DISCLAIMER

THE CONTENTS OF THIS DOCUMENT ARE PRESENTED AS A GUIDELINE AND FOR EASY REFERENCE TO SOME OF THE COMPANY’S CURRENT POLICIES AND PROCEDURES. COMPANY POLICIES AND PROCEDURES MAY BE CHANGED AND UPDATED AT THE COMPANY’S DISCRETION. THE CONTENTS OF THIS DOCUMENT ARE NOT INTENDED TO CREATE A CONTRACT BETWEEN THE COMPANY AND ANY EMPLOYEE. NOTHING IN THIS DOCUMENT OR IN ANY OF THE SUMMARIES PRESENTED BINDS THE COMPANY TO ANY SPECIFIC PROCEDURES, POLICIES, BENEFITS OR WORKING CONDITIONS.

YOU SHOULD REFER TO THE HUMAN RESOURCES POLICY AND PROCEDURES MANUAL FOR A MORE DETAILED EXPLANATION OF THE POLICIES, OR YOU MAY CONTACT YOUR HUMAN RESOURCES REPRESENTATIVE IF YOU HAVE ANY QUESTIONS.

RESERVATION OF RIGHTS

THOUGH NOT INTENDED, IF THE INFORMATION CONTAINED IN THIS SUMMARY IS DIFFERENT FROM THE FULL POLICY CONTAINED IN THE HUMAN RESOURCES POLICY AND PROCEDURES MANUAL, THE POLICY AND PROCEDURES MANUAL WILL PREVAIL. UPDATES WILL BE PROVIDED PERIODICALLY THROUGH MEMOS AND OTHER MEANS OF COMMUNICATION. MANAGEMENT RESERVES THE RIGHT TO DISCONTINUE OR MODIFY ANY PROGRAM, POLICY, OR BENEFIT REFERRED TO IN THIS SUMMARY AT ANY TIME AND SUBJECT TO ANY APPLICABLE LAW.
OUR MISSION
To Make Sell And Deliver Soft Drinks Better Than Anyone Else.

Our Values Honor God

• Accountability  • Morality
• Consistency      • Optimism
• Courage and Conviction • Respectfulness
• Discipline       • Supportiveness
• Honesty and Integrity • Trustworthiness

EVP STATEMENT
Great Company. Great Jobs. Opportunities to Earn Great Rewards.
These words reflect the core of Coca-Cola Bottling Co. Consolidated’s Employee Value Proposition (EVP) philosophy of developing and communicating a comprehensive partnership between CCBCC and YOU. A partnership that...

• fosters personal, professional, and corporate growth;
• creates a positive, supportive, and safe work environment;
• is based on integrity, honesty, teamwork, fairness and consistency; and
• provides comprehensive and competitive compensation and benefits designed to recognize your achievements, both now and in the future.

This handbook will help you understand your privileges, benefits, and responsibilities as a CCBCC employee. We ask that you read it carefully and contact your supervisor or your Human Resources Representative should you have any questions concerning its contents.

For more detailed information about many of the Company’s policies, you may reference the Human Resources Policy and Procedures Manual.
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EMPLOYEE RELATIONS [ER 1] *

Coca-Cola Bottling Co. Consolidated (CCBCC) maintains the position that it is not in the best interest of CCBCC or its employees for employees to be organized by a third party bargaining agent and that CCBCC will resist within the guidelines of the National Labor Relations Act all attempts on the part of any labor organization to organize CCBCC employees. It is the policy of CCBCC to pay wages that are competitive with the industry and the local market area where a facility is located; to maintain a competitive benefits program, to provide a healthy and safe working environment; to deal with employees fairly and honestly; and to relate to each employee as an individual. By adhering to these principles, CCBCC believes it can provide a better working proposition than employees would receive through any collective bargaining unit.

EQUAL EMPLOYMENT OPPORTUNITY [ER 2] *

The policy of CCBCC is to provide equal opportunity to all persons. The Company, therefore, has made a commitment to Equal Opportunity through a positive and continuing Affirmative Action Program. No employee or applicant otherwise qualified for employment will be discriminated against because of race, color, religion, sex, national origin, age, disability or veteran status. The Company strives to create a working environment free of discrimination and physical, psychological or verbal harassment with respect to race, sex, color, national origin, religion, age, disability, or being a veteran of the Vietnam Era. The Company is also committed to making reasonable accommodations in the employment of qualified individuals with disabilities.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
ANTI-DISCRIMINATION AND HARASSMENT

POLICY
Coca-Cola Bottling Co. Consolidated is committed to maintaining a work environment that is free from discrimination and harassment. CCBCC prohibits harassment of all types by any of its employees (including managers, supervisors, co-employees, and temporary employees), vendors, and customers. CCBCC does not approve of, nor will it tolerate, harassment of any type within the workplace.

Harassment is unwelcome conduct that can take many forms (including, but not limited to, sexual, racial, religious, national origin, age, disability, and whistleblower), is intimidating and offensive, and causes a hostile working environment that interferes with work performance. To show respect for each other and eliminate claims of harassment, CCBCC prohibits the examples of behavior that are set forth below, as well as any other conduct that may be harassing.

OUR POLICY IN ACTION
We expect our employees to exercise common sense and fundamental respect for one another. Think about how you want to be treated, how you would want your co-workers to treat members of your family if they worked here, and use that same high standard in dealing with your co-workers at CCBCC.

Specific Examples
While all forms of harassment are prohibited, sexual harassment and religious harassment are further addressed below:

Definition of Sexual Harassment
The Equal Employment Opportunity Commission (EEOC) has issued guidelines regarding sexual harassment in the workplace. Under these guidelines, sexual harassment will be treated as unlawful sex discrimination in violation of Title VII of the Civil Rights Act of 1964, as amended.

“Sexual harassment” is defined by the EEOC guidelines as follows:
Unwelcome sexual advances, requests for sexual favors and other verbal

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
or physical conduct of a sexual nature constitute sexual harassment when:
(1) submission to such conduct is made either implicitly or explicitly a term
or condition of an individual’s employment; (2) submission to or rejection
of such conduct by an individual is used as the basis for employment deci-
sions affecting such individual; or (3) such conduct has the purpose or
effect of substantially interfering with an individual’s work performance or
creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes threats or insinuations, either explicitly or
implicitly, that an employee’s refusal to submit to sexual advances, favors,
or other requests of a sexual nature will adversely affect the employee’s
employment, evaluation, wages, advancement, assigned duties, shifts, or
any other conditions of employment. This conduct is strictly prohibited.

Other examples of sexually harassing conduct in the workplace, whether
committed by superiors, co-workers, customers, vendors, or temporary
employees, is also prohibited. Typical examples of sexually harassing con-
duct includes, but is not limited to, continued or repeated: offensive sexual
flirtations, advances, propositions, or verbal abuse of a sexual nature; use
of sexually offensive or degrading words used to describe an individual,
including such comments about an individual’s body; use of sexually
offensive language, sexual innuendo, or suggestive comments; or sexually
oriented kidding, teasing, or practical jokes; the display in the workplace
of sexually suggestive objects, pictures, writing, language or drawings; or
unwelcome touching or physical contact, but one such touching may be
considered harassing. Such conduct, whether committed by persons of the
same or opposite sex, is prohibited.

**Definition of Religious Harassment**

To show respect for each other and eliminate claims of discrimination and
harassment, CCBCC prohibits behavior that includes, but is not limited to,
imimidation or making unwelcome comments about another person’s reli-
gion, including religious practices and beliefs.

CCBCC will not make any employment decisions based on an employee’s
religion or based on whether or not an employee participates in what may
be considered a religious activity, and CCBCC will not tolerate the harass-
ment of employees based on religion. CCBCC will attempt to reasonably
accommodate the religious practices of its employees and prospective
employees when, as directed by Title VII, such accommodation will not

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
cause an undue hardship on the business. Factors that may be considered in determining a reasonable course of action include impact on productivity, number of employees affected, and other considerations.

**PROCEDURES**

1. Employees who believe they have been harassed in violation of this policy, who witness conduct prohibited by this policy, or who have an accommodation request must immediately report the conduct and/or make the accommodation request to any of the following Company management officials:
   - The employee’s immediate supervisor or any other management official,
   - The local Human Resources Business Partner,
   - The Corporate Office of Employee Relations or
   - Any Human Resources official to whom the employee wishes to bring the complaint
   - Employees should not assume that the Company is aware of conduct that they fail to report.

2. Any management official informed of a potential harassment complaint or accommodation request should immediately contact the appropriate division and/or Human Resources official. The Human Resources official, along with other appropriate Company officials, is responsible for ensuring complete investigation of the matter.

3. Complaints of harassment and requests for accommodation will be held confidential to the extent possible and communicated to other Company officials/employees only on a “need to know” basis as required for an effective investigation. Our purpose is to protect the confidentiality of the employee who makes the complaint or request, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully accused of harassment.

4. All complaints of harassment and requests for accommodation will be fully investigated by the appropriate Company official(s) in an impartial and timely manner. If the investigation reveals a violation of this policy, appropriate corrective action, up to and including discharge as necessary, will be taken to correct and/or prevent any further harassment and/or policy

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
violation. If the investigation yields insufficient information to support a violation of this policy, the parties will be notified. Likewise, the Company will attempt to make reasonable accommodations, when possible, without imposing an undue hardship on CCBCC.

5. Employees will not be subject to retaliation or reprisal for reporting their complaints or concerns about harassment or requests for accommodation to Company officials. Any employees who believe they are being subjected to retaliation should immediately report such to any of the following Company management officials:

- The employee’s immediate supervisor or any other management official,
- The local Human Resources Business Partner,
- The Corporate Office of Employee Relations or
- Any Human Resources official to whom the employee wishes to bring the complaint
- Employees should not assume that the Company is aware of conduct that they fail to report.

6. Notice of this policy is being provided to employees in the following manner: posting on Company bulletin boards; individually distributing a copy of the policy to each employee; harassment training sessions; articles in the Company newsletter; attachments to employee paychecks; inclusion in the Employment Guide, etc.

**BUSINESS CONDUCT HELPLINE [BC 2]**

The Company is dedicated to providing all employees a safe and pleasant place to work, as well as, to maintaining and protecting its overall reputation for honesty, integrity and legal compliance. It is therefore the responsibility of every employee to report activity that is questionable or interfering with the safe, ethical, legal and orderly conduct of everyday business, and that may, directly or indirectly, impact the Company, including its employees, its business partners or its shareholders. Such activity may include the following:

- Harassment
- Discrimination
- Theft or improper use of Company assets and materials

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
• Anti-trust issues
• Improper or questionable treatment regarding accounting in books and records, financial reporting, internal accounting controls, or auditing matters
• Fraudulent transactions and other misrepresentations
• Unreported or unrecorded transactions
• Insider trading violations or misuse of Company financial information
• Improper disclosure or use of confidential information
• Conflicts of interest and improper related party transactions
• Product quality issues
• Health, safety, workers’ compensation, and environmental issues
• Improper political activities
• Inappropriate access or use of information systems involving the Company
• Offensive or inappropriate materials and electronic messages or information
• Copyright and software infringements and violations
• Other violations of the CCBCC Code of Business Conduct
• Other misconduct or potential illegal/criminal violations

There may be occasions when employees may not feel comfortable advising management directly of problems encountered, the Company has established the Business Conduct Help Line. The Business Conduct Help Line is a 24-hour, 365 day a year, staffed telephone service whereby employees may anonymously report inappropriate or questionable conduct. The Help Line is operated by an independent, third party firm and does not utilize Caller I.D. A communications specialist completes a report on the information provided and relays the information to appropriate corporate management for investigation.

Employees may contact the Business Conduct Help Line at 1-800-704-3408.

WHISTLE-BLOWER POLICY [BC 4]*

This policy applies to employees who observe or become aware of issues they believe to constitute wrongful conduct. In order for the Company to investigate the alleged wrongful conduct, and to take necessary internal corrective action, employees who become aware of alleged wrongful conduct have the following reporting responsibilities and protection:

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
• Employees have a responsibility to act in good faith and disclose such information in a timely and responsible manner.

• Employees should submit, in writing, disclosure of the alleged wrongful conduct. The disclosure should include all pertinent facts, including but not limited to dates, times, names of those involved, the wrongful conduct event, etc.

• Information regarding wrongful acts can be reported to local management, division management, division or corporate Human Resources management, the Director of Internal Audit, or by the use of the Business Conduct Help Line (see the Business Conduct Help Line Policy (ER 20) for additional information for using the resource).

• If an employee is unwilling or unable to put an oral disclosure in writing, the company representative who the allegation is reported to will prepare a written summary of the employee’s disclosure.

• No adverse personnel action (including but not limited to termination of employment, demotion, suspension, written warnings, decision not to promote, unwarranted performance reviews, etc.) may be taken against an employee in retaliation for any lawful disclosure of information on a matter in which the employee, acting in good faith, believes the following has occurred, exists, or may be in question: (1) a violation of any federal, state or local law, (2) a violation of the CCBCC Code of Business Conduct, (3) questionable accounting, internal controls or auditing matters, (4) a substantial and specific danger to the public or the employees of the Company, or (5) any other wrongful conduct.

• No member of management, officer, director, or any other employee with authority to make, or influence, a significant personnel decision shall take or recommend an adverse personnel action against an employee in retaliation for disclosing alleged wrongful or questionable conduct. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
YOUR EMPLOYMENT AND BENEFITS

TRAINING AND ORIENTATION
The first 90 days of your employment are considered to be an orientation and training period. During this period, you will be evaluating CCBCC as an employer. Also during this time, your performance will be evaluated to determine if you are able to fulfill the requirements of your job.

PERFORMANCE APPRAISALS
CCBCC believes that performance appraisals are a constructive means of improving the performance of both the employee and the Company; therefore, in addition to being evaluated during the training and orientation period, an employee who has successfully completed the training and orientation period will normally be given an Annual Performance Appraisal. However, these reviews may be more or less frequent, at management’s discretion. During the performance appraisals, employees will receive feedback about the strengths and weaknesses of their job performance, attitudes toward work, attendance and other relevant areas. Additionally, employees are encouraged to express ideas and comments about the Company and their job. Performance appraisals become a part of the employee’s personnel file.

ATTENDANCE AND PUNCTUALITY [ER 11]*
Regular attendance and punctuality are conditions of employment for all employees of CCBCC. The disruptions caused by irregular attendance include increased workloads for employees and potentially diminished levels of customer service. To minimize either of these undesirable conditions, employees are expected to be at work, on time, routinely. It is the responsibility of employees to notify their immediate supervisor of any absence prior to the beginning of the workday. Employees should notify their supervisor personally unless circumstances (i.e. medical condition) prevent them from calling. If diligent attempts to contact the immediate supervisor fail, employees should notify a member of management in the same department or area to report the absence. Reporting absences to non-management employees or not making an effort to contact one’s own supervisor will not

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
fulfill an employee’s reporting obligation.

Note: If an absence is due to an emergency, employees should contact management in a manner that is reasonable under the circumstances.

If the event of absences of duration of more than one day, employees should report each day’s absence prior to the start of each affected workday. Three (3) unreported absences from work for three (3) consecutive workdays is defined as a voluntary resignation and may result in separation from the company.

FAILURE TO REPORT AN ABSENCE [ER 11]*
Failure to report an absence, as required above, may result in the application of two incremental steps of corrective action.

ABSENTEEISM/TARDINESS [ER 11]*
Absenteeism will be measured by “occurrences” of absenteeism and by the number of days absent in a rolling twelve-month period. An occurrence is; (1) an absence of one or more consecutive days; (2) three tardies within a month (equate to an occurrence of absenteeism for corrective action); (3) patterned absences (these are regularly occurring absences, such as absences on paydays, Fridays, Mondays, etc.).

