Please contact the People Team for information on taking a leave of absence.



## Personal leave

A full-time, regular employee may request in writing a leave of absence, without pay, for personal reasons. All personal leaves of absence must be approved by your department management and/or your People Team leader.

To be eligible to apply for a personal leave of absence:

- Employees must provide at least 30 days' notice when foreseeable and possible
- Approved PTO and a personal leave should not exceed six weeks at any one time
- The employee must have completed six months of service (calculated from the seniority date)
- The employee must be in good standing with the company, including with regards to employee evaluations, current performance, and conformance with attendance policy
- The employee must use all paid time before using unpaid time
- Employees will be required to pay for all benefit premiums during leave

An employee requesting a leave of absence may be asked to provide more details explaining the request. Requests for days of unpaid absence for personal reasons should be submitted to the People Team. All requests for a personal leave of absence will be reviewed on a case-by-case basis and will be approved at the sole discretion of the company. All such leaves require department management and the People Team approval.

All personal leave must be taken in successive weeks – in blocks of a minimum of two weeks and a maximum of six weeks; the personal leave of absence granted in a given calendar year must be used and completed before the end of that calendar year. Contact the People Team for details on how a leave of absence will affect your benefits.

**Please note:** A personal leave of absence is not to be used, and will not be permitted to be used, as an extension or a lengthening of any medical leave of absence or other approved paid time off.

For employees on any leave of absence at the end of a calendar year, Chobani will not pay out any PTO or vacation remaining and will carry remaining hours/days up to the 40 hours of PTO (five days of vacation) per our PTO policy, unless otherwise required by applicable law. No payment will be made of any remaining floating holidays.

Any employees who are out on leave of absence as of Jan. 1 of any calendar year are not eligible for any PTO, vacation, or floating holiday payments until they return to work.

Upon completing a personal leave of absence, Chobani will try to return employees to their original job or a similar position, subject to prevailing business considerations. We note, however, that reinstatement is not guaranteed unless required by law.

Failure to advise management of availability to return to work, failure to return to work after notifying Chobani of expected return to work or remaining absent from work beyond the time approved by Chobani is considered a voluntary resignation of employment unless otherwise prohibited by applicable law.

## Voting leave

We believe every employee should have the opportunity to vote in any local, state, or federal election, general primary, or special primary. Any employee will be granted up to three paid hours off to vote on the day of an election. Supervisors will be responsible for coordinating and approving the requested time off, which may be taken at the beginning or end of the employee's working shift, as the supervisor may designate.

You must notify your supervisor of the need for voting leave at least two business days before the election. When you return from voting leave, you must present a voter's receipt to your supervisor.

To the extent any applicable state provides any greater rights than set forth in this policy, such provisions are incorporated by reference and/or addressed in a supplemental policy for covered employees.

## Emergency responder leave

Employees who are members of volunteer fire departments and volunteer ambulance squads and act as first responders to local or state declarations of emergency will be given the necessary time off to provide crucial assistance during times of a declared state of emergency.

Leave is available only when an emergency exists after a declaration of a state or local emergency. This occurs when either a "Local State of Emergency" is declared by a county executive, town supervisor, village, or city mayor, or a "State Declaration of Disaster Emergency" is declared by the governor.

Accrued PTO, vacation or floating holidays may be used during emergency responders leave if the employee chooses, upon notice as outlined below.

### **Employee responsibilities:**

- Employees requesting Emergency Responder leave must provide written documentation from the head of the employee's fire department or volunteer ambulance service notifying the employer of the status as a member of the volunteer service.
- Employees may request leave from employment only while engaged in the actual performance of the employee's duties as a member of the volunteer service and when such duties are related to the declared emergency.
- Employees granted leave must give Chobani a notarized statement from the head of the volunteer fire department or ambulance service certifying the period that the employee responded to any emergency.

### **Employer responsibilities:**

- The company will grant the leave unless it determines that the employee's absence would impose an undue hardship on the conduct of the business.

