

<b>Policy:</b>	Inclement Weather & Compensation	<b>Policy Reference and Revision Number:</b>	CHR 010 Rev 000
<b>Department:</b>	Human Resources	<b>Effective Date:</b>	08/01/2021
<b>Authorized By:</b>	SVP Human Resources	<b>Page:</b>	Page 1 of 3

## PURPOSE

To provide guidance for employees and to administer compensation to employees when major events, including without limitation hurricanes, tropical storms, snow or ice storms, fire, tornadoes, and flooding affect normal business conditions.

## POLICY

This policy will apply for storms and/or other natural event as described above that cause significant damage and requires or inhibits an employee's ability to work. It also is to provide supplemental compensation to those who provide service to BWC Terminals (the "**Company**") during severe weather-related situations, while maintaining base earnings for those employees released from work responsibilities prior to a major weather event.

In the event of inclement weather, employees are expected to report for work on time unless otherwise notified by a member of management or supervisor of an office/worksite closing, delayed opening or other contingency.

To determine the level of compensation given to employees, the time during which an operating area or facility is impacted by the storm or event will be designated as being in one of two "periods" based on the needs of the area/facility and the work performed. The periods are designated as being the Release Period and the Critical Period as defined below.

All employees are responsible to ensure contact information is always current in the Human Resources and payroll system for notification purposes.

## Definitions

### *Critical Period*

The period during which the weather conditions restrict access to the facility or make it unsafe to operate as determined by Senior Management.

### *Paid Time Off (PTO)*

PTO are hours accrued (e.g., vacation, personal days, illness or disability, appointments, emergencies) that allows employees to use as the need or desire arises during the year.

### *Release Period*

The period during which normal work schedules are suspended.

<b>Policy:</b>	Inclement Weather & Compensation	<b>Policy Reference and Revision Number:</b>	CHR 010 Rev 000
<b>Department:</b>	Human Resources	<b>Effective Date:</b>	08/01/2021
<b>Authorized By:</b>	SVP Human Resources	<b>Page:</b>	Page 2 of 3

### *Ride-Out Crew*

Employees selected to remain at the location whose purpose will be to operate the facility while safe conditions exist, shut down the facility before unsafe conditions develop, shelter-in-place at a company facility until safe conditions return, immediately assess the operability and safety of the facility when favorable weather conditions return, and help to efficiently re-start the facility.

### **PROCEDURE**

#### ***Release Period***

Company management will monitor the development, location, and projected path of all storms or events according to established emergency response procedures. In some cases, the Company will strive to determine as quickly as possible whether it is necessary to interrupt normal work schedules and permit employees to either evacuate their assigned work area or facility, or to instruct them to not report to work as normally scheduled if storm-related safety hazards are considered imminent for the immediate operating area. Once weather conditions return to normal, employees will be instructed as to when normal work schedules will resume.

Employees who are released early from their work responsibilities or have their normal work schedule cancelled, will be eligible to receive their regular straight time pay for all normally scheduled hours not worked during the Release Period *if they comply with all established communication and accountability requirements for their area*. Hours paid but not worked do not count toward overtime pay calculations. This period can vary between operating areas and facilities for the same weather event.

Employees missing normally scheduled work hours prior to or after the official Release Period (e.g. home preparations, loss of school or day care services, road closures, local community/county/parish mandatory evacuation orders, home repair) will code the time as Paid Time Off (PTO), subject to Management review.

In those rare cases in which a facility must endure an extended shutdown and alternate work assignments are not available, employees may be required to use PTO time to cover scheduled time missed. This decision will be made by Company management.

In inclement weather situations in which employees perform approved normal work duties from an alternate work location, normal pay policies will apply for hours worked.

#### ***Work During Release Period***

In some cases, due to specialized skills or work area, employees may be required to assist management to work during the Release Period to complete preparation work, perform shutdown activities or prepare for start-up.

All hours worked during a Release Period must be approved in advance by Management.

<b>Policy:</b>	Inclement Weather & Compensation	<b>Policy Reference and Revision Number:</b>	CHR 010 Rev 000
<b>Department:</b>	Human Resources	<b>Effective Date:</b>	08/01/2021
<b>Authorized By:</b>	SVP Human Resources	<b>Page:</b>	Page 3 of 3

***Critical Period***

Some facilities will be required to maintain operations until weather conditions no longer safely permit it. All approved non-exempt employees who remain in the facility and work as a member of the Ride-Out Crew during the Critical Period will be eligible to receive 1 ½ times their regular straight time rate for all hours worked at the facility. Management will approve all members of the Ride-Out Crew.

Employees who must shelter-in-place in the facility due to their inability to leave (e.g., road closures), and who are not members of the Ride-Out Crew during any portion of the Critical Period, will be paid according to normal pay policies. Non-exempt employees added to the Ride-Out Crew will be eligible to receive 1 ½ times their regular straight time rate for all hours worked at the facility from the point of time that they are added to the Ride-Out Crew by Management.

***Benefit Coordination***

Employees not working, but on PTO, jury duty, leave of absence, etc. that began prior to the start of an official Release Period, will be paid according to that respective pay practice and will not be covered by this policy.

Employees wishing to change their leave status must submit a request in writing to their supervisor or manager and be approved prior to the start of the Release Period.

All pay-related issues that arise that have not been addressed above must be brought to the attention of Human Resources and will be resolved on a case-by-case basis.

This policy is subject to the applicable federal, state, and local laws and regulations. To the extent that this policy conflicts with local laws or regulations, the policy shall, for application within the relevant jurisdiction, be deemed to be amended to comply with local laws, regulations, and collective bargaining agreements.