Tardiness is defined as (1) being late for the commencement of the work schedule; (2) being late in returning to work from breaks and meal periods; or (3) leaving work after working half or more of the day’s schedule; leaving work early due to illness short of a half day’s work schedule is considered an absence.

Employees become subject to corrective action with their second occurrence in any calendar month. An employee may receive a corrective step with the second occurrence and an incremental step for each successive occurrence within that calendar month.

Employees have a maximum of 12 days absence in any rolling twelve-month period. Once the twelve days have been expended, each day’s absence beyond the twelve may result in an incremental step of corrective action.

Types of absences which will be defined as an occurrence are as follows:

a. Employee sickness or injury not covered by FMLA or Workers’ Compensation

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
b. Reported absence
c. Unreported absence (a two-step offense)

Types of absences which will not be defined as an absence;

a. No work available
b. Holiday designated by the Company
c. Jury duty
d. Death in family
e. Workers’ compensation injury or illness
f. Family and Medical Leave Act related absences
g. Approved personal leave
h. Military leave
i. Scheduled vacation

**HOURS OF WORK [CM 1]**

It is the policy of the Company to establish hours of work in accordance with business needs. Normal operating schedules may be added to or reduced to meet changing conditions. Employees are expected to report to work on any day their job is scheduled to operate, unless excused by their manager.

**THE WORKDAY [CM 1]**

The “workday” is a period of twenty-four (24) consecutive hours beginning at the same hour that the facility week begins; except in the case of certain irregularly scheduled employees whose “day” begins at whatever hour their workweek begins.

**THE WORKWEEK [CM 1]**

A “workweek” consists of seven (7) consecutive “days” beginning on Sunday evening at 8:00 PM and ending at 7:59 PM on the following Sunday evening. The “facility week” consists of consecutive “days” beginning at a designated time and day at each facility. Different workweeks may be established for different employees or groups of employees at management’s discretion.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
**OVERTIME HOURS** [CM 1]*

Employees on hourly pay will be paid straight time pay plus an overtime premium for all hours worked in excess of forty (40) hours in one work-week. Employees are expected to work overtime as required.

**RESIGNATIONS**

To help ensure a smooth transition due to an employee’s resignation, employees who voluntarily resign their employment are asked to submit written or verbal notice of their intent to their immediate manager. A minimum of fourteen (14) calendar days notice is preferred.

- Vacation benefits are payable to separating employees based on the Vacation Policy, provided the Company receives notice as described above, and
- Vacation and personal holidays may not be used in lieu of working out proper notice.

**TERMINATIONS**

Employees who are discharged will receive their final pay on the normally scheduled pay period following their termination.

Employees who are terminated by the Company will not be compensated for unused vacation time.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
**VACATIONS [BN 4]*

It is the policy of the Company to award employees regularly working in excess of 1,000 hours per year annual periods of time away from the job for rest and relaxation. This excludes part-time merchandisers.

During the year of hire, employees are credited with vacation hours based on the below schedule. Employees may not take vacation time until they have completed 90 continuous days of employment.

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<td>October</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>0</td>
</tr>
</tbody>
</table>

On January 1 of every year, following the employees hire vacation hours are credited based upon the following schedule:

<table>
<thead>
<tr>
<th>Year of Hire</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following</td>
<td>80</td>
</tr>
<tr>
<td>5th anniversary</td>
<td>120</td>
</tr>
<tr>
<td>15th anniversary</td>
<td>160</td>
</tr>
<tr>
<td>25th anniversary</td>
<td>200</td>
</tr>
</tbody>
</table>

Employees must take vacation hours or lose them for that year. No carryover is allowed except as approved by the functional/facility Manager for justifiable business reasons.

Vacation hours must be taken in full day increments. Because of business conditions during holiday periods, only a limited number of employees in Sales, Production, Distribution, and the Warehouse may be scheduled for vacation during holiday periods. Employees with the most seniority will be given preference for these weeks. Employees who have unused vacation will not be paid the cash value of vacation if the following exists:

(a) The employee is involuntarily terminated for any reason other than lack of work.
(b) The employee has been on an extended leave (30 days).
(c) The employee voluntarily terminates without a minimum written notice of seven (7) calendar days.
(d) The employee voluntarily terminates employment within the first twelve (12) months after being hired.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
**Paid Time Off Accounts (PTO)**

Weekly Paid Employees Only (with 120 vacation hours or more)
Employees must use all vacation hours or establish or add to a PTO account for the next calendar year.

PTO accounts may not exceed 40 hours. Vacation hours not used or added to a PTO account are lost. Employees must inform their supervisors of their intent to add hours to their PTO account.

**Vacation Sell Back/Paid Time Off – Weekly Paid Employees [BN 4]**

Employees who have 120, 160, 200 hours of vacation at the beginning of the year have the option to (1) use all or part of their vacation days as time off, or (2) cash-in 40 vacation hours. No cash-in or payment of vacation in lieu of time off is permitted except for weekly paid employees with PTO accounts.

Payment of unused vacation hours for terminating employees, provided they are not excluded because of reasons noted above, will be paid based on the following prorated schedule if an employee terminates during:

<table>
<thead>
<tr>
<th>Months</th>
<th>Quarter</th>
<th>% Payment of Unused Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>January-March</td>
<td>1st</td>
<td>25%</td>
</tr>
<tr>
<td>April-June</td>
<td>2nd</td>
<td>50%</td>
</tr>
<tr>
<td>July-September</td>
<td>3rd</td>
<td>75%</td>
</tr>
<tr>
<td>October-December</td>
<td>4th</td>
<td>100%</td>
</tr>
</tbody>
</table>

**HOLIDAYS [BN 5]**

The Company provides a total of eight (8) paid holidays per year to all full-time, non union employees. Individual business units may designate these holidays. The Company observes the following scheduled holidays:

New Year's Day        Labor Day
Good Friday or Easter Monday Thanksgiving Day
Memorial Day           Christmas Day
Independence Day       Personal Holiday

All regular full-time hourly employees are eligible to receive holiday pay provided they are at work the day of, the scheduled day preceding and the day following a holiday, if scheduled to work unless excused by management.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
Employees are eligible to receive holiday pay if any of the following occurs the day preceding or following a scheduled holiday and the employee supplies proper documentation supporting:

- Vacation
- Death in Family (as covered under the Bereavement Policy)
- Jury duty
- On-the-Job Injury/Illness - Workers Compensation (first 30-day period)
- Personal Injury/Illness - Disability Leave (first 30 day period)
- Event qualifying for FMLA (first 30-day period)
- Doctor’s excuse from a physician relieving the employee from work

Employees scheduled to work on a holiday will be given the option of:

1. Being paid for the holiday on the next paycheck with no alternate day off; or
2. Scheduling an alternate day off and deferring payment until that time.

**TIME RECORDS**

For weekly paid employees, your timecard (electronic or paper) is the permanent record of your working time and it is your responsibility to see that the time is recorded appropriately. Only you should punch your time card or maintain your electronic time card. Should an error occur with your time, notify your supervisor immediately.

Employees are to clock in no earlier than 10 minutes prior to starting time and clock out no later than 10 minutes after the end of the shift, unless specifically authorized by management to do otherwise. No productive work should be done during these 10-minute cushions. This time is not computed for overtime. Overtime should be worked only with the consent of management.

Additionally, employees are to clock out for lunch break or when physically leaving the work grounds unless on Company business. No employee who is paid by the hour is to perform any “off the clock” work and no member of management is to encourage or permit such work.

**SHIFT DIFFERENTIAL**

You may receive a shift differential for working any regularly scheduled shift with a reporting time after 12:00 noon if at least one-half of the shift hours extend beyond 5:00 P.M. Any shift differential must be approved by position.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
CALL-IN PAY
Should you be called in to work during normally unscheduled time, you will be paid not less than four hours (4) at your normal rate. Should these hours make your weekly total hours exceed 40, you will be paid straight time plus an overtime premium for those hours in excess of 40. Vendor Service Technicians receive pay for wearing a beeper, when scheduled, and they are paid a minimum of two hours (2) pay if required to work as a result of the call.

REPORT-IN PAY
If you report to work as regularly scheduled and you are sent home because of lack of work, weather or other such problems without previous notice, you will be paid a minimum of four (4) hours at your normal wage rate. Report-in pay is forfeited if work is refused that is within your capabilities.

TEMPORARY SHUTDOWN [CM 6]*
The need occasionally arises to shut down the office or plant facilities for a short period of time. If a facility is closed, every effort is made to notify employees ahead of time using telephones, radio, television, etc. Employees who are not required to work will not be paid for the hours missed but may, at the discretion of departmental management, be given the opportunity to work outside their normal schedules to complete vital work during the particular week of the lost time. Individual vacation hours or personal holidays may be used if the employee wishes to be paid for time lost during the affected workweek.

Employees who are required to work days when the facility is closed will be paid for the hours actually worked. A minimum of four (4) hours will be paid in these instances.

BUSINESS INTERRUPTION
In the event of an unplanned need to alter business operating hours, information can be obtained by calling the Business Interruption Line toll free (888)704-3371 or (704)557-4870 in Charlotte. Some examples of business interruption might include weather, utility service interruption and other facility disruptions.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
**RETURN TO WORK [ER 6]**
CCBCC is committed to returning employees to productive work after work related injuries and illnesses. With that in mind, CCBCC will use internal and external resources to identify jobs and tasks that are productive that may be performed within medical restrictions.

This policy applies to work related injuries and illnesses. Employees are expected to report to work as soon as they are released from their physician for regular duty or for limited duty.

**HEALTH AND WELFARE BENEFITS**
Once you have completed your introductory period, you are eligible to participate in the Company’s health and welfare benefits plans. While the details of this plan will be described to you during your orientation, generally, this plan provides medical, dental, vision and life insurance for you and your family at your option, plus short-term and long-term disability insurance for you. Group long-term care coverage is also available for you and your family, if elected.

If you have any questions concerning your coverage, contact your Human Resources Representative. See the Employee Benefits Handbook or your enrollment packet for more information.

**CCBCC SAVINGS PLAN**
Full-time, non-union employees are immediately eligible to participate in the Matching Savings Plan (401k). This program allows you to designate from 1-50% of your income to be deducted from your payroll check for deposit in a retirement savings plan without being taxed on your deposits now. The Company will match 100% of your savings up to 5% of your eligible earnings. Your savings, as well as the Company’s matching funds, will be invested in any one or a combination of investment opportunities at your direction. Should you have further questions, contact your supervisor or Human Resources Business Partner.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
The Employee Assistance Program (EAP) offers employees and their household members an opportunity to resolve personal problems which may jeopardize either personal well being or work performance. Under this program, the services of an independent professional firm specializing in confidential consultations are available on a company prepaid basis to employees and their dependents in the same household.

Stewardship Volunteer Policy

Policy Statement

Coca-Cola Bottling Co. Consolidated is an organization that strives not only to be a Great Company, providing Great Jobs and the Opportunity to Earn Great Rewards, but to also be a good community partner. Our involvement in the communities where our employees live and work can come in many forms including financial support and community involvement. To help provide some structure around our community based efforts we have created the Stewardship program. Through the Stewardship program employees may volunteer their time and treasure to assist those who may be in need.

Currently the Stewardship Program sponsors programs such as:

- Elder Care Support
- Single Parents/Working Mothers
- Prayer Group

Eligibility

Any CCBCC employee is eligible to participate in these programs as long as they meet the following criteria:

A. Must be an employee in “good standing” (meaning the employee should not be on a corrective action or performance improvement program).
B. Must have completed the new hire introductory period (90 days),
C. Involvement must not conflict with the operational needs of the business.
D. Supervisory endorsement must be obtained prior to volunteering.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
Paid Time

A. Employees may be paid for time devoted to approved stewardship programs
   (1) that are identified and endorsed by the Stewardship Department:
   (2) for which they have been approved for participation by his/her supervisor or manager
   (3) for which they have been properly certified to participate (meaning they have completed all necessary training for participation);
   and
   (4) the hours devoted to the program are during normal scheduled work hours.

B. Eligible employees participating in a Stewardship program will be allowed up to six (6) hours per month to volunteer during normal work schedule. An additional four (4) hours per month can be approved in advance by the employee’s supervisor and the Stewardship Department, potentially bringing the total to a maximum of 10 hours per month. However, hours are not to exceed a total of 72 hours in a year (assumes a 40 hour a week employee). Part-time employees will have their allowable hours prorated based on the number of scheduled work hours. Eligible stewardship hours do not accrue month to month nor do they roll over year to year.

C. Volunteer hours that take place during the course of an employee’s normal work day for which the employee is eligible for compensation, will be paid at the employee’s normal rate of pay.

E. Volunteer hours reimbursed to employee will be tracked by the employees Supervisor.

F. Employee will not be paid for attending meetings or events that occur during the lunch break or hours that begin prior to the employees normal work day or may extend past the employees normal work day or on non-scheduled work days.

Scheduling

Participating in Stewardship activities should not cause a disruption to normal department operations. To help prevent disruptions from occurring it is necessary that employees and managers work together and commu-
nicate with each other regarding the employees desire to participate in an activities and any operational demands that may be a barrier to participation. As a result, employees should follow the following procedures prior to signing up to participate in any Stewardship activity that requires time away from work:

Employee should give their immediate supervisor at least 5 days notice of their desire to participate in a Stewardship event that may require them to be away from their job during normal work hours.

A. Managers will try to respond to the employee's request as soon as practical; however, any employee who feels that their request has not been given fair consideration may contact their Human Resources Business Partner or designee for further consideration.

B. In an attempt to accommodate an employee's request to participate in a Stewardship activity, employees may be required to work an adjusted work schedule.

**OTHER BENEFITS**

CCBCC offers full-time employees other benefits in addition to those described above. These benefits are available based on location availability. Please see your supervisor or Human Resources Representative for more information.

- Prescription Programs (CareMark)
- Flexible Spending Accounts
- Employee Stock Purchase Plan
- Safety Glasses/Shoes (if applicable)
- Sparkfly
- Employee Advantage
- Discount Program
- Employee Events (Picnics, Parties)
- Long-Term Care Insurance
- Business Travel Accident Insurance
- Uniforms (if applicable)
- Credit Union
- Chaplains

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
EMPLOYEE CONDUCT AND PROBLEM SOLVING

CODE OF CONDUCT [ER 4]*

The Company has established the rules listed below in order to ensure that CCBCC maintains an appropriate business environment. These are common sense rules of honesty, good conduct, safe practices and generally accepted customs of good taste. Managers are expected to role model the positive behaviors and to take corrective action, up to and including dismissal, for the violation of these principles. When questions arise regarding conduct, employees should contact their immediate supervisor, manager or their Human Resources Manager for guidance.