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- To the extent any applicable state provides any greater rights than set forth in this policy, such provisions are incorporated by reference and/or addressed in a supplemental policy for covered employees.

### No work while on leave

Employees are expected not to be working while out on a Leave of Absence. Performing work for another company or business while on FMLA leave or any other authorized leave may lead to corrective action, up to and including termination.

### Medical and other benefits

Chobani has developed a comprehensive set of employee benefit programs for eligible employees to supplement their regular wages. Our benefits represent a significant added value to our employees.

Chobani posts the current benefit plans maintained by the company through links on [Chobani Home](#). Please refer to the Benefits Decision Guide, actual plan documents, and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. Please contact the People Team to obtain a copy of the summary plan descriptions.

The company reserves the right to modify its benefits at any time. We will keep you informed of any changes.

### Workers' Compensation

On-the-job injuries may be covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you're injured on the job, no matter how slightly, report the incident immediately to your supervisor. Please see the Health and Safety section for more information on general workplace safety.

Consistent with applicable state law, failure to report an injury within a reasonable period could jeopardize your claim, or ability to obtain coverage. We ask for your assistance in alerting management to any condition that could lead or contribute to an employee accident.

All employees also may be entitled to receive statutory short-term disability payments for non-occupational injuries or illnesses depending on their work location.

Workers' Compensation and short-term disability are solely monetary benefits and not technically leaves of absence, although you may have a simultaneous leave of absence while collecting under workers' comp or short-term disability. For information regarding leaves of absence that may be available while receiving these benefits, such as the FMLA, please refer to the leaves of absence policies and/or contact the People Team.

# SECTION 5: POLICY & PRACTICE

## Reasonable accommodations & interactive dialogue policy

Chobani is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including but not limited to the Americans with Disabilities Act (“ADA”). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for who Chobani has notice may require such an accommodation, without regard to any protected classifications, related to an individual’s:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment
- Sincerely-held religious beliefs and practices
- Needs as a victim of domestic violence, sex offenses or stalking
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business

Anyone who wants to request an accommodation based on any of the reasons above should contact their People Team representative and will be required to initiate the request with the company’s administrator for Reasonable Accommodations and submit any necessary information or documentation to support the request.

After receiving a request for an accommodation or learning indirectly that an individual may require such an accommodation, Chobani will engage in an interactive dialogue with the individual. Even if an individual has not formally requested an accommodation, Chobani may initiate an interactive dialogue under certain circumstances, such as when Chobani has knowledge that an individual’s performance at work has been negatively affected and has a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event Chobani initiates an interactive dialogue with an individual, it should not be construed as Chobani’s belief an individual requires an accommodation but will serve as an invitation for the individual to share with Chobani any information the individual desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, Chobani will communicate openly and in good faith with the individual in a timely manner to determine whether and how Chobani may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, Chobani will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the individual. Chobani is not required to provide the specific accommodation sought by an individual, provided the alternatives are reasonable and either meet the specific needs of the individual or specifically address the individual’s limitations. As part of the interactive dialogue, Chobani reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

Chobani will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding an individual’s underlying reason for needing an accommodation.

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We will not allow any form of retaliation against individuals who have requested an accommodation, for whom Chobani has notice may require such an accommodation or who otherwise engage in the interactive dialogue process.

Individuals with questions regarding this policy should contact their People Team representative.

### Equal employment opportunity

Chobani is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The company strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons on any basis including, but not limited to their actual or perceived: race, color, creed, religion, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), sexual orientation, gender identity or expression (including transgender status), national origin, ancestry, citizenship status, age, disability, military and/or veteran status, marital status, genetic information, or any other classification protected by federal, state and local laws. This policy applies to all terms and conditions of employment, including but not limited to recruitment, hiring, training, promotion, corrective action, compensation, benefits, and termination of employment.

