

Employee Handbook

DOLLAR GENERAL®



Dollar General Employee Handbook

Welcome to Dollar General

You have joined one of the largest retailers in the country and we are glad to have you as part of our team. Since our Company's beginning in 1939, the desire to serve others has been the driving force behind our growth and our strategy. In fact, Serving Others is our mission.

At Dollar General, we have a deep respect and appreciation for our customers. We strive to serve their needs for quality merchandise each day in our more than 11,000 stores. Only through our more than 100,000 employees and the support of our mission can we exceed their expectations.

From our Store Support Center to our distribution centers and the employees throughout our stores, every individual plays a role in helping ensure Dollar General's success.

This handbook is not intended as an exhaustive compilation of the Company's expectations, but rather it provides information on certain policies and benefits which are currently in effect. These policies may be modified or supplemented, as part of our continuous effort to improve operations and to make Dollar General a better place to work.

We look to the future with confidence, and we hope that your employment with Dollar General will bring professional satisfaction and growth throughout the coming years. Thank you for being part of our team. Working together, Dollar General will continue to grow as a place at which we are proud to work and our customers are proud to shop.



Rick Dreiling, Chairman,
President and Chief Executive Officer



Bob Ravener, Chief People Officer

Acknowledgement of Receipt of Dollar General Employee Handbook

I acknowledge that an electronic copy of the Dollar General Employee Handbook and applicable supplement outlining the policies and procedures of Dollar General have been made available to me. I have read the Table of Contents, and I know what kind of information I can find in the handbook. I acknowledge that it is my responsibility to read and understand the information contained in this handbook and applicable supplement and to follow the policies and procedures of the Company, both now and in the future. If I have any questions, I understand that I should contact my manager or Human Resources.

I am aware that Dollar General can revise, add or delete any policies, procedures or benefits at the Company's discretion.

I AGREE TO FOLLOW THE POLICIES AND PROCEDURES OF THE COMPANY. I UNDERSTAND THAT, UNLESS OTHERWISE AGREED IN WRITING SIGNED BY AN OFFICER OF THE COMPANY AND SUBJECT TO ANY APPLICABLE LAW, ALL DOLLAR GENERAL EMPLOYEES ARE EMPLOYED ON AN AT-WILL BASIS. THIS MEANS THAT EMPLOYMENT IS NOT GUARANTEED FOR ANY SPECIFIC DURATION, AND DOLLAR GENERAL RETAINS THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE. NO ORAL REPRESENTATIONS MADE BY A DOLLAR GENERAL EMPLOYEE WITH RESPECT TO CONTINUED EMPLOYMENT CAN ALTER THIS RELATIONSHIP. LIKEWISE, NO STATEMENT MADE IN THIS HANDBOOK IS INTENDED TO ALTER THE AT-WILL NATURE OF EMPLOYMENT WITH DOLLAR GENERAL OR TO CREATE ANY CONTRACT WITH RESPECT TO THE TERMS OR CONDITIONS OF MY EMPLOYMENT.

Note to Employees:

As of its issue date, this handbook replaces all previously distributed editions. Any policy contained in any previous handbook which does not appear in this edition, or is different from the information provided in this edition, is invalid.

This handbook is the property of Dollar General. All information contained within this handbook is for Dollar General and its employees only.

Dollar General is an equal opportunity employer. It is the Company's policy to provide equal employment opportunity (EEO) to all qualified persons without regard to race, sex (including pregnancy, childbirth and related medical conditions), religion, color, age, national origin, disability, citizenship, sexual orientation, genetic information, gender identity or any other characteristic protected by the applicable federal, state, or local law. The Company provides equal opportunities in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment.

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HANDBOOK GUIDE

Getting Started

As you begin your new job, you will be busy learning your duties and meeting other employees. You are encouraged to take every opportunity to discuss job-related difficulties, questions and concerns with your manager.

Company guidelines, policies and services should be covered with employees on their first day.

The Company is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. Upon hire, all employees are required to provide documentation verifying identity and legal right to work in the United States.

Need for Policies

The policies stated in this handbook are guidelines to:

- Maintain high safety standards for all employees
- Inform employees of the Company's expectations and what they can expect in return from the Company
- Minimize misunderstandings about how to deal with issues
- Provide consistent treatment of all employees
- Comply with the law

Nothing in this handbook changes the fact that your employment with the Company is at "at-will." This means that employees of the Company are free to terminate their employment at the Company at any time, with or without notice, and with or without cause. Similarly, the Company has the right to terminate an employee's employment at any time, with or without notice, and with or without cause.

