

Policy:	Jury and Witness Duty	Policy Reference and Revision Number:	HR 022 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

PURPOSE

To encourage service on a jury when called and testimony as a witness when subpoenaed.

POLICY

BWC Terminals (the “**Company**”) will allow paid time off for all employees to appear in court as a witness or to serve on a jury, when called, consistent with the established guidelines and state law regarding pay for jury leave.

GUIDELINES

1. The Company will provide paid time off at their then-current base salary or hourly rate, up to a maximum of ten (10) working days (eight (8) hour per working day) during each calendar year to each full-time regular employee summoned to serve as a juror in a municipal, state, or federal court.
2. The Company will provide paid time off at their then-current base salary or hourly rate, up to a reasonable amount of time determined by the employees’ manager, to each full-time regular employee summoned to serve as a witness in a municipal, state, or federal court.
3. The Company will provide time off, without pay to each part-time employee summoned to appear as a juror or as a witness in a municipal, state, or federal court.
4. Full-time regular employees may retain any allowances fees, mileage allowances and other compensation received from the court for jury service or a litigant for testimony.

PROCEDURE

- Each employee is required to submit the following information to their immediate supervisor:
 - (i) a copy of the summons to serve as soon as received; or
 - (ii) proof of service when the period of jury duty or provision of testimony is completed.

EXCEPTIONS FOR UNION EMPLOYEES

Employees under a collective bargaining agreement (“**CBA**”) are covered under the terms of the CBA and not covered by this policy.

APPLICABLE LAW

In the event of a conflict between any applicable state law regarding pay for jury leave and these Company policies, the applicable state law regarding pay for jury leave will prevail.