If you are subjected to any conduct that you believe violates this policy, you must promptly contact the People Team. You may discuss equal employment opportunity-related questions with your People Team.

No one will be subject to, and the company prohibits, any form of corrective action, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations.

Any employee, regardless of position or title, whom the company determines has subjected an individual to discrimination or retaliation in violation of this policy will be subject to corrective action, up to and including termination of employment.

### Pay transparency and non-discrimination

Chobani will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:

- In response to a formal complaint or charge
- In furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by Chobani, or
- Consistent with Chobani's legal duty to furnish information

## Parking

Free parking is available to employees at most locations. Employees are required to park within the designated areas. The company is not responsible for loss, damage, or theft of your vehicle.

## Cellphones and other electronic devices

The company prohibits the possession or use of electronic devices in our product manufacturing area. For purposes of this policy, “electronic devices” include cellular telephones, cameras, tablets and recording equipment. An exception will be permitted for individuals whose position requires them to use an electronic device to perform their role’s duties. Use of electronic devices is restricted to the break/lunch area and employee locker rooms in all production facilities. Cameras, video calls, and recording equipment are prohibited in employee locker rooms for privacy purposes.

## External communication and speaking engagements

Chobani will respond to requests for official statements on behalf of the Company from the news media only through its designated spokespersons. Only authorized individuals are permitted to speak with or respond to inquiries for information on behalf of Chobani from the media, shareholders, the investment community (such as securities analysts and investment advisors) and government entities. If you are not so explicitly authorized, you must make sure that whenever you communicate in public forums, online or otherwise, you make it clear that you do not represent or speak for on behalf of Chobani. This ensures that the company delivers an appropriate message on behalf of Chobani and avoids giving misinformation in response to any media inquiry.

All media requests and inquiries for company statements must be referred to the Communications Team. Please direct media to reach out via [media@chobani.com](mailto:media@chobani.com). No employees, unless specifically designated, are authorized to make, or approve public statements on behalf of or as a spokesperson for the company.

If you are contacted by a stockholder or a member of the investment community for a statement on behalf of Chobani, you should decline to comment and should immediately refer all inquiries to the Chief Communications Officer.

Inquiries from a government entity or regarding any legal matters should be referred to the Chief Legal Officer.

Chobani is a high-interest brand and company with talented people who are experts in their field — so it’s not surprising that Chobani’s team members are often contacted to participate on panels, in training sessions, and as keynote speakers. All employee speaking opportunities must be reviewed and approved before agreeing to participate. Consult the Chobani Speaker Policy on [Chobani Home](#) or reach out to a member of the Communications Team for guidance.

## International and domestic business travel expenses

We are committed to the safety and security of our employees, including while they're traveling for business. Proper planning and taking certain precautions before, during, and after travel can help employees manage and mitigate the risks associated with domestic and international travel. Employees traveling for company business should refer to Chobani's Travel & Expense policy, which is located on Chobani Home for guidance on arranging travel, submitting eligible expenses, non-exempt employee travel, and much more.

## Progressive corrective action

The purpose of the Progressive Corrective Action Policy is to address, document and implement corrective action for violations of company work policies, procedures, methods, and agreements in a timely and structured manner between the employee and the employee's immediate manager or supervisor. This policy sets forth a procedure to correct violations in a timely, progressive, and positive manner to ensure proper corrective action, support, and notification.

All corrective actions will be formally documented on a Corrective Action Form with the supervisor's and employee's comments recorded and signed. Corrective action will include a three-step progressive program initiating from the date of the Level 1 warning and consisting of the following:

- Level 1 Warning
- Level 2 Warning
- Final Warning
- Termination

Depending on the situation, any step may be repeated, omitted, or taken out of sequence as determined by the company. Each case will be considered individually.

All corrective actions will remain effective for 12 months from the time of issuance. Repeat occurrences of similar violations of policy will result in termination if three occurrences are noted within a 12-month period. The 12-month period begins on the date the corrective action is issued.