It is impractical to have a policy to cover every situation, and not all Dollar General policies are stated in this handbook. Where state or local laws impose requirements contrary to the policies set forth herein, Dollar General will comply with the state or local laws.

Human Resources Contact Information

At times throughout this handbook, Human Resources is mentioned as a contact for obtaining additional information or solving issues. In these instances, the following should be used when a policy lists Human Resources as a contact:

SSC – Director/Senior Director of Corporate Human Resources

DCs – Local Human Resources department

Retail – Employee Response Center (ERC) at 1-888-237-4114 or your local HR contact as listed on your store Communication Center.

Online Resources for Employee Self Service and Company Information

DGme is a secure internet website that serves as a self-service tool for employees to access (or change) their own personal information, as well as access information related to employment benefits and policies.

There are several ways to access DGme:

- DGe is the Intranet developed for those Dollar General employees who have a network username and password.
- StoreNet is an application available to retail employees from the store location.

- Kiosks are available in the Distribution Centers.
- Dollargeneral.com is available to all employees and can be accessed anywhere the Internet is available.

DGme can be accessed on all the above company systems.

Some of the information you can find on DGme includes, but is not limited to:

- W-2 access
- Company policies, procedures, handbook and more
- Paycheck stub access
- Direct deposit and ePay enrollment
- Discounts available to employees
- Benefit information
- Employee assistance programs

This site is for you, the employee, and will provide answers to many questions about Dollar General, your employment and other important information you may need. In some instances, only a summary of a policy is listed in this handbook. You typically can access the entire policy on DGme.

COMPANY PHILOSOPHY

Positive Work Environment and Remaining Union Free

At Dollar General we strive to provide a positive work environment. We are part of a company and a culture that not only supports different ideas and different backgrounds – but thrives on them.

We are committed to maintaining a work experience for our employees built on respect and opportunity. This begins with our commitment to deal directly with employees. Our direct relationship provides the greatest opportunity for teamwork, respect and the meeting of our mutual goals of employee and customer satisfaction. We believe this approach not only aligns the interests of our employees, our customers, and our shareholders but also provides the best opportunity for long-term sustainable success.

We believe our union free status is one reason we continue to grow and provide employment while many unionized companies have declined. Our employees have enjoyed competitive wages, benefits and steady employment without paying dues to unions, and have never missed a paycheck because of a strike. We provide job security by continuing to build a sound, growing and profitable business.

Our employees are individuals and Dollar General is committed to resolving employee issues and concerns in an equitable, timely and open manner. Employees have a direct voice and will be heard. We firmly believe that a union would not be to the advantage of our employees, our customers or the economic growth on which we all depend.

If a union organizer or business agent asks you to join a union or to sign any kind of union card (whether it is to join the union, get more information about the union, or for some other purpose) you have the right to refuse. We ask that you carefully examine any literature or “authorization card” which you may be given before you sign. Feel free to get information from your supervisor and other managers regarding questions you may have so that you are completely informed about the issues and consequences of signing the union card and you can make the best choice.

Valuing Diversity & Inclusion in the Workplace

Dollar General recognizes that diversity is a business objective and that an inclusive workplace results in a better experience for customers and employees. Dollar General intends to create a work environment that fosters respect for

the different experiences that each employee brings to his or her job. We believe that our differences make us stronger.

The Company demonstrates its commitment to inclusion through:

- Recruiting, hiring and developing employees;
- Serving the needs of our customers; and
- The Company's mission and business strategy.

Anti-Discrimination and Harassment Policy

Dollar General is committed to providing its employees with a work environment free from unlawful discrimination, harassment and retaliation. To that end, the Company has adopted its Anti-Discrimination and Harassment Policy, which is intended to go beyond what is required by law. In other words, the Policy prohibits workplace conduct that may not necessarily rise to the level of conduct that is prohibited by law. Dollar General values and respects the rights and dignity of each person and will not tolerate discrimination or harassment based on race, color, religion, sex (including pregnancy, child birth and related medical conditions), national origin, age, disability, citizenship status, sexual orientation, genetic information, gender identity or any other characteristic protected by applicable federal, state, or local law. The Company also will not tolerate unlawful retaliation.

Zero Tolerance

Any employee who is determined by the Company to have engaged in a violation of this policy will receive the appropriate level of discipline, up to and including termination, even for the first offense, depending on the circumstances.

