



03/25/2020

To: Hourly Manufacturing Employees of Refresco NA,

RE: Crisis Bonus Pay

The Coronavirus Pandemic is an unprecedented occurrence that has swept the world, and we are adjusting every day to deal with it. While social distancing guidelines and stay-at-home orders from governments try to slow down the spread of the virus, it is causing many across North America and the world to lose their jobs. We at Refresco, however, are busier than ever as we continue our manufacturing operations to meet our customers' needs, keep retail stores stocked, and serve the people that depend on our products across North America.

Our products are considered essential as part of the food and beverage supply chain; they keep people hydrated and healthy. Your job is important because, during this difficult time, people across North America feel comfort while drinking their favorite beverages. You are also working when many can't, therefore, fueling your communities and preserving their livelihood. We are grateful for your diligence, dedication, and effort, as now more than ever, we must continue to put our drinks on every table.

To show our appreciation for your hard work and contribution, we are instituting a special "crisis bonus" for hours worked over the next six weeks (starting March 22, 2020 through May 2, 2020). This bonus consists of an extra \$1 for every hour you work (not to include vacation, personal time, or other paid time off). You will also receive your standard overtime premium on the additional \$1 bonus for any eligible overtime hours during this time period. The Crisis Bonus will be paid on a separate check on Friday May 8, 2020 for all eligible hours worked during this period.

For example, if an employee works in the Plant 40 hours each week, they will receive a \$240 crisis bonus on May 8th as they would have worked 240 hours. If an employee works in the Plant 50 hours each week, they would receive a \$330 crisis bonus as they would have received \$240 for the regular hours worked and \$90 for the 60 hours of overtime worked (OT at 1.5X in this example). Applicable payroll deductions and withholdings will be made from this payment.

Rest assured that we are doing everything we can to keep you safe. We have thorough cleaning and sanitizing protocols in place and clear escalation paths that we are following strictly to ensure that all of our leaders know how to deal with any potential concerns tied to this virus. We will continue to be diligent as we lead through this crisis. We are committed to communicating openly with you as we work through this together.

Thank you for your commitment and dedication!

Brad Goist
Chief Operating Officer,
Refresco NA