Prohibited conduct includes but is not limited to:

1. Violation of federal, state, county, or local laws, regulations, and ordinances.
2. Violation of any other Company policy.
3. Using offensive, abusive or threatening language to, or in the presence of, employees or customers of the Company.
4. Fighting with another employee or customers of the Company.
5. Theft, misappropriation of Company assets (e.g. coupons, bottle caps, office supplies, parts, company funds) or unlawful concealment of property from fellow employees, the Company or customers of the Company.
6. Insubordination (willful, deliberate refusal to follow direction, order or assignment by a Company official).
7. Deliberate misrepresentation of facts to a supervisor or any other Company representative concerning any work-related matters.
8. Reporting for work or working under the influence of alcohol or drugs, possessing, selling or consuming any alcoholic beverages or possessing, selling or using drugs of any kind (except prescription drugs prescribed for the employee) or otherwise violating the drug and alcohol policy.
9. Immoral, indecent or illegal conduct.
10. Giving or accepting gratuities for the purpose of influencing a business decision.
11. Possession of weapons, ammunition, firearms or other similar items.
12. Acts of negligence or violation of safety practice resulting in actual risk of, serious injury to another employee or resulting in actual or risk of serious loss of or damage to Company property.
13. Failure to immediately report an accident at the first available opportunity.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
14. Speeding or negligent driving.
15. Violating expectations of confidentiality.
16. Attempting to gain unauthorized access to company data by any means.
17. Improper sale of company product, (e.g., sales of out-of-date product and sales without proper documentation.)
18. Coercing, bribing, or otherwise inducing employees to engage in any practice in violation of Company rules.
20. Falsifying time records, personnel, production and/or other Company records.
21. Leaving work without permission from one’s supervisor or authorized Company representative.
22. Being absent from work three (3) consecutive days without proper notification to the Company.
23. Sleeping while on the job.
25. Entering working areas of the Company’s premises unless on duty and scheduled for work or otherwise on Company business or refusal to leave the premises when requested to leave by an authorized Company representative.
26. Violation of the Company dress code.
27. Any acts or conduct that could jeopardize product safety and/or reliability.
28. Improper use of the Coca-Cola or Coca-Cola Bottling Company Consolidated trademark or logo.
29. Use of derogatory or offensive language or imagery in reference to the company or fellow employees in e-mails, websites, blogs or other forms of media or communication is strictly prohibited.

**CORRECTIVE ACTION [ER 5]**
The Policy applies to all non-union, weekly paid employees. Corrective Action is imposed for behavior and performance that fails to meet Company standards. The corrective action process is a four-step progression. The severity of a situation, however, could warrant an acceleration of the process up to and including immediate discharge. The appropriate level of corrective action is determined through consultation between the supervising manager(s) and the Human Resource Representative. Corrective action steps once issued remain active on a rolling 12-month basis.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
PEER REVIEW [ER 18]*

The Peer Review system provides weekly paid employees, who have completed the initial 90-day employment period a process through which they may appeal a Step 3 or Step 4 Corrective Action to a forum of peers and management.

The Peer Review Panel is responsible for identifying and fairly evaluating all relevant facts pertaining to an appeal. It is not the Panel's responsibility to punish any employee. Instead, the Panel determines whether the Company followed the procedures in using the Corrective Action and whether the policies, etc., were administered consistently.

Appeals must be made within five (5) calendar days of the Step 3 or Step 4 decision.

OPEN COMMUNICATION

These meetings are generally conducted throughout the year to provide a forum for input and feedback from all employees. The primary purpose of the Employee Communications Meeting is to provide employees with an opportunity to express their opinions, needs and wants to the operating executive. Once employees have expressed themselves to their satisfaction, the meeting may be opened to discuss the state of the business, process improvement recommendations and change initiatives. However, the major focus of these meetings is feedback from employees.

GUIDELINES FOR PERSONAL APPEARANCE

CCBCC expects its employees to maintain a professional appearance not only as to dress but also as to overall appearance. The professional look of CCBCC employees sends an important message to our customers, clients and vendors, as well as to potential consumers and the general public, about CCBCC. This image of professionalism, therefore, extends to any body piercings, tattoos or body art that a CCBCC employee may have which may be visible to individuals encountered in the employee's work environment while dressed in appropriate work attire and during work hours.

Listed below is a general statement in regards to body piercings, tattoos or body art. For additional guidance, please see the Personal Appearance Policy, applicable to your position or department, immediately following this Guideline.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
Body Piercing – The term “body piercing” refers to the creation or penetration of an opening on one’s body through which items such as rings, hoops or other accessories may be worn, placed, hung, affixed or otherwise connected. CCBCC permits the wearing of earrings; with some limitations during work hours (see the Appearance Policy that most appropriately fits your position or department for additional guidelines regarding earrings). A piercing in other parts of the body is not acceptable if (1) jewelry or other accessory is worn or placed in the piercing and (2) the jewelry or other accessory in the piercing is visible during work hours or while in a company uniform. Inappropriate examples of body piercings include piercings in the nose, eyebrow, lip, tongue or other body part from which jewelry or other accessories are worn, placed or connected and which may be visible during work hours or while in Company uniform.

Tattoo, Body Art or Body Mark – The terms “tattoo”, “body art” or “body mark” refer to images that may be painted, branded, stamped or otherwise imprinted on one’s body. Tattoos, body art or body marks should not be visible during work hours or while in a company uniform.

CCBCC’s employee policy against visible tattoos, body art or body marks excludes standard cosmetics such as lipstick, foundation, hair dyes or eye shadow. In regards to standard cosmetics, CCBCC permits its employees to wear such make-up so long as it is worn in a professional manner that reflects customary modes of grooming for the non manufacturing, office or sales worksite.

CCBCC’s policy against visible tattoos, body art or body marks also excludes images that reflect aspects of religious observance, practices and beliefs of an employee, as protected by law. Examples of such acceptable religion-based images include, but are not limited to, a Hindu bindi or ashes pressed on the forehead during the Christian observance of Ash Wednesday. Unacceptable religion-based body marks include those which may reflect only an employee’s personal, political or nonreligious views, or those which do not constitute aspects of religious observance, practices and beliefs of an employee. As required by law, CCBCC will reasonably accommodate an employee’s religious observances, practices and beliefs, including those that require the wearing or placement of visible tattoos, body art or body marks on the employee, where accommodation can be made without undue hardship on the conduct of its business. CCBCC, therefore, requests that any employee who wishes to wear religion-based

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
image(s) on his or her body, or who has questions in regards to this policy, consult with his or her Human Resources Representative.

UNIFORM AND PERSONAL APPEARANCE – PUBLIC CONTACT

POLICY
The purpose of this policy is to assure that all CCBCC employees, regardless of position, present a businesslike image to the community and employees and to provide employees with guidelines to help them establish and maintain this image. The guidelines provided are not intended to be inclusive of all standards for acceptable appearance, and, therefore, it is the responsibility of local management to interpret and enforce personal appearance standards so they are consistent with local standards. It is the responsibility of all employees to report to work fit for duty which includes adherence to all personal appearance standards.

It is the policy of CCBCC that every employee, as required, will be in an approved CCBCC identified uniform. In addition, it is expected that each employee of the Company while on duty or on company business, whether in uniform or not, will maintain high standards of personal hygiene and appearance.

PROCEDURES
1. Each employee who is required to wear a uniform will be furnished an appropriate number of uniforms, a belt, hats as needed, name badges and a winter jacket. Standards for these uniforms have been established and there should be no deviations. These uniforms will be replaced as needed to ensure that a professional appearance is presented at all times. Any other uniform accessories will be at the employee’s expense and at management’s discretion.

2. Employees may wear uniforms while at work only. Uniforms may not be worn during non working hours.

3. Each employee will be required to report to work each day in a clean uniform. Employees are responsible for the upkeep and maintenance of the uniforms that are issued to them.

4. New uniforms will be issued in exchange for worn uniforms.

5. Employees who lose uniforms will be required to replace these uniforms at their own expense.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
6. Employees who terminate employment should return uniforms and all accessories, (ie belt, hats, jackets, and back belts), before the last paycheck is issued. If uniforms are not returned, the cost will be deducted from the last paycheck.

7. Employees who violate the guidelines concerning uniforms and personal appearance will be subject to corrective action.

8. Minor alterations to uniforms will be the responsibility of the individual employee.

9. Logs must be maintained on distribution of each uniform item provided to each employee. A specific person should be assigned this responsibility (Facility Administration Staff).

HAIR STYLES
Neat, well-groomed hairstyles of a conservative, businesslike fashion are expected. No unusual colors or styles will be allowed for women or men. Men’s hair may not cover more than the top half of the ear and may not be below the top of the shirt collar in the back.

FACIAL HAIR
Employees are expected to maintain a neat and professional appearance at all times during work hours. Neatly trimmed mustaches, beards, goatees and sideburns are acceptable but must be constantly clean, shaped and close cropped, extending no longer than one inch in total length. Employees choosing to not wear facial hair must be clean shaven at all times with the exception of a period of transition.

SHOES
Uniformed employees and supervisors must wear a standard black work shoe (steel-toed where required). Shoes must be shined, in good repair, and if equipped with laces, tied completely to the top eyelets.

JEWELRY
Employees who work near machinery must not wear jewelry that could pose a hazard. Men may not wear earrings. Neck chains worn outside the shirt are not allowed. Women may wear stud earrings only.
NON UNIFORM DRESS AND PERSONAL APPEARANCE – OFFICE SETTING [ER 13]*

Listed below is a general overview of acceptable casual wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual business wear.

Slacks – Dress pants, cotton and khaki slacks are acceptable. Inappropriate items include sweatpants, shorts, bib overalls, blue jeans, spandex, beach-wear, workout attire and gym pants.

Shirts – Casual shirts with collars, sweaters and turtlenecks are acceptable. T-shirts, sweatshirts, tank tops and halter tops are not acceptable.

Dresses and Skirts – Casual dresses and skirts are acceptable. Mini-skirts and spaghetti-strap dresses are unacceptable.

Footwear – Oxfords, dress pumps and loafers are acceptable. Athletic shoes, sneakers, thong sandals and deck shoes are unacceptable.

Jeans, t-shirts and like clothes are permitted for work in designated areas (eg where it is difficult to keep one’s clothes clean in the workplace). In no case in CCBCC’s workplace may an employee wear clothes that communicate a political and/or social position or viewpoint by words, symbols or artistic representation; and in no case may an employee wear clothes in the workplace that represent companies or organizations other than Coca-Cola, its affiliates or bona-fide fashion designers.

UNIFORMS AND PERSONAL APPEARANCE - MANUFACTURING, TRANSPORT, FLEET MAINTENANCE, VENDOR REFURB, WAREHOUSE AND NONUNIFORM ATTIRE – NON PUBLIC CONTACT [ER 14]*

The guidelines provided are not intended to be inclusive of all standards for acceptable appearance and, therefore, it is the responsibility of local management to interpret and enforce personal appearance standards so they are consistent with local standards and customs.

Uniforms

Employees are provided CCBCC uniforms with names or name badges as authorized by local management. No variations of this policy are acceptable.

Each employee will be required to report to work each day in a clean uniform. Employees are responsible for the upkeep and maintenance of the uniforms that are issued to them.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual.
Hats
Hats are distributed and included as part of the uniform policy. Any exceptions to the authorized hats must be approved by the top functional manager of the area.

Hair Styles
Neat, well-groomed hairstyles are expected. Long hair is to be pulled up and kept in either a hair net and/or ball cap.

Facial Hair
Mustaches are permissible provided they are neatly trimmed and conservative. Beards must be constantly clean, shaped and close-cropped. Beard nets will be required in certain areas as directed by the top functional manager.

Shoes
See “Personal Protective Equipment” policy regarding safety shoes.

Jewelry
Jewelry should be conservative and in good taste. Employees who work near machinery must not wear jewelry that could pose a hazard. Employees may not wear loose bracelets or watches or have neck chains outside their shirts. Employees may wear stud earrings only.

Non Uniform Dress and Personal Appearance - SALES MANAGEMENT POSITIONS ABOVE ROUTE SALES SUPERVISOR, SALES DIVISION STAFF AND DIRECTOR LEVEL PERSONNEL AND ABOVE [ER 19]*

CCBBC’s dress policy is business casual. Business casual wear encompasses many looks, but it really means casual clothing that is appropriate for a business environment. Business casual is more formal than casual. It is clothing that allows you to feel comfortable at work, yet always looks neat and professional. Listed below is a general overview of acceptable business casual wear as well as a listing of some of the more common items that are not appropriate to be worn in a work setting: For men, the general guideline is that clothing worn must be formal enough that it would look appropriate worn with a sport coat (note: sport coats are not required dress). For women, the general guideline is that clothing worn should be neat and reflect appropriate lengths and styles (e.g. hemline and neckline should be appropriate for a business environment) reflective of a workplace setting.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
Slacks/Pants
Dress pants, cotton poplin and dress khaki slacks are acceptable. Inappropriate items include casual cotton twill slacks (e.g. Dockers), shorts, skorts/gauchos, bib overalls, jeans, spandex, beachwear, workout attire and gym pants.

Shirts/Blouses
Collared shirts (laundered or ironed) and wool turtlenecks are appropriate. Sleeveless blouses must be worn with a jacket or sweater. Inappropriate items include golf, denim, knit, flannel or corduroy shirts, t-shirts, sweatshirts, golf wind jackets, tank tops, cotton turtlenecks and halter-tops.

Footwear
Oxfords, dress pumps and loafers are acceptable. Inappropriate items include deck/boat shoes (e.g. Topsiders), athletic shoes, sneakers, hiking shoes, cowboy boots and thong sandals.

Business Casual Exceptions
When meeting with another organization that has a business formal dress policy, CCBCC employees will dress in business formal attire.
When conducting “non routine work” (e.g. route rides, performing resets, building displays, etc.), employees normally covered by this revised casual dress policy are considered exempt and free to wear clothes more appropriate to the work being performed.

EMPLOYEE PURCHASES [GN 5]*

POLICY
The Company provides employees with various opportunities to purchase merchandise through the Company at discounted rates. These opportunities include such things as product purchases, postage and special event tickets. Employees are required to pay for these items by way of personal check or money order.

PROCEDURE
On occasion employee checks issued to the Company are returned unpaid by employee’s financial institutions for various reasons. Generally, the Company does not charge fees for returned checks. However, any employee who has two or more checks returned due to insufficient funds or a closed account

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
during any calendar year will be charged a $25 returned check fee for the second check and any others thereafter.

Any employee who owes the Company funds as a result of returned check will be afforded two pay periods to reimburse the company the funds owed, including fees. Reimbursement must occur by money order or bank check. If an employee fails to reimburse the Company within the allotted time, the funds owed will be deducted from the employees payroll check. (Deduction will occur only to the extent that it does not cause the employees payroll check to reflect a rate that is less than minimum wage.)

Employees who have funds deducted from their payroll check as a result of their failure to timely reimburse the Company funds owed will be subject to discipline up to and including termination.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
LEAVE

BEREAVEMENT LEAVE [BN 2]*
The Company may grant up to three (3) days off with pay to any full-time employee who suffers a death in his/her immediate family. For purposes of this policy, immediate family is defined as the employee’s:

- Spouse
- Children
- Father
- Mother
- Grandparents
- Sister
- Step-grandparents
- Step father-in-law
- Stepson
- Step-daughter
- Stepfather
- Step-mother
- Grandchildren
- Step-sister
- Step-grandchildren
- Step-mother-in-law
- Legal Guardian
- Mother-in-law
- Father-in-law
- Sister-in-law
- Brother-in-law
- Grandparents-in-law
- Step-brother
- Son-in-law
- Daughter-in-law
- In Loco Parentis

MILITARY LEAVE [BN 3]*
In an effort to assist those employees who have been recalled to active duty, except weekend duty and summer camp, we will provide those employees supplemental pay as follows:

<table>
<thead>
<tr>
<th>Length of Company Service</th>
<th>Supplemental Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) year up to five (5) years</td>
<td>Up to 90 days</td>
</tr>
<tr>
<td>Over five (5) years</td>
<td>Additional 30 days for each year to a maximum of 180 days</td>
</tr>
</tbody>
</table>

JURY DUTY [BN 6]*
Employees who are required to serve on Jury Duty and, as a result of these services lose time from scheduled work, will be paid their regular pay. When employees receive a notice to report for Jury Duty, they must notify their supervisor promptly. To receive pay from the Company, they must provide a statement certified by a court official as to the date or dates of attendance. If excused from service for the day or before 11:00 A.M., employees should contact their supervisor for further instructions regarding returning to work.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
FAMILY AND MEDICAL LEAVE [BN 1(a)]*

The Family and Medical Leave Act (FMLA) allows eligible employees up to twelve (12) weeks of leave during a twelve (12) month period for certain family and medical reasons. Employees are eligible if they have worked for the Company for at least one (1) year and for at least 1,250 hours during the previous twelve (12) months.