If an employee incurs three separate corrective actions within a rolling 12-month period, additional corrective action may be taken up to and including termination.

It is expected that all employees will adhere to company policy, follow safety guidelines, and look out for their fellow workers when on company property.

The following may result in corrective action, up to and including termination for a first offense:

- Violation of the company's policies or safety rules
- Falsifying documents
- Tampering with product or state seals
- Failure to follow lawful directives or assignments
- Sleeping on the job
- Insubordination to lawful directives



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- Walking off the job
- Cardinal rule violations
- Unauthorized or illegal possession, use, or sale of alcohol or controlled substances on work premises or during working hours while engaged in company activities or in company vehicles
- Unauthorized possession, use, or sale of weapons, firearms, or explosives on work premises
- Theft
- Engaging in harassment
- Disrespect toward visitors or other members of the public
- Performing outside work or use of company property, equipment, or facilities in connection with outside work while on company time
- Poor attendance or deficient performance
- Violation of Chobani policy

These examples are not all-inclusive. We emphasize that termination decisions will be based on an assessment of all relevant factors. The three-step policy may be waived by the company in its sole and absolute discretion.

# SECTION 6: SAFETY & WELLNESS

## Safety

At One Chobani, there's nothing more important to our business than you – the team members who collectively make up our Chobani family. Your personal safety is our top priority. Our philosophy, programs, and practices are dedicated to ensuring that you arrive safely, work safely, and go home safely. Chobani's safety measures and other resources are available on Chobani Home and our Airborne Infectious Disease Exposure Prevention Plan, as required by New York law, is available via SuccessFactors.

Safety is everyone's responsibility, every day. We expect that all employees commit to a "Culture of Zero" making Chobani the safest place to work, with zero accidents and zero injuries.

Each year we ask employees to sign a Safety Pledge to affirm their commitment to a "Culture of Zero," maintain a safe work environment and demonstrate their agreement to safety through their day-to-day actions.

What follows are the Chobani Cardinal Rules. Violation of the Cardinal Rules will result in corrective action, up to and including discharge on the first offense.

### Cardinal Rules:

I will never:

- Work while under the influence of drugs or alcohol
- Intentionally falsify an official document
- Make an employee perform tasks they're not qualified and properly protected to do
- Remove or bypass a guard or begin work on equipment without isolating all hazardous energy
- Perform high-hazard work, such as working at heights, live electrical work or entering a confined space, without receiving authorized training and complying with all safety procedures, including a permit when required
- Operate a powered industrial truck in an unsafe manner

## Security

The safety and security of our employees is important to us. Please maintain control of your identification badge (if applicable) and keep it in your immediate possession while on site and present it to Security before entering any Chobani facilities that have a Security team onsite. In our manufacturing environments, please report anyone not displaying proper identification, or if you witness any unauthorized entry to the facility. Don't share your badge with others or allow entry to unknown personnel.

Any guests must report to Security and/or the reception area and must be escorted by an employee.

Chobani-owned properties are monitored by video surveillance, primarily to preserve the safety of employees and guests. All video footage is owned by Chobani, and only accessible by Security personnel and the People Team pursuant to our Video Surveillance Policy, which can be found on Chobani Home. Tampering with/or altering any cameras or video surveillance equipment may be grounds for progressive corrective action up to and including termination.

## Drug and alcohol-free workplace policy

The company has a vital interest in ensuring a safe, healthy, and efficient working environment for our employees and the customers we serve. The unlawful use or improper presence or use of drugs and alcohol in the workplace presents a danger to everyone. For these reasons, we have established this Drug and Alcohol-Free Workplace policy.

