

**1. What is the Be-At-Work Bonus?**

- a. While several of the states in which we operate have imposed “stay-at-home” orders, we – as part of an “essential infrastructure industry” (food processing) - have an obligation to continue to operate. This was affirmed to us directly in a letter from the Department of Homeland Security, dated 3/20/20. We’re proud to be relied on by our country & communities in a time of great national need. We – all – will likely be challenged as a result of the COVID-19 outbreak. This Bonus is IPC’s way of recognizing the sacrifices made by many of our team members, as we work to meet the needs of our country, communities, and customers.

**2. Who is eligible?**

- a. Team members from all IPC divisions – IPC, SFG, QSI, OP, OP Nutrition – both plant & staff roles, hourly & salaried.
- b. Any team member required to report to one of IPC’s office or operations locations.
- c. To be eligible for the bonus: Team members can have no absences or early departures during the prior week. They may be late one time – by no more than 30 minutes – in a given week and still be eligible for the Bonus.
- d. Team members must have completed any initial (60 day for most IPC locations) or “probationary” (120 days for SFG) period to be eligible. Please discuss with your plant HR personnel if you have specific questions about this eligibility.

3. **Who is not eligible?** Team members who typically work remotely will not be eligible. Team members classified as Seasonal, Temporary, or Intern. Individuals away from work on any type of paid or unpaid leave, not including paid time off (PTO) or unpaid time off (UTO). Team members will not receive the Bonus if they are out for any type of leave during a given week.

4. **How much is the Bonus?** It is equal to 10% of the team members’ gross wages for a given week. That is almost 5 additional hours of regular straight-time wages per week.

5. **Will the calculation of my weekly bonus will include my prior week’s overtime?** Yes, if you’ve had no absences or early departures in the prior week.

6. **Is the Bonus paid each week?** Yes. Each week, you earn an additional 10% for every day you worked the prior week, conditional on working your full schedule for the given week. Every week starts the clock over again; goal is to complete the week with no absences or early departures.

7. **When does the Bonus start?** First bonuses will be paid during the week of April 6, 2020, based on team members’ exceptions from Wednesday, April 1 to Sunday, April 5, 2020. Payroll will be processed on Tuesday, April 7 and will be deposited – most likely – Thursday, April 9.

8. **What if I take paid (PTO) or unpaid time off (UTO), approved in advance by my team leader?** Wages – whether as a result of working or taking PTO – will be used to calculate the Bonus. Simply put: If you have prior approval – due to PTO or UTO – to be off, you will be eligible for your weekly bonus as long as you work all hours scheduled the balance of the week. During this time, you can continue to request & take PTO or UTO. Key is that only PTO will count in the calculation of your bonus for a given week.

9. **How long does this Bonus last?** Bonus period is March 30 to May 31. Last payout will be processed the week of June 1.

**10. What happens after the Bonus ends?**

- a. At end of Bonus period, annual increase will be implemented. Increase will be retroactive to June 1 and paid on the first weekly payroll after June 1.

11. **If I have a question about the Bonus, who can help me?** Please contact a member of the IPC, QSI, or SFG HR team.