The FMLA permits employees to take leave for any of the following reasons: (1) to care for their child after birth or placement for adoption or foster care; (2) to care for their spouse, child or parent, who has a serious health condition; or (3) for a serious health condition which renders them unable to perform the functions of their job.

If an employee takes time off from work for one of the above reasons, the leave time will be unpaid. However, certain kinds of paid leave must be taken before unpaid leave begins (i.e., vacation, sick days, disability or Workers’ Compensation). Employees will not be required to use vacation or personal holidays if the leave is for the employee’s own serious health condition or the serious health condition of a parent, spouse or child. If the leave is for a personal medical disability, vacation time may only be taken during the eight (8) day waiting period for illness disability, but not while the employee is receiving disability payments.

FMLA leave will run concurrently with disability, salary continuation and Workers’ Compensation. Generally, benefits will not be earned or accrued during FMLA leave unless the leave is for a personal medical disability.

The Company will utilize a rolling 12-month calendar for purposes of calculating leave time available under this policy.

Leave will not be granted to allow time off to seek employment elsewhere or to work for another employer.

DISABILITY LEAVE [BN 1(c)]*

Short-term and long-term disability is provided to all active, full-time, employees. If an employee becomes disabled, so that he/she is actually prevented from performing the duties of his/her job, Short-Term Disability (STD) benefits will be paid to the employee while under the care and treatment of a licensed physician.

All medically approved time spent on short-term or long-term disability leave will be counted as FMLA time as well and will be deducted from an employee’s 12-week allotment for the FMLA in any 12-month period.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
Employees should see their Human Resources Representative for eligibility guidelines and any waiting periods that may apply.

**SICK HOURS [BN 1(c)]**

The Company recognizes that there may be times when employees will need to be absent from work for short periods of time due to personal illness or the illness of a qualified family member. To assist those employees who would normally have to take such time off without pay, the Company provides eligible employees 24 sick hours each calendar year.

**Eligibility**

All full-time weekly paid employees are eligible to receive sick hours. Sick hours are awarded January 1st of each year. Employees hired after January 1, will be awarded a pro-rated amount of sick hours based on month of hire.

Employees are not eligible to use any sick hours until after completion of the 90 day orientation period. Employees will be credited 24 sick hours the first January after hire and on each January thereafter.

**Qualified Family Members**

Qualified family members are defined as and limited to, spouses, children and parents. Questions regarding whether or not someone is a qualified family member for purposes of this policy should be directed to your Human Resources Representative.

**Sick Pay**

Employees will receive compensation for the sick hours used at the rate of 80% of the employee’s normal vacation rate. Employees who do not use all of their sick hours during the year they are awarded will be eligible for payment for all of the unused hours at 100% of the employee’s normal vacation rate.

Sick hours must be used in increments of eight (8) hours for those working an eight (8) hour shift and increments of 10 hours for those working a 10-hour shift, up to a maximum of twenty-four (24) hours per calendar year.

Payment will be made in January following the year of issuance. Employees with unused sick hours must be listed as active employees on the payroll at the time of the payout in order to receive payment under this policy.

Employees with grandfathered sick days will be required to use the 24 CCBCC sick hours before using the grandfathered days.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
Sick hours may not be rolled over from year to year. Sick hours may be used for personal illness or the illness of an eligible family member. Absences for any other reason will require employees to use vacation time or personal holiday time if absences are to be paid. Abuse of this policy jeopardizes the company’s ability to continue the sick pay program and will be viewed as an integrity violation.

Sick hours will be counted as “occurrences of absenteeism” under the Attendance Policy.

**Termination of Employment**

Employees who voluntarily resign their employment or who are terminated by the Company and have sick hours remaining will not be paid the value of those hours upon leaving the Company.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
### SICK HOURS AWARD SCHEDULE

<table>
<thead>
<tr>
<th>MONTH HIRED</th>
<th>MONTH ELIGIBLE</th>
<th># OF HOURS GRANTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>APRIL</td>
<td>24</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>MAY</td>
<td>24</td>
</tr>
<tr>
<td>MARCH</td>
<td>JUNE</td>
<td>24</td>
</tr>
<tr>
<td>APRIL</td>
<td>JULY</td>
<td>16</td>
</tr>
<tr>
<td>MAY</td>
<td>AUGUST</td>
<td>16</td>
</tr>
<tr>
<td>JUNE</td>
<td>SEPTEMBER</td>
<td>16</td>
</tr>
<tr>
<td>JULY</td>
<td>OCTOBER</td>
<td>8</td>
</tr>
<tr>
<td>AUGUST</td>
<td>NOVEMBER</td>
<td>8</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>DECEMBER</td>
<td>0</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- New hires will be permitted to take sick hours only after the initial 90-day introductory period has ended.
- Employees will not be required to use sick hours for planned medical procedures. However, if the planned medical procedure makes the employee eligible for FMLA leave, sick hours must be used before the employee can opt for unpaid leave.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
PERSONAL LEAVE OF ABSENCE [BN1(d)]

Full- and Part-Time employees who have completed 90 days of continuous employment are eligible to request a personal leave of absence in those instances where the need for leave does not qualify as FMLA or Disability Leave or in which available FMLA has been exhausted.

Personal Leaves of Absence will be granted for compelling reasons only, such as to take care of important personal business, settle the estate of a close relative, or other emergency situation. The Company reserves the right to grant or deny a Personal Leave of Absence.

A Personal Leave of Absence will normally not be granted for periods in excess of 30 days, but an extension may be granted at the discretion of the Company.

Employees who take a Personal Leave of Absence will be returned to their former position, if available, or they will be offered a comparable position, if available, for which they are qualified. Employees who do not accept the position offered will be considered to have voluntarily terminated their employment effective on the day such refusal is made. In all circumstances, reinstatement will be made in accordance with applicable State and Federal laws.

All Personal Leaves of Absence are unpaid. However, employees seeking such a leave may use as much or as little of the employee’s accrued vacation pay benefits as the employee desires at the beginning of the leave.

Any employee in need of a Personal Leave of Absence should see his/her Human Resources Representative.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
FAILURE TO RETURN FROM AUTHORIZED LEAVE

Any employee who fails to return as scheduled (including returning to light duty assignments) from an authorized leave of absence (worker’s compensation, disability leave, family and medical leave or personal leave) will be considered to have voluntarily terminated his or her employment with the Company. Such employee will not be eligible for rehire by the Company.

An employee who provides timely and proper notification, documentation and/or certification of the need to continue on leave will not be automatically subject to termination. Each employee’s situation will be reviewed on a case-by-case basis by the employee’s managers and Human Resources. The decision to continue or deny continuation of the employee’s leave will be communicated to the employee by Human Resources as soon as practicable.

Any employee unable to return to work after 12 months of leave will be separated from the Company unless state or federal law otherwise dictates.

Employees separated, pursuant to this section of the policy, may be eligible for rehire if the following requirements are met:

a. The employee has been released to return to work by his treating physician;

b. The employee submits to a drug screen;

c. There is an available position for which the employee is qualified;

d. Any other work related conditions imposed by the hiring manager; and

e. If applicable, all DOT conditions are met.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
SAFETY AND LOSS PREVENTION POLICY AND PROCEDURES

I. POLICY STATEMENT

Coca-Cola Bottling Co. Consolidated is committed to safety and the prevention of accidents. It is our intention to create and maintain a safe workplace for our employees, customers, and business partners.

The following Safety and Loss Prevention (SLP) Policies and Procedures are to be implemented throughout all Company Production Centers, Branch Sales Centers, Fleet and Vending Centers and other ancillary operations. They are designed to increase safety awareness, management and employee involvement, provide an effective means of communication, and minimize accidents and injuries involving employees, vehicle operations, property and liability exposures, to protect the general public, and to maintain business continuity.

II. PROCEDURES

Each Safety and Loss Prevention Policy includes a specific Purpose, Key Definitions, Responsibilities, Program Requirements and Activities, and provisions for documentation of training and record keeping. The following are general responsibilities and an outline of specific SLP Policies. Detailed procedures to comply with individual policy programs are included in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

A. Responsibilities

The CCBCC Site Program Administrator is responsible for the implementation and management of each of the policies and procedures. At our Production Centers, a Safety & Loss Prevention Manager is assigned this task. Branch Sales Centers, Fleet and Vending Centers and other facilities will appoint a Safety Facilitator or Coordinator, with responsibility equivalent to at least a mid-level manager, to act as the Program Administrator. Specific responsibilities are outlined in each policy in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

The Program Administrator is required to review and become familiar with the Safety and Loss Prevention Policy and Procedures.
Manual, Version 2.0 to determine how the various safety policies apply to the local operations.

Supervisors and Managers are responsible for supporting, enforcing, and assisting with coordination of specific activities as they relate to each policy in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

B. Safety Committees

Safety Committees will be established at each of our facilities with membership representation from management and non-management employees. The committee will meet on a routine basis, at least monthly, and will maintain written records of the meetings.

The Production Center Manager, Branch Sales Center Manager, or other facility manager will oversee the development of the safety committee and act as the Safety Coordinator (in facilities that do not have a Safety & Loss Prevention Manager), or assist in the selection and appointment of a Safety Coordinator. The Safety Coordinator will facilitate each meeting and ensure that appropriate activities are conducted as they relate to the facility’s exposures, employee and vehicle accident trends, and general safety awareness issues.

The safety committee should have members from each department with membership relative to the size of the employee workforce. (Example: A small sales branch may have 3-5 members; a large production center may have 12-15 members.)

The committee should operate as a team-oriented organization with a mission statement, team meeting rules and procedures, specific goals, and strictly adhered to agendas. The committee should agree through consensus on issues such as terms of membership service (with a minimum of six months), meeting protocol, and handling of concerns and issues.

The committee will have various responsibilities and should include at least the following:

1. Review of accidents and accident investigations to identify additional means of preventing future similar accidents (best practices).

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
2. Facility inspections for hazard identification and recommendations for controls.
3. Establish or promote safety incentive or awareness programs.
4. Identify and assist with training as needed.
5. Communicate safety information to other employees learned during meetings.
7. Encourage and promote safe behaviors of fellow employees.
8. Follow up on preventive measures and programs.
9. Communicate significant safety concerns and loss exposures to the Safety and Loss Prevention Department member.
10. Other safety related tasks not specified.

III. SAFETY AND LOSS PREVENTION POLICY OUTLINE

A. Accident Investigation Policy

This policy defines the accident investigation process to be utilized at CCBCC. All accidents will be investigated to determine the contributing factors and causes, and to identify preventive measures. The preventive measures are to be implemented in a timely and effective manner. Managers and supervisors are responsible for the completion of this task as specified in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

Accidents are to be reported immediately and documented using the Accident / Incident Report Form RM 100 within 24 hours. Upon completion of the reporting process, the immediate supervisor will conduct the investigation to find the cause and proper measures to prevent a similar accident from recurring. If the supervisor deems that preventive measures should involve counseling or disciplining an employee, normal corrective action procedures will be followed.

Accident Follow Up Process – After an accident (within 24-48 hours), a brief meeting will be held to review the accident and the supervisor’s findings from the investigation with the employee/s involved, the supervisor, and the manager of that operation.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
individuals may be asked to participate, as appropriate. The intention of the meeting is not to find fault, but to identify solutions. When completed in a proactive manner, critical input of key personnel may be obtained. Commitment from management to take appropriate steps to minimize future similar accidents may also be gained. The potential contributing factors or causes and preventive measures will be documented on the Accident Follow Up Report. The safety committee will review the Accident Report and Accident Follow Up Report for awareness and additional input as necessary.

B. Bloodborne Pathogen Policy
This policy establishes guidelines and procedures for an infection control plan at CCBCC. We will protect employees from the potential exposures to infectious materials through provisions for personal protective equipment, training, housekeeping, and exposure reporting procedures as outlined in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

Employees who may have the potential for exposure to bodily fluids from emergency response, rescue, resuscitation, or accident scene decontamination and cleanup will receive initial and annual training as defined by the policy. General procedures, accidental exposure, reporting and record keeping requirements are specified in the policy.

C. Compressed and Liquified Gas Cylinders Policy
This policy is established to protect employees and property from accident or injury that may result from storage, filling and handling of compressed gas cylinders. Definitions applicable to the policy, responsibilities, and activities required to be followed are outlined in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

D. Confined Space Entry Policy
This policy establishes guidelines and procedures for the safe entry into confined spaces at CCBCC facilities. Employees will be protected from the potential dangers associated with confined space entry through the provisions of engineering controls, related safety programs, personal protective equipment, training and commu-

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual

Production Center Managers, Branch Sales Center Managers, and Fleet and Vending Managers will ensure that the requirements of the policy are in place at their facility, as appropriate, prior to any confined space entry on CCBCC premises.

E. Electrical Safety Policy

This policy is established to ensure that employees receive adequate information relevant to the possible hazards and controls which may be involved in working with electrical apparatus in excess of 50 nominal volts to ensure protection from live electrical parts. Employees who are not competent in working with electrical apparatus are to be protected from potential exposure through proper identification of hazardous equipment, isolation of equipment hazard areas, and training.

Key management and supervisor responsibilities and program activities are to be implemented as outlined in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

F. Forklift Operation Safety Policy

This policy defines the forklift operation safety training process to be implemented at CCBCC. All employees subject to operating forklifts as defined in our policy are to receive training in the proper use of the equipment to prevent accidents that may cause injury or property damage. Training is to include formal instruction, practical demonstration or exercises, and workplace evaluation and should be documented in accordance with the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

Program Administrator, Supervisors and Employee responsibilities are specified in the policy. Requirements and activities that are to be implemented involve operator selection, training program elements, basis of training, vehicles covered (including electric pallet jacks), refresher training and evaluation, avoidance of duplicative training, and operator certification.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
G. **Hazard Communication Policy**

This policy establishes the CCBCC Employee Right to Know / Hazard Communication program and is intended to ensure that employees receive adequate information relevant to potential hazards which may be associated with various chemicals or hazardous substances used in our operations and processes. Provisions for obtaining and maintaining material safety data sheets, chemical inventory, container labeling, training, non-routine tasks, and informing contractors are specified in the policy.

Responsibilities of the Program Administrator, Managers and Supervisors, and Employees that are to be implemented are specified the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

H. **Hearing Conservation Policy**

This policy establishes the guidelines and procedures for hearing conservation at CCBCC facilities that have operations that produce noise exposures that meet or exceed a time-weighted average of 85 dBA (decibels, A-scale) over an eight hour work period. In order to ensure that employees are protected from potential exposures to noise, provisions of engineering controls, personal hearing protectors, training and ongoing communication are to be implemented as specified the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

All Production Centers and Aviation Operations are subject to the requirements of this policy. The Safety and Loss Prevention Manager, Production Center Manager, or Safety Coordinator is responsible for the implementation of the policy.