Discrimination

Discrimination on the basis of race, color, religion, sex (including pregnancy, child birth and related medical conditions), national origin, age, disability, citizenship status, sexual orientation, genetic information, gender identity or any other characteristic protected by law is strictly prohibited. This includes, but is not limited to the following: hiring, placement, upgrading, transfer, demotion or promotion, treatment during employment, rates of pay or other forms of compensation, benefits, layoff or discharge, recruitment or solicitation of employment and all other terms and conditions of employment.

Harassment

Harassment in the workplace, including sexual harassment is also strictly prohibited. Harassment based on sex, or other characteristic protected by law, may take the form of verbal, visual, and/or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited conduct includes, but is not limited to: speaking to or treating an employee or any other individual in a demeaning or degrading manner that exhibits a dislike for, or hostility, or hatred toward, an individual (or that of his/her relatives, friends or associates) because of race, color, religion, sex (including pregnancy, child birth and related medical conditions), national origin, age, disability, citizenship status, sexual orientation, genetic information, gender identity or any other characteristic protected by law.

Examples of conduct prohibited by this policy include, but are not limited to:

- Slurs, jokes, epithets, or similar comments, whether oral or written (e.g., graffiti) that are based on a particular protected characteristic
- Comments that evidence a stereotype applicable to a particular protected characteristic
- Criticism or stricter scrutiny directed at an individual that is motivated by the individual's protected characteristic
- Offering or implying an employment-related reward (such as promotion or raise) in exchange for sexual favors or submission to sexual conduct or romantic advances
- Threatening or taking of a negative employment action (such as termination, demotion, or denial of a leave of absence) if sexual conduct or romantic advances are rejected

- Unwelcome sexual advances or repeated flirtations, or continuing to express sexual or inappropriate interest after being informed directly that the interest is unwelcome
- Unwelcome intentional touching of another person or other unwanted intentional physical contact (including patting, pinching, or brushing against another person's body)
- Unwelcome whistling, staring, or leering at another person
- Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, or appearance
- Unwelcome sexually suggestive or flirtatious gifts, notes, e-mail, texts, voicemail, posts or other communication on social media sites
- Conduct or remarks that are sexually suggestive or that demean or show dislike for a person or class of persons because of a protected class (including jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, or blocking of physical movement)
- Displaying or circulating pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines or novelty items) that are sexually suggestive or that demean or show hostility to a person because of a protected characteristic
- Using sexual behavior to control, influence, or directly affect another employee or job applicant
- Any conduct based on sex, or other characteristic protected by law, that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment

The Americans with Disabilities Act (ADA)

The ADA requires, among other things, that an employer provide reasonable accommodation to qualified individuals with disabilities, unless to do so would cause undue hardship for the employer. Dollar General complies with the ADA (and applicable state disability laws) in the provision of reasonable accommodations to its employees. If you believe that you require an accommodation in order to perform your job, please speak with your manager, Human Resources, and/or contact the Employee Response Center (ERC) at 1-888-237-4114.

Pregnancy and Related Medical Conditions

Dollar General complies with applicable federal and state laws pertaining to pregnancy, childbirth and related medical conditions including, where required, the provision of reasonable accommodations and leaves of absence to its employees. If you believe that you require an accommodation in order to perform your job, or a leave of absence, please speak with your manager, Human Resources, and/or contact the Employee Response Center (ERC) at 1-888-237-4114. If you are not satisfied with a proposed accommodation, please call Human Resources and/or contact the ERC at 1-888-237-4114. Dollar General prohibits retaliation against an employee who has requested reasonable accommodation under this policy.

Non-Employees of Dollar General

Dollar General applies its Anti-Discrimination and Harassment Policy to its vendors, customers and applicants for employment. Dollar General will not tolerate unlawful discrimination or harassment by or against non-employees of Dollar General. Dollar General will provide reasonable accommodation for its disabled customers as required by law, including but not limited to, allowing disabled customers to shop with service animals.

Retaliation

Dollar General prohibits retaliation against an employee who has made a report of alleged discrimination or harassment or who has participated in certain investigations or administrative proceedings relating to allegations of discrimination, harassment, or retaliation.

Reporting Harassment, Discrimination and Retaliation

- Any employee who believes that he/she has been the subject of any form of harassment, discrimination or retaliation by anyone at Dollar General or by any person who does business with Dollar General or who has

witnessed harassment, discrimination or retaliation should immediately report the matter to his or her manager, Human Resources or the Employee Response Center (ERC) at 1-888-237-4114.

