



Lunch & Break Policy

Intent

The Authentic T-Shirt Company dba SanMar Canada (The Company) is committed to providing lunch and break periods to allow employees the opportunity to rest and refresh themselves, while maintaining department productivity and customer service standards.

Employees are permitted one break, up to 15 minutes maximum, during each half of their shift and a 30 minute lunch period. The schedule for all lunch and break periods is determined by the department supervisor based on business conditions and scheduling needs. Please be considerate to your fellow employees and observe the schedule.

This policy is in compliance with all Provincial and National Employment Standards guidelines – consistently providing more than the minimum requirement.

Procedure

It is the responsibility of Supervisors and Department Managers to determine schedules for lunch and break periods. When establishing the schedule, business needs should be taken into consideration so that operations are not disrupted. Lunch and break schedules should be developed based on the following:

- Lunch periods are 30 minutes in length maximum, and should normally be scheduled during the middle of the shift.
- Break periods are a maximum 15 minutes in length. Two break periods should be scheduled per shift; one before the lunch period and one after. If overtime is scheduled to 10 hours or longer, an additional break may be permitted.
- Break periods are paid, lunch breaks are unpaid.
- If excessive lateness occurs in returning from lunch or break periods, or returning late occurs often, it is the responsibility of the supervisor or manager to follow up with the employee.

Scheduling guidelines:

- If an employee is involved in providing direct customer service or working on a major task, he or she should finish before taking a rest or meal break.
- All break schedules may be changed, as necessary, to meet changing business needs. As much notice as possible should be given to employees, although there may be occasions where little or no advance notice is possible.

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- We believe that proper rest is important to safe work practices. However, an employee request to change schedules may be accommodated provided that adequate notice of the request is given and the department is able to meet its goals and objectives. Changes to lunch and break schedules must be approved by a manager.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Lunch & Break Periods Policy of The Authentic T-Shirt Company dba SanMar Canada. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____