“Drugs” are defined as narcotics, intoxicants, inhalants, stimulants, depressants, hallucinogens, marijuana, cocaine, LSD, PCP, all illegal/unlawful drugs, amphetamines, barbiturates, heroin, opiates and their derivatives, steroids, “look-alike drugs,” “designer drugs,” other controlled substances, and drugs that are legally obtainable that have been obtained without authorization (e.g. without a prescription), that are used inappropriately (e.g. not in accordance with the prescription), or otherwise illegal under state or federal law. Use of vaporizers on Chobani property is not permitted, unless in designated outdoor smoking areas.

Employees are prohibited from engaging in the unlawful manufacture, distribution, possession, or use of any drug or drug paraphernalia. Moreover, no employee may be under the influence of or impaired by alcohol or any drug while serving within the scope of their employment with Chobani, except when the use is pursuant to a licensed medical practitioner’s instructions and the licensed medical practitioner authorized the employee to report to work. However, to the extent permitted by and in accordance with applicable law, this exception does not extend any right to report to work or perform work under the influence of medical marijuana or to treat the lawful use of medical marijuana as a defense to a policy violation or a positive drug test, to the extent you are subject to any drug testing requirement.

The company, at its discretion, may institute a program of random and reasonable cause testing of all current employees, to the fullest extent permitted by law. Under the company’s current program, all employees may be subject to reasonable cause drug and alcohol testing. Employees in safety critical roles may be eligible for random testing. Your People Team will inform you if you are in a safety critical role. Random testing selections will be unscheduled and will be made by a scientifically valid method of selection where every employee is equally subject to being tested. Refusal to submit a sample or to properly complete documentation for a test will be considered a refusal to test, which may result in corrective action up to and including termination.

Your employment or continued employment with the company is conditioned upon your full compliance with this policy. Any violation of this policy may result in corrective action, up to and including termination.

The company further reserves the right to take all appropriate and lawful actions necessary to enforce the substance abuse policy including, but not limited to, the inspection of company-issued lockers, desks, or other suspected areas of concealment, as well as an employee’s personal property when the company has reasonable suspicion to believe that the employee has violated this Drug and Alcohol-Free Workplace policy.

Chobani maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist employees recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request accommodation to avoid corrective action for a policy violation.

## Tobacco policy

Chobani assists employees who wish to quit using tobacco by offering help through our EAP (Employee Assistance Program) program. Any questions should be directed to your supervisor or the People Team.

The use of tobacco, including smokeless tobacco (e-cigarettes, vaporizers, chewing tobacco, etc.), is permitted in designated outdoor areas only. This policy applies equally to all employees, customers, and visitors. These areas have been specifically designated outside of each facility where permitted. Electronic cigarettes and vaping are allowed in outdoor designated areas only.

Designated smoking areas must be kept clean, and all cigarette butts must be disposed of in the provided receptacles. Disposing improperly of garbage and/or cigarette butts will result in the same violations as smoking outside of designated areas.

Employees working in manufacturing areas can go outside during breaks and lunch, only if they change out of their uniform.

Any violations of this policy, including smoking outside of designated areas, may result in Chobani's progressive corrective action process, or more, depending on the circumstances, at Chobani's reasonable discretion.

## Post-accident drug testing

Employees who experience a work-related injury that requires professional medical treatment, regardless of severity, may be subject to a drug test, in compliance with all laws and regulations, if it is reasonable to suspect that drugs or alcohol use could have contributed to the accident or injury.

For more information, reference the Administrative Procedures for Drug & Alcohol-Free Workplace document in the People tab, Manager's Toolkit, on [Chobani Home](#).

## No weapons in the workplace

The possession, use or sale of weapons, firearms, or explosives on work premises (including facility parking lots), while operating company machinery, equipment, or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company, or where such prohibition is otherwise restricted by applicable law.

### Weapons include:

- Guns
- Knives
- Mace
- Explosives

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- Any item with the potential to inflict harm that has no common purpose

This list is illustrative only, and not exhaustive. Chobani prohibits employees from possessing any weapons in the workplace. This policy applies to all employees including those with a valid permit to carry a firearm.