- All allegations of discrimination, harassment or retaliation will be investigated. The investigation will be conducted on a confidential basis and sensitive information will be disclosed on a need to know basis. There will be no retaliation against any employee who reports such conduct or participates in the investigation in good faith. Any attempt to interfere with an investigation or retaliate against an employee for reporting conduct or participation in an investigation may result in discipline up to and including immediate termination, even for the first offense.

Ethical Standards

To accomplish our mission of Serving Others, we must uphold the values that make our Company great: honesty, fairness and respect. Our Code of Business Conduct and Ethics (the “Code”) shows us how to apply our Company’s values when interacting with fellow employees, customers, business partners, and communities. These values dictate behavior of the highest moral, ethical and legal standards in pursuing our business interests. We expect all employees to comply with the Code, which has been designed to promote those standards. Remember that certain matters require specific approval by or disclosure to the persons specified in the Code. In those cases, you must follow the procedures set out in the Code. Disclosure to your manager is not enough. The Code of Business Conduct and Ethics is posted on DGe under “Company Policies” and on the Investor Information-Corporate Governance portion of our website at www.dollargeneral.com.

If you wish to report an ethical or legal concern or complaint anonymously, you may do so by calling the Whistleblower Hotline at 1-800-334-9338 or fill out a report online at www.tnwgrc.com/dollargeneral. All complaints and concerns submitted through this hotline or online will be received and processed by a third party provider. The operators will take your report and forward it to the appropriate Dollar General representative. All matters reported via the hotline or website will be treated confidentially, subject to applicable law, regulation or legal proceeding. If you do not need to remain anonymous, we strongly encourage you to instead report any complaints or concerns to the Employee Response Center (ERC) at 1-888-237-4114 or persons specified in the Code of Conduct rather than through the hotline or website.

Dollar General prohibits retaliation against an employee who makes a good faith report to the Whistleblower Hotline or the ERC or any person specified in the Code of Business Conduct and Ethics.

Dollar General intends to consistently enforce the policies and standards in the Code through appropriate disciplinary mechanisms. Conduct that violates the Code or any applicable law, rule or regulation may subject the persons involved to prosecution, imprisonment or fines. Dollar General also may be subject to prosecution, fines and other penalties for the improper conduct of our employees.

Any violation of the Code or any applicable laws, rules or regulations, including the failure to report a violation, may result in disciplinary action, even for the first offense, up to and including termination of employment depending on the circumstances.

Open Door Policy – Solving Problems

The Company is committed to an Open Door Policy to answer any work-related question, problem or concern you may have. If you have a concern you would like to bring to the Company’s attention, follow these steps:

- Discuss your concern with your immediate manager, if you are comfortable doing so.
- If you and your manager cannot resolve the issue to your satisfaction, or your manager is part of the concern, you should feel comfortable discussing your concern with the next level of management.
- If you are not satisfied with the response given by your managers or if you do not feel comfortable in bringing your concerns to the attention of your managers, please contact Human Resources.

The most important relationship you will develop at Dollar General will be between you and your manager. However, should you need support from someone other than your manager; the entire management and Human Resources team is committed to trying to resolve your individual concerns in a timely and appropriate manner.

Alternative Dispute Resolution

The Employment Practice & Dispute Resolution team's Alternative Dispute Resolution Program (ADR) is designed to offer Dollar General employees an alternative method to resolving three specific workplace disputes: termination, final counseling, or demotion. When possible, you should contact ADR within 30 days of the employment action you wish to dispute.

When you are looking for a solution to a workplace conflict, talking to your manager or the next level of management is often the place to start. If a solution cannot be reached, employees should contact Human Resources. To report harassment, discrimination or retaliation, you should contact Human Resources or call the ERC at 1-888-237-4114.

To contact the Employment Practice & Dispute Resolution's ADR Program

Call 1-855-ASK-DGHR

Monday – Friday, 8:00 a.m. – 5:00 p.m. Central Time

YOUR EMPLOYMENT

Minimum Age

Unless otherwise required by law, persons working for Dollar General must be at least 18 years old.

Retail managers should refer to the Standard Operating Procedures (SOP) manual for further information relating to the hiring of minors.

Types of Employment

Regular full-time employment:

- Employees hired into a position designated to be full-time will be considered full-time and are reasonably expected to work an average of 30 hours or more per week (unless otherwise required by law).

Regular part-time employment:

- Employees hired into a position designated to be part-time position will be considered part-time and expected to work an average of fewer than 30 hours per week.

Temporary employment:

- Employees hired into a role of limited duration, not longer than 60 days, are considered temporary employees. A temporary employee should be given an anticipated start and, if possible, end date upon being hired. Seasonal employees are considered temporary employees.

