

## **Hiring and Promotion Policy for Non-Executive Positions**

Birmingham Beverage Company, Inc. (“Alabev” or “the Company”) is an equal opportunity employer and values a diverse workforce. This policy is designed to ensure that all employees are provided equal employment in accessing promotional and transfer opportunities within the Company. For more information about our commitment to equal employment opportunity, please reference that policy. The process for posting non-executive positions (all positions excluding President, Chief Executive Officer, Vice Presidents, Chief Operating Officer, Chief Financial Officer, and any C-level positions the Company may add) within the State of Alabama will be performed as follows:

- The Company will post each non-executive position to be filled to all employees via company-wide email and physically by the time clock, in the driver check-in room, and in the break rooms.
- All non-executive positions shall be posted internally by all of the means above for at least seven calendar days prior to the internal application deadline.
- The Company may post non-executive positions internally and externally at the same time, or it may delay external posting.
- Every posting governed by this policy shall describe the minimum qualifications and requirements for the position sought.
- Every posting governed by this policy shall include a clear process and procedure by which employees are to apply. In general, this will be that the employee must submit by the internal application deadline by email or hand-delivery to the person designated in the job posting a resume along with a cover letter or email clearly indicating the position for which they are applying.

- In some circumstances, the hiring manager(s) and/or Title VII Coordinator may have additional, job-related requirements that an employee should submit as part of or in addition to their resume (ex: submitting samples of reports of a type required by the position; submitting a portfolio for a graphic design position). Any additional required application materials will be clearly identified in the posting.
- Upon the close of the internal posting period (and any external posting period if such period is partially or fully concurrent with the internal period), the Company will review all internal applications and ensure all internal applicants are given proper and full consideration for the opening.

When a non-executive position must be filled on an interim basis (usually less than eight weeks) while the Company recruits a replacement in accordance with this policy, the Company will first attempt to place a supervisor in the interim role or to redistribute the role among peers. If this is not feasible, and the role must be assigned to an existing non-supervising employee on an interim basis, then the employee's interim performance of the position shall not be a factor in the ultimate hiring/promotion decision.

Any employee who applies for but is not selected for a position may request the reason for his/her non-selection. Such a request should be submitted to Michael Silinsky (205-422-1064, [msilinsky@alabev.com](mailto:msilinsky@alabev.com), 211 Citation Court, Birmingham, Al 35209) OR the Company's Title VII Coordinator, Charles Wilkinson (205-977-3908, [charles@hrmasap.com](mailto:charles@hrmasap.com)). The Company shall provide the employee the reason for non-selection within a reasonable time (generally up to three business days) upon the receipt of such a request.

Any employee who has a concern about potential discrimination with respect to hiring, job posting, promotion, or transfer decisions must report it immediately to Michael Silinsky

(205-422-1064, [msilinsky@alabev.com](mailto:msilinsky@alabev.com)) OR the Company's Title VII Coordinator, Charles Wilkinson (205-977-3908, [charles@hrmasap.com](mailto:charles@hrmasap.com)) OR our confidential toll-free employee hotline number (1-844-222-1581 – English; 1-800-216-1288 – Spanish; [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (you must reference the Company name in the email)).