I. **Laboratory Safety Policy**

This policy specifies the safety procedures and requirements that are to be met in our Quality Assurance laboratories in each CCBCC Production Center to minimize the potential for accident and injuries as related to handling, storing, and disposing of chemicals.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
J. **Lockout Tagout Policy**

This policy is established to protect employees from the unexpected movement or release of energy that could cause injury while operating, servicing, or maintaining the equipment on a routine or non-routine basis. Responsibilities, specific procedures, and training and certification are to be implemented in accordance with the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

K. **Machine Guarding Policy**

The machine guarding policy is designed to protect employees from the hazards of moving machinery or equipment parts. All hazardous areas as defined in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0 are to be properly guarded to prevent “caught-in” injury exposures.

L. **Personal Protective Equipment Policy**

This policy establishes procedures and requirements for the use of personal protective equipment (PPE) at CCBCC and applies to all employees, contractors, and visitors that may be in areas where hazards to the eyes, face, head, hands, and feet may exist. Hazard Assessments have been completed for each job classification and specify the required PPE to be worn by the employee to minimize injury potential. PPE is not to be considered the first line of defense. Where engineering or other administrative controls do not adequately control the hazard, PPE must be used by our employees.

Eye protection, including prescription safety glasses with side shields, safety footwear, hearing protection, hand, face, and head protection will be provided by the Company for employees who work in environments that require the PPE. The Company will pay up to a specified dollar amount on an annual basis for prescription eyewear and safety footwear. (See Division HR Manager.)

Responsibilities, policy requirements and activities, and training are to be implemented in accordance with the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual.
M. Property Protection Policy (Fire Prevention & Emergency Evacuation)

This policy outlines the appropriate control measures for ensuring the safety and security of our employees and protecting the assets of the Company. Responsibilities and program activities relate to fire prevention, automatic sprinkler system testing and inspections, hazard identification and control, housekeeping, facility maintenance, emergency response and evacuation planning, alarm systems, and employee training.

All applicable sections as related to fire prevention and emergency evacuation are to be implemented as specified in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

N. Respiratory Protection Policy

This policy establishes the guidelines and procedures for respiratory protection at CCBCC. Employees are to be protected from potentially hazardous airborne contaminants through provisions of engineering controls if feasible, or personal protective equipment where engineering controls are not feasible. No employee will be allowed to wear a respirator in any facility unless the policy is implemented in accordance with the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

O. Contractor Safety Policy

This policy establishes guidelines and procedures that are to be implemented at any CCBCC facility involving the use of contractors, subcontractors, temporary employment service providers, common carriers, and vendors who may perform work or provide services on behalf of the Company. It is the responsibility of the Production Center Manager, Branch Manager, or Project Manager to ensure that the requirements of the program are met as outlined in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
P. Vending Safety Policy

This policy outlines the guidelines and procedures for the protection of employees, customers, and the general public from injury or property damage related to the placement, repair, or service of Company assets in the market. These procedures apply to all employees that are involved in vending/cold drink sales account management, vending equipment delivery, set-up, testing, repair and service.

DRUG FREE WORKPLACE [ER 7]*

The use, abuse, presence in the body or reporting to work under the influence, bringing onto company property, unlawful manufacture, distribution, dispensing, possession, transfer, storage, concealment, transportation, promotion or sale of illegal and unauthorized drugs, controlled substances, alcoholic beverages, or drug-related paraphernalia by employees and others is strictly prohibited from all company premises or while on company business and/or during working time.

The Company reserves the right, in certain circumstances, to require employees to submit to medical or physical examinations or tests at any time as a condition of employment or continued employment, including but not limited to urine drug tests, breathalyzer, saliva, blood test or other examinations to determine the use of any illegal or unauthorized drugs or substances prohibited in this policy or to prove the employee’s satisfactory fitness for duty. These unannounced tests may be utilized under the following circumstances:

a. Pre-employment/pre-placement drug testing.
b. If an employee suffers an occupational on-the-job injury.
c. When a supervisor has reasonable cause to suspect that an employee is impaired due to drugs or alcohol.
d. Government random testing.
e. Post-counseling/rehabilitation or return-to-work.
f. Random testing.

Any employee found to be in violation of this policy will be subject to discipline up to and including termination.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
WEAPONS ON SITE [SE 4]*

No employee or non-employee entering the Company premises, including those individuals who have concealed weapons permits under any federal or state law, may possess, conceal or otherwise carry a handgun, pistol, firearm, rifle, shotgun, a pocket knife with a blade 2-1/2 inches or longer or any other weapon on his/her person or onto CCBCC premises, including, but not limited to, the following:

1. Parking lot of any Company facility;
2. Personal vehicles on Company property;
3. Company vehicles at any time;
4. Company offices; and
5. Company distribution and production facilities.
6. Company sponsored events (on or off-site)

Law enforcement or authorized security personnel are the only exceptions to this prohibition. Law enforcement will be contacted as to any violations of this notice. Any employee of CCBCC who violates this policy will be subject to disciplinary action, up to and including termination. Any non-employee who violates this policy will be prohibited from entering the premises in the future and will be subject to criminal penalties.

Additional information, resources, and guidance with policy implementation may be obtained from Corporate Risk Management Safety and Loss Prevention team members.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
MOTOR VEHICLE SAFE OPERATING STANDARDS

I. POLICY

A. MOTOR VEHICLE POLICY STATEMENT

Driving comes with certain privileges and responsibilities, whether an employee drives a personal vehicle, a rental car, or a Company-provided vehicle for business or personal use.

CCBCC reserves the unilateral right to terminate driving privileges and/or discipline employees (up to and including termination) because of unacceptable performance while driving.

Coca-Cola Bottling Co. Consolidated is committed to the safe and efficient operation of all vehicles used on Company business. The commitment of management and employees is critical to achieving this goal. Employees are responsible for ensuring that vehicles operated on Company business are operated in a safe manner, complying with all traffic regulations and laws, as well as Company procedures and policies. This policy should be used as a guide to the minimum standards for proper vehicle use, reporting, administration and maintenance. All employees who drive vehicles regulated by the Department of Transportation must also comply with the practices and procedures detailed in the Federal Motor Carrier Safety Regulations.

B. OBJECTIVES

The “Motor Vehicle Operating Standards” is designed address the needs of the driving population of CCBCC and to enhance safety awareness. They are also designed to monitor the driving behavior of employees with the following primary objectives:

- Protect employees and the general public.
- Enhance safe driving behaviors through education and reinforcement.
- Reduce personal injuries and property damage.
- Decrease the frequency and severity of vehicular accidents.
- Reduce the overall cost of risk.
- Increase shareholder value.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual*
II. AUTHORIZATION OF DRIVING PRIVILEGES

A. Requirements

Before an existing or prospective employee can operate a vehicle for CCBCC, their driving record (MVR) must be reviewed by Human Resources. The following guidelines must be followed to evaluate a candidate’s eligibility for a position that requires the use of a Company vehicle:

1. Candidates must complete an application for employment for a specific position.
2. Candidates should have a valid driver’s license issued by the state of residence and appropriate for the class of vehicle operated. No driver may have more than one valid driver’s license.
3. The candidate’s driver’s license cannot be pending suspension or revocation.
4. Candidates must complete and sign an authorization to release motor vehicle driving records. If the individual has moved in the past three months, every state in which the driver has had a driver’s license must be contacted and a report obtained.

B. Minimal Requirements for Qualification of Commercial Drivers

The following minimum requirements and documentation must be obtained and reviewed for any new or existing employee who will or may operate a commercial vehicle for the Company prior to assignment to a driving position:

1. The driver must be 21 years of age.
2. The driver must be able to sufficiently understand English in order to read road signs, and converse with the general public.
3. The driver must have a current commercial driver’s license for the class of vehicle that will be operated.
4. An employment application must be completed prior to the date of hire.
5. A medical certification must be completed upon date of hire (or prior to assignment to a safety sensitive function) and every 2 years or date of expiration.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
6. Certification of Violations and Annual Review of driving record is to be completed annually. (Attention should be given to any accidents and indications of violations of motor vehicle laws and regulations.)

7. A copy of the employee’s commercial driver’s license must be made upon date of hire or completion of the requirements.

8. The employee must pass a pre-employment drug screen and agree to submit to post drug testing throughout employment with the Company.

9. Motor Vehicle Record verification is to be made and evaluated to minimum acceptable criteria prior to employment.

(Note: Reference information for Driver Qualification Requirements under the Federal Motor Carrier Safety Regulations is included in the Safety and Loss Prevention Policies and Procedures.)

C. Minimum Acceptable Criteria for MVR

A detailed report of the driving record for a minimum seven-year period will be used in evaluating prospective candidates. This report must be from the state that issued the driver’s license. Prospective candidates will be considered if the following minimum criteria are met. Existing Company drivers’ MVRs must also meet the criteria.

1. No more than two moving violations (e.g. speeding, failure to yield, failure to stop, violating a traffic signal, etc.) during the prior three years.

2. No more than one at-fault accident in the past three years.

3. No record of any of the following convictions in the last seven years:

- DUI / DWI
- Reckless or careless driving
- Hit and Run
- Driving with a revoked or suspended license
- Leaving the scene of an accident
- Attempting to elude a police officer
- Using a vehicle to commit a felony

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
• Other cause(s) that CCBCC feels will put the public at risk
CCBCC reserves the right to refuse employment based on overall qualifications regardless of complying with these minimum standards. Any exception to the above criteria requires written approval of Human Resources. Exceptions should also be reviewed with the Risk Management Department.

D. Minimum Acceptable Criteria for MVRs- Powered Industrial Trucks-Addendum

A detailed report of the driving record for a minimum seven-year period will be used in evaluating prospective candidates. This report must be from the state that issued the driver’s license. Prospective candidates will be considered if the following minimum criteria are met.

This criteria will apply to any position that operates powered logistics equipment (such as Powered lift trucks, powered pallet jacks, Hi-Jaws, switcher) that does not leave the company property.

1. A candidate must have a valid driver’s License.
2. No more than two moving violations (e.g. speeding, failure to yield, failure to stop, violating a traffic signal, etc.) during the prior three years.
3. No more than one at-fault accident in the past three years.
4. No record of any of the following convictions in the last three years:
   • DUI / DWI
   • Reckless or careless driving
   • Hit and Run
   • Driving with a revoked or suspended license
   • Leaving the scene of an accident
   • Attempting to elude a police officer
   • Using a vehicle to commit a felony
   • Other cause(s) that CCBCC feels will put the public at risk

(Note – Any logistics operator required to traverse public roadways will be subject to the Authorization of Driving Privileges sections A, B, and C.)

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
CCBCC reserves the right to refuse employment based on overall qualifications regardless of complying with these minimum standards. Any exception to the above criteria requires written approval of Human Resources. Exceptions should also be reviewed with the Risk Management Department.

III. OPERATING STANDARDS

Employees who drive a vehicle in the course of performing Company business must comply with the following, regardless of the owner of the vehicle (Company, rental, or individual):

1. Maintain a valid driver’s license at all times.
2. Be knowledgeable of and obey all traffic laws and regulations.
3. Practice defensive driving and operate vehicles safely.
4. Exercise caution based on circumstances.
5. Be in compliance with DOT standards as prescribed in Federal Motor Carrier Safety Regulations if driving a commercial motor vehicle.
6. Do not misrepresent facts regarding an accident, driving record or status of license.

IV. AUTHORIZED VEHICLE USE

A. Business and Commuting Use

Employees authorized to drive Company vehicles for business and commuting use are required to follow the procedures and guidelines set forth in Policy CM 4.

B. Personal Use

Employees who drive Company vehicles for personal use must follow the provisions in Policy CM 5.

C. Unauthorized Use of “Company Vehicles”

If an employee uses a Company Vehicle and is not authorized to do so, the employee may be subject to disciplinary action up to and including termination. If the unauthorized use of a Company vehicle results in an accident, in addition to disciplinary action the employee may be required to pay for any damages to the vehicle.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
D. “Non-Company Vehicles” Used for Business

Employees that drive Non-Company Vehicles in the course of business for CCBCC are subject to all the provisions and standards of this program.

Additional requirements include:

1. Maintaining automobile liability and property damage insurance no less than $50,000 per person/$100,000 per occurrence/$50,000 property damage for part-time employees and/or occasional drivers, and $100,000/$300,000/$100,000 for full-time employees (excluding rental vehicles).

2. Maintaining current state vehicle inspection, licensing and registration as state law requires.

3. Maintaining the motor vehicle in safe operating condition.

V. REPORTING

CCBCC should be informed of any situation that may affect public safety or influence consumer opinion. Employees are responsible for notifying their manager immediately of any accident or moving violation that may occur while driving a vehicle on Company business.

Management is responsible for investigating accidents, facilitating the administrative process, and taking appropriate preventive measures or corrective action. If or when an accident occurs, the driver should be familiar with the following Accident Reporting procedures. Management should ensure that all employees driving during Company business are familiar with these procedures.

A. Accident Reporting

What to Do In Case Of an Accident:

1. Always Stop

   If you fail to remain at the scene of an accident there could be serious consequences for you as a driver and for the Company. Leaving the scene of an accident may involve serious penalties involving fines, imprisonment, loss of driver’s license, as well as increasing the cost of claims. **All fines and penalties are the responsibility of the driver.**

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
2. Be Courteous
   The driver should not argue and should follow the instructions of law enforcement. If a situation exists that you are not sure how to handle, contact your immediate supervisor.

3. Provide Assistance
   A driver should exercise caution in helping injured person. Call a medical professional.

4. Determine the Extent of Injury and Damage
   The driver should obtain the driver’s license number of the other driver, his/her name, address, telephone number, and the correct insurance company name, policy number, and address. The driver should make every effort to obtain the names and addresses of any witnesses and of others involved. This will assist in reducing time and cost.

5. Never Admit Responsibility or Guilt
   The driver should never admit responsibility for the accident. Liability involves questions of law, and these questions should be left to those best able to determine liability. Drivers often are not aware of many facts at the time that may develop later during investigation.

6. Observe Your Surroundings
   The driver should be able to assist in providing a diagram of the accident scene, the position of the vehicle, and so on. Look around carefully. Provide detailed information to your supervisor.

7. Report all accidents.
   Notify the Police, medical personnel, and your immediate supervisor. If any of the following severe accidents or injuries exist at the scene of an accident, notify Corporate Risk Management immediately:
   - Fatality
   - Three or more people injured
   - Any one person transported by ambulance
   - Overturned vehicle

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
The driver should give basic information (driver’s name and address, owner’s name and address, insurance carrier, and names of appropriate Company personnel).

The driver should never attempt to settle cause or fault of an accident. This could jeopardize the Company’s rights.

After an accident occurs the driver’s supervisor is responsible for reporting the details of the accident to the Reporting Service at (1-800-388-8338) and completing the Accident / Incident Report Form.

B. DOT Post-Accident Drug / Alcohol Testing

As soon as possible, employees shall be submitted for a post-accident DOT drug test following the occurrence of an accident involving a Commercial Motor Vehicle. DOT controlled substances and alcohol testing is to be completed on the driver when the accidents results in:

1. Loss of human life, whether or not a citation was issued;
2. Bodily injury to any person who immediately receives medical treatment away from the scene of the accident, only if a citation was issued; or
3. One or more of the vehicles incur disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other motor vehicle only if a citation was issued.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
When should DOT Drug & Alcohol Test be conducted? Refer to chart below:

<table>
<thead>
<tr>
<th>Type of Accident</th>
<th>Citation Issued to the CMV Driver?</th>
<th>Must a DOT Drug and Alcohol Test be performed by CCBCC?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Human Fatality</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>II. Bodily Injury – with immediate medical treatment away from the scene</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>III. Disabling Damage – to any motor vehicle requiring tow</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Note:** These requirements above are for vehicles that exceed 26,001 lbs. For other post accident requirements please refer to the (Substance Abuse Prevention Program) non-dot drug and alcohol policy.

