

EMPLOYEE MEAL POLICY

1. PURPOSE

The purpose of this Employee Meal Policy is to outline the guidelines and procedures related to employee meals provided by Supreme Security Firm. This Policy aims to promote a positive workplace culture and ensure that employees have access to nutritious and convenient meal options during their work hours.

2. SCOPE

This Policy applies to all regular full-time and part-time employees of 3SL who are eligible for meal benefits, as outlined in this Policy.

3. POLICY STATEMENTS

Meal Benefits

- **Eligibility:** Eligible employees will be provided with meal benefits, as specified in their employment contract or as determined by their employment status.
- **Meal Types:** 3SL may provide breakfast, lunch, or dinner, depending on the employee's work schedule and meal benefit eligibility.
- **Meal Schedule:** Meals will be served during designated meal periods, as communicated by Supreme Security Service Ltd. Employees should adhere to these mealtimes to ensure efficient meal service.

Meal Options

- **Nutrition:** Supreme Security is committed to providing nutritious meal options that cater to a variety of dietary preferences and restrictions. Whenever possible, efforts will be made to include options for vegetarians, vegans, and individuals with dietary allergies or restrictions.
- **Variety:** The menu will strive to offer a variety of meal choices to cater to different tastes and preferences.

Meal Service

- **Service Location:** Meals will be provided in designated dining areas or cafeterias within the workplace premises.
- **Payment or Deductions:** Employees eligible for meal benefits may be required to pay a subsidized amount or have a predetermined amount deducted from their paychecks in accordance with Supreme Security's Compensation and Benefits Policy.

Meal Policies

- **Waste Reduction:** Employees are encouraged to minimize food waste and use meal services responsibly. Taking excessive food, hoarding, or sharing with non-employees is discouraged.
- **Cleanliness:** Employees are expected to maintain cleanliness in dining areas and return trays, utensils, and dishes to designated areas after use.
- **Compliance:** Employees must comply with all food safety and hygiene regulations when handling or consuming meals.

4. RESPONSIBILITIES

- **Employees:** Employees are responsible for adhering to this Policy, attending meals during designated periods, and using meal services responsibly.
- **Supervisors and Managers:** Supervisors and managers are responsible for ensuring that employees are aware of this Policy and that meal services are provided as per the Policy guidelines.

5. COMPLIANCE AND CONSEQUENCES

Failure to adhere to this Policy may result in disciplinary actions in accordance with 3SL's policies and procedures. Disciplinary actions may include verbal counseling, written warnings, or other appropriate measures.

6. POLICY REVIEW

This Employee Meal Policy will be reviewed annually or more frequently if necessary. Updates or changes to the Policy will be communicated to all eligible employees to ensure continued understanding and compliance with meal benefit guidelines.

COMPANY

Authorized Signature

Print Name and Title

Date