If you're aware of violations or threats of violations of this policy, report it to your supervisor at once. No one will be retaliated against for making a report of a violation under this policy.

Violations of this policy will result in corrective action, up to and including the end of your employment.

## Workplace violence

Violence by an employee or anyone else against an employee, supervisor, member of management, or third party (including customers, vendors, visitors) will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to company property if someone, for whatever reason, may be unhappy with a company decision or action by an employee or member of management.

For purposes of this policy, workplace violence includes:

- Making threatening remarks (written or verbal)
- Aggressive or hostile acts such as shouting, using profanity, throwing objects at another person, fighting, or intentionally damaging a coworker's property
- Bullying, intimidating, or harassing another person (for example, making obscene phone calls or using threatening body language or gestures, such as standing close to someone or shaking your fist at them)
- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking
- Assault

This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated. If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either a physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

Reports may be maintained confidential to the extent that maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All reports will be promptly investigated. No employee will be subjected to retaliation, intimidation, or corrective action because of reporting in good faith under this policy.

Violations of this policy, including failure to report or fully cooperate in the company's investigation, may result in corrective action, up to and including discharge.

## Workplace searches

To protect the property and ensure the safety of all employees, customers, and the company, Chobani reserves the right to conduct personal searches consistent with state and federal law and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any employee's office, desk, files, lockers, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the company's discretion and do not have to be based on reason to believe Company policy is being violated. Employees are expected to cooperate in the conduct of any search or inspection.

Employees should have no expectation of privacy in any personal items brought into the workplace or in any Company work area or property used by the employee, whether locked with an employee or Company lock.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to corrective action, up to and including discharge.

## Driving standards

If you operate a Chobani owned or leased vehicle and/or your position requires you to use your personal vehicle more than 75% of your workdays in the course or scope of employment, you will be subject to Chobani's Fleet and Driver Safety Policy. This along with other applicable policies can be found on [Chobani Home](#).

If you do not meet the above criteria but will occasionally operate a rental or personal vehicle during your employment, the following rules will apply.

No Chobani employee will operate a personal or Chobani-owned/leased vehicle during their employment without a valid state issued driver's license and must comply with all applicable local, state, and federal laws. This includes any UTV/ATV, tractors, skid steers and golf carts while on company property.

Employees operating a vehicle while on Company business must report any collision or incident immediately to their supervisor, People Team representative or the next level management within 24 hours. A review of the incident will occur by management and use the progressive corrective action policy to address preventable driving behavior(s) identified in the evaluation process.

While operating a moving vehicle, Chobani employees are always required to properly wear seat belts.

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All Chobani employees must, at a minimum, comply with all local, state, and federal laws regarding electronic equipment use. This includes cell phones, media players, navigation systems, radar detectors, etc.

If employees are found in violation of these requirements, they may be subject to corrective action up to and including termination.

Nothing in this 'Safety & Security' section is intended to interfere with, restrain or prohibit employees from complying with or exercising their rights under any applicable federal, state, or local law.



# SECTION 7: THIS IS OUR TIME!

## Chobani®

Welcome to the team!

We hope this Handbook has provided you with a helpful and comprehensive overview of important things to know as you get started and continue to build your career with One Chobani. Transitioning into a job with a new company can be challenging, and the Employee Handbook is one of the many tools we have in place to make that process easier.

Please remember this document will be updated annually, so check back regularly for the most up-to-date information, especially if a specific question comes to mind.

But there's so much more to your experience at One Chobani than policies and procedures – keep an eye out for opportunities to learn more about our employee recognition programs and celebrations, learning and development programs, community volunteering callouts, and employee resource groups. They're all part of the One Chobani experience!

As always, don't hesitate to contact the People Team or catch up with your supervisor with any questions you may have.



I certify that I have read the Employee Handbook and State Supplement to the Employee handbook, if any for the state in which I work, and by signing below I personally commit to adhering to all company policies and terms as written.

Employee Signature