C. Accident Investigation

1. Before Completing the Accident / Incident Report Form RM 100, the supervisor should:
   a. Observe the accident scene and damaged vehicle(s).
   b. Interview witness(es).
   c. If available, obtain a copy of the police report.
   d. Interview the driver and review other information obtained.
   e. Complete the Report Form RM 100; report the accident to the Network.

2. Complete the Accident Investigation Follow Up Report Form
   The immediate supervisor is responsible for completing the investigation and following the Accident Follow Up Procedure to determine contributing factors and preventive measures. This should be completed within 24 hours under normal circumstances.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
All documentation should be completed in accordance with the Accident Investigation Supervisor Training Handbook in the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0.

VI. OTHER REPORTING RESPONSIBILITIES OF DRIVERS

A driver is required to notify their immediate supervisor if any of the following exist:

1. Any illness, injury, physical condition or use of medications that may impair or affect their ability to drive a Motor Vehicle safely. In either case, CCBCC may require and has the obligation to determine if an injury or illness may require a medical re-examination certificate.

2. The suspension, revocation, or any restriction of their operator’s license. This includes being charged for DUI / DWI (Major offenses and/or Serious Traffic Violations) while operating a personal vehicle if the driver operates a Company or personal vehicle in the normal course of employment. If any of these situations occur, the driver must immediately discontinue the driving of the Company Motor Vehicle.

If a driver fails to report any of the above, he/she is in violation of Company policy and subject to disciplinary action, up to and including termination.

VII. TRAINING

All new drivers of any CCBCC commercial motor vehicles are required to complete initial driver safety training within 90 days of assignment to a driving position, and refresher training as deemed necessary. (I.e. Coaching the Beverage Truck Driver)

Learning Managers, Branch Managers, and other personnel responsible for training should contact division Safety and Loss Prevention Managers for any specific training needs.

The Manager or supervisor is responsible to see that all drivers’ training is documented. Documentation should include the name of the course, date completed, and the driver’s name and social security number. Record of training should be submitted to Risk Management.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
VIII. SAFETY REGULATIONS

A. Traffic Laws
All Drivers of CCBCC are required to abide by all federal, state, and local motor vehicle regulations and laws. Citations issued for failure to abide by state and federal laws are handled at the driver’s expense and WILL NOT be reimbursed by CCBCC.

B. Impaired Driving
A Driver may not operate a Motor Vehicle at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

C. Safety Belts
The driver and all passengers are required to properly wear seat belts when operating or riding in a Motor Vehicle.

D. Vehicle Condition
• Drivers for CCBCC should ensure assigned vehicles are in safe driving condition.
• On a daily basis, a documented inspection by the driver must be completed. Commercial drivers must properly complete the Daily Vehicle Condition Report (pre-trip and post-trip) per the DOT Federal Motor Carrier Safety Regulations.
• All commercial vehicles as defined by the DOT Federal Motor Carrier Safety Regulations are to be maintained, inspected, and repaired in accordance with the regulations. Records of inspections, all maintenance items, tire checks, preventive maintenance, etc. are to be retained in a systematic manner by unit at each Fleet facility where commercial vehicles are maintained and repaired for a minimal of 90 days. The manager of the facility is responsible for ensuring these procedures are followed.

E. Headlights On
Drivers are encouraged to drive with vehicle headlights on during inclement weather conditions, unless otherwise directed by law.

F. Additional Safety Rules
Drivers may not:
1. Pick up hitchhikers or any unauthorized riders.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
2. Use any radar detectors.
3. Transport hazardous materials without proper authorization and compliance with proper regulatory agency requirements.
4. Assist disabled motorist or accident victims beyond their medical training.
5. Disable or change any vehicle system, safety control or warning device.

IX. MOTOR VEHICLE REPORTS

A. Initial MVR Checks for New Hires

Before driving privileges are granted to a new employee, the Manager should secure and evaluate the MVR. The MVR should be reviewed carefully to the minimum acceptable criteria specified in the “Authorization of Driving Privileges” Section of this policy.

(Note - This includes any position that is required to operate powered logistics equipment.)

B. Initial MVR Checks for Existing Employees

If an existing employee is changing from a non-driving position to a driving position, management must obtain an MVR and evaluate the driver history to the minimum acceptable criteria specified in the “Authorization of Driving Privileges” Section of this policy before granting driving privileges to the employee.

(Note - This includes any position that is required to operate powered logistics equipment.)

C. Annual MVR Check for Existing Employees

Motor Vehicle Reports will be reviewed annually for all employees subject to operating Company vehicles and non-company vehicles.

(Note - Annual MVRs will not be required for positions that operate powered logistics equipment on premises.)

X. CORRECTIVE ACTION

All employees are expected to perform their work duties as assigned and conduct them with regard for the safety of themselves, others, and the general public. Operating a Motor Vehicle in an unsafe manner can result in personal injury or property damage and have an adverse affect on public opinion. If a driver fails to operate a motor vehicle in a safe
manner, or fails to report any accidents, citations, and/or incidents, his/her behavior could lead to disciplinary action up to and including termination.

Corrective action must be guided by the severity of the problem, performance issue, citation, or violation. The steps outlined below may not apply in all situations. (See Corrective Action Policy ER 5.) In certain cases, a single violation may result in immediate termination from CCBCC.

Employees who are assigned a Company Vehicle or whose position involves the routine driving of non-company vehicles are subject to the following minimum guidelines. (Note: These guidelines also apply to employees who occasionally drive personal vehicles for Company business. Management discretion with Human Resources approval may be applied in circumstances involving occasional drivers (i.e. administrative assistants) whose driving record falls outside the below guidelines. Corrective action may be that the driving portion of the position is removed until the record falls in compliance with the acceptable criteria outlined in the Authorization of Driving Privileges section of this policy.)

A. Moving Violations

**Offense**

Two moving violations within a previous 3 year period.

Three moving violations within a previous 5 year period.

Four moving violations within a previous 5 year period.

**Recommended Action**

Verbal warning and requirement to attend a defensive driving class.

Written warning placing the employee on probation until the employee has fewer than 3 violations during the previous 3 year period.

Termination decision.

B. Accidents

(Defined as an unplanned event or incident that results in injury or property damage regardless of severity. At-fault means the driver was issued a citation by law enforcement and convicted.)

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
### Offense

One at-fault accident within a previous 3 year period.

Two at-fault accidents within a previous 3 year period.

The time period begins at the date of conviction of the first violation or at-fault accident in the specified 3 or 5-year intervals mentioned above. The end of the time period is the date that is 3 or 5 years beyond the initial conviction date.

### C. Serious Moving Violations

Any employee who operates a Company vehicle in the course of employment convicted of any of the following offenses will be subject to immediate termination:

- Vehicular homicide
- Hit and Run
- DUI / DWI
- Attempting to elude a police officer
- Engaging in a contest of speed
- Driving with a revoked or suspended license
- Leaving the scene of an accident
- Reckless driving
- Passing a stopped school bus
- Other cause(s) that CCBCC feels will put the public at risk

If an employee is charged with any of the above serious moving violations, he/she must report the incident to his/her manager immediately after being charged, regardless of the circumstances. CCBCC will review each situation to determine what driving privileges, if any, will be granted while the Supervisor, Manager, and Human Resource Manager are reviewing the incident. Driving privileges and or employ-

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* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
ment may be suspended during this time.

The severity of the accident(s), violation(s), and past driving history must be considered, and may justify more severe actions up to and including immediate termination. Any exception to any of the recommended controls requires written approval of the Human Resource Manager.

When an employee is placed on probation, the manager must do all of the following:

1. Set the duration of probation a minimum of 3 months from the date of the most recent violation.
2. Obtain an MVR every 6 months for the duration of the probationary period.
3. Notify the Human Resource Manager of any additional violations while the employee is on probation.
4. Coordinate with the Human Resource Manager any stipulations, limitations, or any other conditions such as:
   a. Referral of the driver to a non-driving position.
   b. Additional driver training.
5. The terms of the probation are to be delivered to the employee in writing. The employee will be required by his/her signature to indicate they have been informed of the terms and duration of the probation. The signed terms of the probation should be kept in the employee’s file.

When the probationary period has been served and, if the employee’s driving privileges have been reinstated, the Human Resource Manager should be notified.

D. Suspension of Driving Privileges

If an employee’s driving privileges are suspended, he/she will NOT be authorized to drive a Company vehicle for CCBCC. Measures to be implemented can include assigning the employee to a non-driving position, requiring additional training or other measures up to and including termination.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
XI. Fleet Safety Policy and Procedures

Please refer to the Safety and Loss Prevention Policy and Procedures Manual, Version 2.0. This section will provide specific DOT/Fleet policies related to our Company operations.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
INFORMATION SECURITY

INFORMATION SECURITY [SE 6]*

All Company information created or used by CCBCC employees and third parties (consultants, contractors, suppliers, customers, trading partners, and brokers working with or engaged by CCBCC) is essential to the operation of CCBCC and must be protected appropriately. This policy establishes the basic requirement and responsibility for protecting CCBCC information.

All CCBCC information – including but not limited to all sales, customer and product information, all employee information, and all other information pertaining to the business of CCBCC – is considered an asset and the property of CCBCC regardless of the form, storage media or format (written, printed or verbal), and as such must be protected against accidental or unauthorized modification, destruction, or disclosure.

CCBCC employees must assume that all CCBCC information is confidential unless it has been published previously for public consumption. CCBCC information must not be shared, except on an approved basis, with parties inside or outside the Company.

Supervisors have an additional responsibility to ensure that those working under their supervision, including third-parties, are made aware of and abide by this policy.

Protection of information is the responsibility of all CCBCC employees and third-parties.

Only specifically authorized CCBCC employees and third-parties are permitted to use CCBCC computing resources to conduct Company business.

Failure to comply with CCBCC Information Security Policies or Standards can result in disciplinary action up to and including termination of employment and/or possible civil and criminal action.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
CODE OF BUSINESS CONDUCT

This Code applies to all employees, officers and board members of Coca-Cola Bottling Co. Consolidated and its subsidiaries.

I. GENERAL INTEGRITY

The Company highly values its reputation for honesty and integrity and intends that its business practices continue to maintain and enhance this image. Successfully carrying out the Code of Business Conduct is an important step in this process. Strict adherence to the Code is a responsibility of every employee. This responsibility is not only to the Company but also to each fellow employee. Failure to comply with the Code erodes the trust essential to personal accountability and teamwork.

A. Compliance With Laws And Regulations

The Company strives to be in strict compliance with all laws and regulations (federal, state and local) that may apply to its business. All employees are expected to comply with these laws and regulations. In some instances, laws and regulations may be difficult to interpret. In such cases, senior management should be notified of the issue for the purpose of obtaining clarification.

Q: I believe the Company is violating a law. My supervisor and his manager are aware of the issue but are not doing anything about it. What should I do?

A: Contact your Human Resources Business Partner, Unit Manager, Division Manager, Plant Manager, Functional Vice President or the Director of Internal Control Services, or you may call the “Business Conduct Help Line” at 1-800-704-3408 anonymously or confidentially.

B. Fair Competition

We believe in fair and open competition. Under no circumstances should any employee enter into arrangements with competitors or ever discuss pricing or marketing policies with a competitor. Basic principles of antitrust compliance are:

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
1. DO NOT discuss your business with competitors at all, including sales, customers, production and costs.

2. DO NOT discuss prices, discounts, promotional activity, marketing programs, bids, credit terms or any other similar matters with your competitors.

3. NEVER communicate your prices to any of your competitors, either orally or in writing, and never attempt to obtain from them their prices, either orally or in writing.

Sales and marketing personnel should refer to the Antitrust Law Compliance Requirements And Policy for additional information.

C. Workplace Diversity And Conduct

The Company values gender, racial and ethnic diversity at all levels in our workplace. It enables the Company to better understand the environment it operates in and the needs of the broad spectrum of customers who choose to do business with the Company. Unfair treatment of fellow employees as a result of sex, race, religion, national origin or any other unlawful basis will not be tolerated.

The Company’s policies and practices strive to assure equal opportunity and appropriate, respectful conduct. The Company is fully committed to ensuring that no employee is subjected to unlawful harassment and discrimination. Unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature are strictly prohibited.

Q: An employee continues to ask me out after I already made it clear that I am not interested. What should I do?

A: If you have informed the employee that you are not interested in anything other than a business relationship, and the employee continues, you should notify your supervisor or manager. If your supervisor/manager is the one responsible for the harassment, you should contact your Human Resources Business Partner. You can also call the “Business Conduct Help Line” at 1-800-704-3408 anonymously or confidentially.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
D. Acceptance Or Giving Of Costly Or Lavish Entertainment Or Gifts

Employees should not accept costly or lavish entertainment or gifts that could imply conflicts between the interests of the employee and the Company. Fellow employees or management should not wonder whether a business decision was influenced by acceptance of a gift. Likewise, employees should not offer or furnish costly or lavish entertainment or gifts to any customer or supplier. Entertainment or a gift should be avoided if it could create any question or doubt regarding the integrity or business ethics of the Company, the employee or customer/supplier. (Also refer to Section IV regarding “Relations With Government Employees and Officials”.)

Reporting of Gifts or Entertainment Received

To further ensure clarity and appropriateness of any employee receipt of gifts or entertainment from any current or potential supplier, service provider, or customer, the following guidance is provided:

- Is it legal, customary in nature and amount, and in good taste?
- Is it clearly related to the conduct of Company business?
- Would you feel comfortable giving or receiving the item in the presence of others, including your supervisor and his manager?
- Could the receipt influence or appear to influence your business judgment?

If any uncertainty exists in any of these areas, employees are expected to closely evaluate the appropriateness of such gifts or entertainment. At a minimum, when uncertainty exists, such items should be reported to and approved in writing by the employee’s immediate supervisor or manager, who is not participating in the receipt.

Q: I am responsible for obtaining a cleaning service for the branch I work in. In the process of getting bids, one company offers a competitive bid and offers to provide cleaning services for my personal residence at no additional cost to the Company or myself. Since this company’s bid offer is the best, can I also accept their offer to provide cleaning service for my personal residence?

A: Even though the service provider’s bid and service appears to be the best, you may have questions concerning their integrity due to the personal

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
nature of their offer. If you are satisfied that the service provider can provide you with the services and price they promised, then you may decide to accept their offer for the branch services. The personal cleaning services offer must be declined. The acceptance of this part of the offer may make it appear that the service provider was chosen for the wrong reasons. It also may provide conflict between the Company’s interests and personal interests if problems in dealing with the service provider arise.

E. Honesty In Reporting All Business Activities And All Reimbursements And Payments.

Employees are expected to conduct all of their business activities with honesty and in accordance with the highest moral and ethical standards. As such, employees are expected to exercise honesty in properly disclosing and reporting all business activities and transactions. These include all payments for:

- Travel and entertainment expenses
- Relocation and housing reimbursements
- Employee compensation
- Check requests
- Customer or supplier payments
- Mileage for personal use or commuting via a Company vehicle

Employees shall not use assets or resources of the Company for personal or financial gain. Also, personal loans from the Company to executive officers are prohibited.

Q: Is it proper in some cases to report an expense that was not actually incurred? For example, if I decide to eat a sandwich versus a full meal on an out-of-town trip, is it okay to report an “allowance” cost for that meal rather than the actual cost?

A: Reimbursement is only proper for expenses that are actually incurred.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
F. Environmental Protection And Workplace Safety

The Company will operate its facilities in an environmentally sound and safe manner. We will strive to meet all local, regional, state and federal laws and regulations pertaining to the use, transportation, storage and disposal of regulated materials.

The Company tries to manage its operations to protect the health and safety of our employees and the communities in which we operate. We aim to conform to all applicable regulations, including the Occupational Safety and Health Administration and the Federal and State Departments of Transportation.

Q: What should I do if I suspect that an environmental violation is occurring at my workplace or that I am assigned to perform a task that I believe to be unsafe or is a safety violation?

A: You should immediately report your concern to your supervisor or facility management. If the issue cannot be resolved at the local level, report the issue to the Unit Manager, Division Manager, Plant Manager, Human Resources Business Partner or Corporate Risk Management Department. If you wish to discuss your concern anonymously or confidentially, call the “Business Conduct Help Line” at 1-800-704-3408. In no event will the Company take any action against you for disclosing information in good faith.

Q: As an employee, how significant is my impact on safety?

A: Safety is the responsibility of all employees. You can prevent injury to yourself and co-workers by always following safe work habits and reporting any unsafe conditions you observe. As an employee, you may also have the opportunity to participate in safety committee meetings, accident reviews and providing management input on safety policies. Your valuable input is always welcome.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
II. BUSINESS PRACTICES

A. Proper Accounting And Company Records

The Company has established accounting and other control standards and procedures. These controls help ensure that all Company assets and equipment are protected from loss and properly used and that financial records are accurate and reliable. Employees share the responsibility for maintaining and complying with required internal controls and ensuring that Company assets are not misused.

All Company financial, accounting, sales, manufacturing, services and expense records or reports, time records, and other documents must completely and clearly present the facts of the transaction. Improper or fraudulent documentation or reporting is against Company policy and, in some cases, a violation of one or more laws.

The Company strives to ensure full, fair, accurate, timely and understandable disclosure in reports and documents it files with, or submits to, the Securities Exchange Commission and in other public communications. In this respect, employees must follow the requirements below:

• No undisclosed and unrecorded funds, assets or liabilities should be established.
• Operating results, as well as assets and liabilities of the Company, shall be recognized and stated in accordance with the Company’s standard practices and Generally Accepted Accounting Principles.
• Adequate and timely disclosure of known material facts must be made as required for completeness, transparency and understanding of transactions or financial statements as a whole.

Q: I am responsible for counting and reconciling warehouse inventory. On a particular day the warehouse inventory reconciliation shows a significant shortage. My research does not yield an answer but I know that management will want to know where the cases are. Should I report inventory so that the shortage does not show until I am able to find the cause of the variance?

A: The inventory records should always reflect only the actual known inventory; otherwise, there may appear to be a falsification of inventory records. See your manager for assistance in resolving any unusual issues that you cannot resolve.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
B. Open And Complete Communication

Employees are expected to provide open and complete communication to management, internal auditors and external auditors. Accordingly, employees shall not knowingly make (or cause to be made) a false or misleading statement. They also shall not knowingly omit to state (or cause another person to omit to state) any fact needed to accurately and completely understand a situation or transaction.

C. Related Parties And Potential Conflicts Of Interest - Required Disclosures And Approvals

Employees, officers and board members are expected to perform their duties and conduct their personal affairs with high ethical standards and with the Company’s best interests in mind. You and your immediate family should generally avoid any action, outside business or other activity, which may create a conflict between your own interests and those of the Company. You must disclose and receive approval (as defined below) for related party transactions, except for minor interests with no discretionary authority or influence and no direct benefit. (See examples that follow.) You must also be aware of, avoid, and otherwise, disclose any situations that may appear to others to be a conflict of interest.

Examples of conflicts of interests/relationships:

- Stock, ownership, or financial interest in competitors, suppliers or customers where you have discretionary authority in dealing with that company, or you have an interest of more than 1% of the stock (or ownership) and such interest is valued at more than $15,000.
- You or a family member has a direct or indirect interest in any transactions between the Company and a third party.
- Any family member relationships to competitors, suppliers or customers where either you or your family member has access to sensitive information.

The Code cannot specifically address every potential issue; therefore, if any uncertainty exists in this area, you are expected to closely evaluate the appropriateness of such relationships and potential conflicts of interest. At a minimum, such items should be reported to and approved in writ-

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
ing by the employee’s immediate supervisor, facility manager, and Division or Functional Vice-President. For reporting and approvals, employees may request CCBCC Form COBC-01 from the Internal Audit Department. Additionally, currently existing relationships should be reported in conjunction with acknowledging compliance with this Code. For board members and officers, where material transactions and potential conflicts exist, such relationships must also be reported to and approved by the Audit Committee of the Board of Directors.

Employees who are not sure whether their secondary jobs or activities would be or would appear to be in conflict with Company interests should discuss the situation with their Manager, Unit Manager, Plant Manager or Human Resources Business Partner or contact the “Business Conduct Help Line” at 1-800-704-3408 anonymously or confidentially.

D. Confidentiality Of Information
Employees shall not use any confidential information of the Company or any of its customers or suppliers for the personal gain of the employee or any other party. Additionally, employees shall not reveal any confidential information to any party for any purposes outside of the appropriate business interests and requirements of the Company.

E. Use Of Company Computer Systems
Company computer systems are restricted to authorized users for legitimate business purposes. The actual or attempted unauthorized access, use, modification or copying of computer systems and information is a violation of federal and state laws as well as Company policy. As an authorized user of the Company’s systems, you should keep passwords confidential, and sign-off the system when leaving the area of the terminal/computer you were working at. Also, screensaver passwords and individual file passwords should be used for confidential data. Additionally, the use of e-mail and internet access on Company systems and equipment or for any Company business shall be in accordance with the Company’s policies and procedures.

F. The Use Of Purchased Software By The Company And Its Employees Shall

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
Be Strictly In Accordance With Copyright Laws And Software Licensing Agreements.

At no time shall employees copy Company purchased software. Employees shall not use copied software on Company equipment or for Company purposes, except where permitted by the licensing agreement. Where local area networks may exist, purchased software shall be used only in accordance with the terms of the licensing agreements. If uncertainty exists, contact the Customer Support Center at 1-866-HELP-CSC for assistance.

III. POLITICAL ACTIVITIES

A. Employee Political Activities

The Company recognizes that, as individual citizens, employees have the right and obligation to participate in lawful political activities. All employees are encouraged to register and to vote in all applicable local, state and federal elections. Employees will be given a reasonable amount of time off from their jobs, if necessary, in order to cast their votes in local, state or federal elections.

The Company recognizes the right of an employee to become a candidate for public office. Any employee who decides to become a candidate for public office should first consult his or her immediate supervisor and facility Manager or Department Manager. While a candidate for or while serving in public office, an employee is expected to perform the duties and responsibilities of his or her position with the Company.

B. Company Political Activities, Political Contributions, And Product Donations

The Company recognizes its need to participate in the political process; however, United States federal and state laws prohibit or restrict certain political activities by the Company. Therefore, all dealings with elected officials, candidates for public office or government employees must comply fully with applicable local, state and federal laws, statutes and regulations.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
The following procedures shall apply:

• Use of Company property, equipment, supplies and facilities may be prohibited or restricted. Exceptions must be approved in advance by the Vice President, Corporate Affairs.

• All requests for political contributions must be approved in advance by the Vice President, Corporate Affairs.

• Product donations related to political activity must also be approved in advance by the Vice President, Corporate Affairs.

C. Entertaining Elected Officials

Acts of hospitality toward elected officials, candidates for public office or government employees involved in the administration of regulations must comply with applicable laws and regulations. Such entertainment should avoid compromising the integrity or damaging the reputation of the public official or the Company. Keep in mind that acts of hospitality will probably become a matter of public knowledge.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
IV. RELATIONS WITH GOVERNMENT EMPLOYEES AND OFFICIALS

A. Entertaining Government And Military Customers
Most government regulations forbid the acceptance of gratuities by government personnel or their families, no matter how innocently tendered or received, from those who have or seek business with the government. A gratuity is defined as any gift, favor, entertainment, hospitality, transportation or other benefit for which fair market value is not paid by the recipient or the government. It could include tickets to a sporting event or other events, a lunch, a dinner, or even a single beverage. Such gratuities are generally prohibited.

It is the Company’s policy not to offer or give gifts, gratuities, or favors to government personnel, military or civilian. Further, even when an exception is authorized, extreme care must be exercised to avoid any situation that might (justifiably or not) bring discredit to or embarrass the Company, the government or its employees.

Any anticipated entertainment of government or military personnel must receive prior approval by your Division or Functional Vice President.

B. Transactions With Government Officials
The Company will not hire any elected official or government employee to perform services related to a matter that may cause the appearance of a conflict of interest. No elected official or government employee shall be hired to perform any other services except for a legitimate business purpose and in accordance with applicable federal, state or local law.
V. SECURITIES LAW

Prohibited Use Of Inside Information
Under U.S. securities laws, and the Insider Trading Policy of the Company, officers, directors and employees of CCBCC and its subsidiaries who have material non public information are prohibited from:

- trading in CCBCC securities while possessing inside information, except pursuant to certain prearranged trading plans; and
- giving such non public information to someone outside the Company who then trades in CCBCC securities.

The law also prohibits sharing any non public information with family members, friends or other persons. Non public information is not limited to information about the Company. It can also include information about other corporations, including corporations with which CCBCC has relationships, such as suppliers and customers. Violating these laws can lead to significant civil and criminal penalties. Any violation may result in immediate dismissal from the Company.

Additional restrictions are applicable to officers, directors and certain employees in the accounting, internal audit, tax and treasury departments. All employees should refer to the Insider Trading Policy for additional information.

Any person who has a question concerning the propriety of a proposed transaction, or who has a question about this policy generally, should contact the Company’s Vice President, Planning and Administration at 1-800-777-COKE.

VI. ADMINISTRATION OF CODE

A. Discovery Of Actual Or Potential Violations Of This Code Of Conduct
Discovery of events of a questionable, fraudulent or illegal nature, or other potential violations of the Code should be reported to one of the following persons. Depending on the circumstances, any of these people can be an appropriate first point of contact.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
• Your Immediate Supervisor
• Your Branch/Facility Manager or Unit Manager
• Your Human Resources Business Partner
• Your Functional Vice President/General Manager or Plant Manager
• The “Business Conduct Help Line” at 1-800-704-3408

Alternatively, if you are uncertain of the steps you should take, you may contact or report matters to the Corporate Director of Internal Control Service at the Company’s Corporate Office, 4100 Coca-Cola Plaza, Charlotte, N.C. 28211 or by telephone at 1-800-777-COKE.

B. Code Of Conduct Questions And Inquiries / Protection For Personnel Reporting Questionable Behavior

The answers to many questions that may arise regarding “the right thing to do” will be obvious, but in some cases, hard to determine what actions should be taken. When in doubt as to what to do, you should contact one of the parties listed above in Section VI.A. Also, any questions or inquiries regarding this Code, its meaning or its application to specific circumstances should be addressed, as you feel appropriate, to one of the parties listed above in Section VI.A.

The “Business Conduct Help Line” is an additional tool for you to use. The Help Line has been established for employees who may want to anonymously report inappropriate or questionable conduct. An independent, third party firm maintains the Help Line. A Communication Specialist will take your call and report the information to the appropriate corporate personnel for investigation. You will need to provide enough detail that will allow for a thorough investigation to be completed. Status of the investigation will be provided to the Communication Specialists and they may relay the information back to you during follow-up calls.

CCBCC will not permit any form of retribution against any person who, in good faith, reports suspected violations of the Code of Conduct.
Q: I am aware of an issue that I think is a problem but I don’t want to get involved. I certainly do not want to stir up trouble either. What should I do in this case?

A: If you have information or knowledge of any act or practice which is illegal or prohibited under the provisions of this Code, or which you believe to be unethical, you must promptly report such matter to your Manager, Unit Manager, Functional Vice President, Plant Manager or Human Resources Business Partner or contact the “Business Conduct Help Line” at 1-800-704-3408 anonymously or confidentially.

C. Investigation Of Possible Code Violations And Required Notifications

Actual or potential Code violations will be investigated according to the nature of the issue and person(s) involved. For instances concerning branch, plant or departmental employees (under the manager levels indicated below), the processes of investigation, decision making and discipline must involve local, as well as, division or corporate Human Resources management. Instances concerning branch, division or functional managers must involve the Corporate Vice President of Human Resources and the Division or Functional Vice President, at a minimum.

All Code violations must be reported to the Corporate Director of Internal Audit. Violations involving material or questionable accounting, internal controls and auditing matters, as well as material or sensitive issues and issues involving Company officers or their direct reports, must also be reported to and reviewed by the Executive Vice President, Chief Financial Officer. Such violations will also be reported to the Audit Committee of the Board of Directors, as necessary.

Issues involving Board members must be reported to the Audit Committee, or the Board of Directors, for review and appropriate action.

D. Corrective Action

The values and responsibilities outlined in this Code are important to the Company and must be taken seriously by all of us. Failure of any Company employee to comply with this Code, or make appropriate disclosures and receive proper approval for the waiver of any provision, may result in disciplinary action. Such action will be based on the nature and particular facts of each situation. Consequences may include reprimand for less seri-
uous offenses, reduction of pay, demotion, termination of employment, and criminal and civil prosecution, where warranted.

The Executive Vice President, Chief Financial Officer and the Corporate Vice President of Human Resources must approve consequences involving all managers, questionable accounting, auditing matters or sensitive issues. The Audit Committee of the Board of Directors will review or approve corrective actions, as necessary.

E. Obtaining Approvals For Waivers Of Code Provisions
Waiver of any provision of this Code must be approved in writing, for each employee, by the Division or Functional Vice-President. A copy of the approval should be maintained in the employee personnel files.

Waiver of any provision of this Code for officers or directors must be approved by the Board of Directors and must be disclosed in accordance with regulatory requirements.

F. Individual Reporting And Continuing Compliance With The Code
Each employee, officer and board member receiving this Code will provide an “acknowledgment” as to receipt and understanding of the Code. Each recipient shall report any non-compliance with this Code by such recipient or other person, and shall also report any transactions or events in any area where it might appear to others that these policies have not been observed. Failure to report a known Code violation is in itself a violation of the Code.

In addition to the completion of any “acknowledgment”, it will be each employee, officer and board member’s responsibility to immediately disclose any violation of the Code of Business Conduct, including, but not limited to, any related party situations and potential conflicts of interest.

This Code does not create any contractual rights of any kind between Coca-Cola Bottling Co. Consolidated and its employees. In addition, it does not modify any employment relationships, whether at will or governed by a contract.

Coca-Cola Bottling Co. Consolidated reserves the rights to amend or alter these guidelines at any time and for any reason.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
MARRIAGE OF EMPLOYEES [ER 9]*

The Company does not permit the continued employment of both employees upon marriage.

Two employees who decide to marry must decide which of them will resign his/her employment within 30 days of the marriage. The supervisor of each employee must be notified by each employee of that decision. This policy shall apply to all regular full-time and part-time employees.

OFF DUTY EMPLOYEES AND VISITORS [ER 16]*

Except during a reasonable period of time before and after a scheduled shift, an employee is not to remain at or return to work for any purpose unless the employee is either on duty or scheduled for work. Exceptions will be allowed for the purpose of attending to Company business, such as picking up paychecks, submitting insurance forms, attending Company meetings, etc. This type of business should be conducted in administrative and/or meeting areas only.

Due to safety and insurance considerations, an employee may not have visitors while working or while on Company property. Any exception must have approval of the employee’s immediate supervisor. Safety and reduced risk of injury will be of utmost importance in making arrangements for all visitors.

EMPLOYMENT OF RELATIVES [ST 1]*

CCBCC does not believe it is in the best interest of the Company to employ relatives of employees of the Company. CCBCC will avoid hiring “close relatives.” “Close Relatives” are defined as the employee’s:

<table>
<thead>
<tr>
<th>Relative</th>
<th>Spouse</th>
<th>Stepson</th>
<th>Mother-in-law</th>
<th>Nephew</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td></td>
<td>Step-daughter</td>
<td>Father-in-law</td>
<td>Niece</td>
</tr>
<tr>
<td>Father</td>
<td></td>
<td>Step-father</td>
<td>Sister-in-law</td>
<td>Uncle</td>
</tr>
<tr>
<td>Mother</td>
<td></td>
<td>Step-mother</td>
<td>Brother-in-law</td>
<td>Aunt</td>
</tr>
<tr>
<td>Sister</td>
<td></td>
<td>Step-sister</td>
<td>Daughter-in-law</td>
<td>Grandparents</td>
</tr>
<tr>
<td>Brother</td>
<td></td>
<td>Stepbrother</td>
<td>Son-in-law</td>
<td>Grandchildren</td>
</tr>
<tr>
<td>Cousin</td>
<td></td>
<td>Legal Guardian</td>
<td></td>
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</tr>
</tbody>
</table>

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
A. Promotion into Supervision – In situations where employees are promoted into supervision where they have a close relative working, (i.e. grandfathered acquisitions) the relative will be transferred within a reasonable period of time.

B. Exceptions to this policy include:
   1. Hiring close relatives for temporary work assignments (e.g., summer employment)
   2. Weekend merchandisers

SOLICITATION AND DISTRIBUTION [ER 15]*

Employees may engage in solicitation and distribution only as outlined below:

1. The Company may allow solicitations among employees for a catastrophic medical condition affecting an employee or someone in their immediate family. This must be coordinated and approved by the local manager.

2. Solicitations and distributions are prohibited by CCBCC employees during work hours and in the work locations of either the soliciting or targeted employee.

3. Distribution of literature is prohibited in work areas at all times.

4. The distribution of literature in such a manner as to cause litter on Company property is prohibited.

5. CCBCC may from time to time authorize fund drives by a limited number of charitable organizations (e.g. United Way). Managers and employees may volunteer to assist these organizations by conducting their drives. Each employee may decide whether or not to contribute. There will be no discrimination against employees because of their willingness or unwillingness to participate.

6. CCBCC maintains bulletin boards to communicate Company information to the employees and to post notices required by law. These bulletin boards are for the posting of Company information and notices only, and only persons designated by Human Resources may place notices or remove material from bulletin boards. Persons who are not employed by CCBCC are prohibited from soliciting funds or signatures, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitations or similar activity.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
EMPLOYEE RECORDS

It is important that your records be kept up to date at all times. To keep your records current, report to the Human Resources Department whenever:

- You change your address or telephone number.
- You get married, divorced, or legally change your name.
- You have an dependent status change or death in your family.
- You wish to change your life insurance or 401(k) beneficiary.
- You wish to change the name of the person to be contacted in case of an emergency.
- Your number of income tax exemptions changes.
- You have completed any special courses or gained any experience, which might benefit your career with CCBCC.

Should your job require that you be issued Company owned equipment, tools, etc., you are responsible for such materials and will be held financially responsible for the loss or damage of such equipment due to your negligence. Additionally, should your job call for you to handle Company products and/or money, you are responsible for strict daily accounting of these items. You will be expected to personally reimburse the Company for any shortages, and to turn over to the Company, any overages. If these rules apply to your job, more information will be provided by your supervisor.

PURCHASE OF CUSTOMER MERCHANDISE  [GN 3]*

It is the responsibility of Route Representatives, and all other CCBCC employees, to ensure that they maintain high integrity, trust based relationships with their customers. To this end, Route Representatives should exhibit the following behaviors while in customer accounts:

1. Learn and observe the customer’s rules and procedures that apply to vendors.
2. Provide customers with an opportunity to count newly delivered product coming into the store and to count product returning to CCBCC before going out of the store.
3. Under no circumstances should employees use or consume a customer’s inventory, whether salable or refuse, prior to paying for it.

The purchase process is to walk the most direct route from the point of purchase to the cash register with the customer’s product plainly visible. A CCBCC Route Representative who is not on the direct route between the point of purchase and the cash register is expected to possess a cash reg-

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
ister receipt for any product in his/her possession. If a sales representative is delayed between removing the intended purchase from the shelf and taking the product via the most direct route to the cash register, the product should be returned to the shelf or left in a conspicuous place (for example, with a cashier) rather than keeping possession of the product outside the “direct route” described in this paragraph.

CONFIDENTIALITY [SE 1-A]*

Employees exposed to CCBCC related information or documents should assume that the information or documents are confidential unless the information or documents have either been previously published for public consumption or an employee has been instructed otherwise by Company management. Information which should not be shared except on an approved basis with parties inside or outside the Company includes, but is not limited to, Company payroll records, personnel and medical file information and documents, information reflecting the names and/or addresses of employees or applicants, CCBCC and/or affiliates sales plans and/or sales results, and all other Company information/documents not expressly public in nature. Employees with questions about the confidential aspects of any information or documents should seek their supervisor’s consent before communicating the information or distributing the document(s) to parties inside or outside the Company. Any employee communicating information or conveying documents in violation of this policy is subject to discipline up to and including dismissal.

BULLETIN BOARDS

In order to keep you informed on matters of concern to you, bulletin boards will be maintained in all facilities. It is your responsibility to read the board daily or, at a minimum, several times per week. This will allow you to stay up-to-date on Company events and announcements. Posting notices must be approved in advance by management.

Cell Phone Assignment and Reimbursement Policy [GN 5]*

The Company recognizes that certain job functions are such that timely access to the employee by others and/or the employee’s ability to quickly contact others is critical. To that end the Company encourages employees in such job functions to retain the services of a cell phone company. The Company will reimburse qualifying employees for a predetermined amount based on job function.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
Job functions that will be considered for cell phone expense reimbursement must meet the following general criteria:

- Senior Management
- Individuals whose role requires regular travel or high mobility
- Individuals on call 24X7 for support or services
- In some cases, managers of individuals on call 24X7 for support or services

It is the Company’s policy that all cell phone accounts carry full employee payment and contract termination liability, with no Company liability whatsoever.

Employees are responsible for establishing and maintaining their cell phone account and equipment with the selected service provider. The purchase of cell phone hardware, accessories, or insurance is considered a personal expenditure and not reimbursable by the Company. The employee will be reimbursed only for equipment that supports hands-free usage. The employee will be reimbursed a fixed monthly amount to cover the business related service costs. Employees are expected to manage their cell phone business usage time to stay within their allocated reimbursement amount. Overages will be the responsibility of the employee to pay unless appropriate business justification is presented by the employee to his/her manager.

Employees are required to carry or have ready access to their cell phones during their expected work hours or hours of on-call support. Employees are responsible for reporting lost or stolen cell phones to the service provider and authorities. An employee must notify his/her manager immediately of a phone number change or lack of cell phone access.

It is the employee’s responsibility to understand and adhere to state laws with regards to the usage of cell phones while operating a motor vehicle. The Company encourages the avoidance of using a cell phone while driving on company business, but when cell phone usage is required an appropriate hands-free accessory should be used regardless if required by state law.

The employee will retain ownership of the equipment and responsibility for the service costs and contract terms in the event of termination of employment.

Employees who are eligible for cell phones under this policy should see

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
their managers for more information regarding reimbursement levels and the reimbursement process.

**ANTITRUST COMPLIANCE [BC 3]**

The antitrust laws were enacted to preserve a competitive economy in which free enterprise could flourish. Coca-Cola Bottling Co. Consolidated supports all efforts to protect and enhance legitimate competition. The Company has insisted and will continue to insist, without qualification or exception, that every employee strictly observe at all times both the letter and spirit of the antitrust laws of the United States and the individual states in which we do business.

**Relations With Competitors**

The Company must determine the prices, discounts and all other terms and conditions of sale offered to customers or prospective customers independently and without consultation or agreement with any competitor. Failure to conform to this requirement may constitute an illegal conspiracy under the antitrust laws.

There should never be any agreement or even any discussion between Company personnel and any representative of a competitor on business-related topics such as:

- Past, present or future prices
- Pricing policies
- Bids
- Discounts
- Promotions
- Terms and conditions of sale
- Identity of customers
- Allocation of customers or sales areas
- Production quotas
- Costs

For purposes of this Policy, agreements include written or oral agreements, tacit understandings, “gentlemen’s agreements” and all other informal, off-the-record understandings as well. Remember, any conversation with a competitor has the appearance of being improper, and it may be impossible to later prove that no illegal activity occurred.

It is against Company policy to engage in overly aggressive marketing activities such as removing competing point-of-sale materials or resetting

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
our competitors’ products.

**Relations With Customers Or Suppliers**
As a general rule, the Company has the right to select with whom it will do business. The Company also has the right to refuse to do business with a person or organization, provided that decision is made independently and is not the result of an anticompetitive motive or intent, therefore, it is against Company policy to refrain from doing business with any entity based upon any agreement or understanding with any third party. The only exceptions to this rule are complying with transshipping policies or the utilization of credit information obtained from third parties for purposes of a determination of whether or on what terms to do business with an organization.

**Resale Prices And Other Terms**
The antitrust laws forbid a seller from dictating to his customers the resale prices to be charged by those customers. While the Company is permitted to suggest resale prices to its customers, it is against Company policy to coerce a customer to resell at a particular price. Any action taken to enforce resale pricing suggestions or any understandings, formal or informal, concerning the establishment of resale prices, is to be avoided. You may, however, require that the customer pass on an allowance to the consumer.

**Reporting And Advice**
Company personnel who become aware of a practice which they believe may violate the antitrust laws are required to report the relevant information to the Company’s Code of Business Conduct Hotline 1-800-704-3408. The name of any individual reporting a suspected antitrust violation shall be held in the strictest confidence.

(These statements represent a summarized version of the full policy. See your immediate manager or Human Resources Business Partner if further policy details are needed.)

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
INSIDER TRADING

GENERAL [BC 5]*
Officers, directors and other employees of Coca-Cola Bottling Co. Consolidated ("CCBCC" or the "Company") and its subsidiaries are subject to federal laws and regulations governing their purchase or sale of CCBCC securities (e.g., common stock, Class B common stock and options to purchase stock). Specifically, this policy provides that officers, directors and employees of CCBCC and its subsidiaries who have material non public information are prohibited from:

- trading in CCBCC securities while possessing inside information, except pursuant to certain prearranged trading plans; and
- giving such inside information to someone outside the Company who then trades in CCBCC securities.

EXPLANATION OF THE LAW [BC 5] *

1. Definition of “Inside Information”
   (a) “Inside Information” is all material non-public information about CCBCC or other corporations.

   (b) Information is deemed “material” if it could affect the market price of a security or a reasonable investor would attach importance to the information in deciding whether to buy, sell or hold a security.

   (c) Information is considered “public” only if it has been effectively disclosed to the investing public (by Company news release or an SEC filing, for example) and enough time has elapsed (i) to permit the investment community to evaluate the information and (ii) for the price of the affected security to “level off” after the disclosure. Two full stock trading days after disclosure to the public is generally considered sufficient for such evaluation and leveling-off.

   (d) Inside Information is not limited to Information about the Company. It can also include material non public information about other corporations, including corporations with which CCBCC has relationships, such as its suppliers and customers.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
2. Prohibitions Relating to Inside Information

(a) Purchase or Sale of Securities. It is illegal for someone having Inside Information regarding a corporation to buy or sell securities of that corporation, whether in the form of stock, options or any other type of security.

(b) Tipping. It is illegal for someone with Inside Information (a “tipper”) to pass it on to a friend, relative or anyone else who buys or sells a security based on such information (a “tippee”).

3. Consequences of Violation

The SEC has vigorously prosecuted insider trading violations by both institutions and individuals and the penalties are severe, even for violations resulting in relatively small profits. Because of the importance of this Policy, any violation may result in immediate dismissal from the Company.

STATEMENT OF CERTAIN CCBCC POLICIES

1. Internet Chat Rooms. Officers, directors and employees of CCBCC or any of its subsidiaries are prohibited from posting any information on Internet chat rooms or bulletin boards or other types of public forums where CCBCC or CCBCC securities are a topic.

2. Employee Stock Purchase Plan. An officer, director or employee of CCBCC may not commence participation in, cease participation in or change the terms of his or her participation in the Company’s Employee Stock Purchase Plan at any time when he or she has or is aware of inside information relating to the Company.

3. Trading by Spouse and Other Household Members. These policies apply to any trading in which an officer, director or employee of CCBCC or any of its subsidiaries participates or in connection with which an officer, director or employee of CCBCC or any of its subsidiaries provides assistance, whether the trading is for his or her own account or on behalf of another person.

4. No Exceptions. There are no exceptions to this policy.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
FURTHER ASSISTANCE

Any person who has a question concerning the propriety of a proposed transaction, or who has a question about this policy generally, should contact the Company’s Vice President, Planning and Administration.

(These statements represent a summary version of the full policy. See your immediate manager or Human Resources Business Partner if further policy details are needed.)
CCBCC INTERNAL JOB POSTING GUIDELINES

Coca-Cola Bottling Co. Consolidated strives to select and develop employees who possess the skills needed to drive current and future business performance. To develop successfully as a professional, an employee must grow into and through several positions and job levels during the course of a working career. Job posting plays an essential role in identifying interested and qualified candidates for these growth opportunities; therefore, Coca-Cola Bottling Co. Consolidated maintains an internal Job Opportunity Broadcasting System that is designed to provide employees with opportunities for career growth and job satisfaction while minimizing interruptions to business operations. Supervisors (a person that has a direct report), employees and Human Resources have a shared responsibility to insure the proper application of these procedures and that fair employment practices are executed.

Each posting will include the title of the job, the pay grade, the location, a brief description of the function of the job, special working conditions, any skills, attributes, and/or certifications that are required and information on how to apply. This information is contained within the electronic CAPS posting.

EMPLOYEE ELIGIBILITY REQUIREMENTS

To be eligible for any open position, employees must meet the following criteria:

- Internal candidates must receive endorsement from their immediate supervisor or manager.
- Internal candidates must be in good standing. Employees on disciplinary probation (Step 3) are not eligible for consideration.
- All internal candidates must be in their current position for at least six (6) months. Exceptions may be approved as needed to help us meet our business objectives. Human Resources, the hiring manager and the employee’s supervisor must approve any exceptions.
- Employees may only apply for one posted position at a time. Only after a final decision has been made regarding their status as a candidate can the employee post for another position.
- Candidates that best match the requirements for the position will be invited to participate in the interview process.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual
APPLYING FOR A POSTED POSITION [ST 3]*

Open positions can be viewed in CAPS via The Wave or by accessing www.cokeconsolidated.com. If an employee is interested in an open position, they should

- Click on the bottle cap link to go to the job search page.
- Search jobs based on criteria the employee chooses or view all open positions.
- Select the position to apply for by clicking on the “apply now” icon or on the position title. Internal candidates must apply for a specified position. Any “general applications” submitted by internal applicants will be discarded and not given consideration.
- Select the application form for current CCBCC employees.
- Complete the information requested on the application form.
- Electronically copy resume from your hard drive or diskette and paste into the space indicated.
- Click the submit button.

* Reference is to the corresponding policy in the Human Resources Policy and Procedures Manual