NOTE: *A Personnel Action Form (PAF) must be completed any time there is a change in an employee's status.*

Questions regarding your type of employment should be directed to your manager or HR representative.

Personal Information Management

To administer our pay and benefit programs properly, it is extremely important that the Company has your current information. It is especially important that you keep your address and other contact information updated to help ensure you receive all of your benefit information as well as a W-2 at the end of the year. It is your responsibility to update your personal information on DGme.

If you have a name change (through marriage, divorce, or other reasons), contact the Human Resources Shared Services Department (“HR Shared Services”). A copy of your new social security card with your new legal name must be submitted. The contact number for HR Shared Services is 1-855-ASK-DGHR.

Employment Information Management

Managers are responsible for timely processing any changes related to their employees. Examples include, but are not limited to, transfers, promotions, demotions, and terminations. Retail managers will access ePas to make these changes. All other managers should complete a Personnel Action Form and submit to either HR Shared Services or the Distribution Center HR Manager, as appropriate.

Personnel File

The Company maintains certain records relating to your employment and has adopted the following principles to avoid unnecessary or inadvertent disclosure of confidential personal/employment information:

- The Company will request, use and retain only personal information about employees that is required for business or legal reasons.
- The Company will take reasonable measures to protect and preserve the confidential personal/employment information in its records and files.
- The Company will limit the internal availability of confidential personal/employment information to those Company employees with a need-to-know purpose.
- The Company will not, except in specific circumstances, release confidential personal/employment information to outside sources. Exceptions include simple employment verification utilizing The Work Number (an automated service that provides employment and income verification) and where disclosure is required by law (e.g., to respond to a subpoena), or as part of a law enforcement investigation.

NOTE: *Personnel files are Company property; therefore, they will not be released unless required by law, necessary to defend the Company in litigation or other proceedings, or in compliance with a lawfully issued subpoena or court/agency order.*

Anniversary Date

An employee’s anniversary date is the date on which an employee was originally hired (unless rehired – see the Service Bridging section below). This includes employees who were originally hired as part-time or temporary employees (those hired through the Company, not a temporary agency) and who have now become full-time employees. The anniversary date is used, in conjunction with other criteria, to determine service with the Company which may impact various leave policies, vacation and time off with pay and benefit programs.

Service Bridging

The anniversary date will be defined as the original hire date unless the employee was rehired after a break in service of more than 30 days. If the employee is rehired after being separated from the Company for more than 30 days, the anniversary date will be changed to reflect the rehire date. If an employee leaves the Company and is rehired within 30 days of the termination date, the original hire date and anniversary date remains the same. This is called service bridging.

Wage and Hour Policy

Working Off the Clock

"Working off the clock" means working, but not reporting on the timekeeping system, the hours you worked. Working off the clock, or allowing or instructing someone to work off the clock, is a violation of Company policy and can lead to immediate termination from the Company even for the first offense. **No employee has the authority to ask another employee to work off the clock.**

You must be paid for all hours worked. In addition, you must be paid for all hours worked within the week the hours were actually worked. Hours cannot be intentionally held over to another week for payment. No employee in the Company, including your manager, has the authority to require you to work off the clock or falsely report hours as having been worked in a week other than when they were actually worked.

Additionally, employees must clock in and out for all hours worked on the appropriate time keeping system. All hours worked must be recorded in the time keeping system. Managers are prohibited from making payroll modifications which adversely impact an employee's pay. Modifications of payroll records are subject to audit at any time.

Employees should call the Employee Response Center (ERC) at 1-888-237-4114 if they believe that they have not been paid for all hours worked, not been provided with an uninterrupted meal break, or to report a violation of our Wage & Hour policy.

Tracking Work Time

Compensation for hourly employees is determined by the pay rate and number of hours the employee works each week. By using the Company timekeeping system, an accurate account of the hours you work will be recorded.

Hourly (non-exempt) employees must record all hours they work by clocking in and out on the Company timekeeping system. Employees are required to clock in when they start to work each day, clock out and in before and after any break of 30 or more uninterrupted minutes, and clock out at the end of their work day. Under no circumstances may an employee have another employee clock in or clock out for him or her, nor may he or she clock in or clock out for someone else.

End of week payroll modifications by the manager (the Store Manager, at store level) should be very few, if any at all. The manager should never clock in or out for an employee or enter modifications to an employee's clock in/out times that do not reflect an employee's actual hours worked or that could adversely impact an employee's pay. The only exceptions are corrections to error(s) that an employee made to his or her time record, labor distributions from a visiting store or corrections necessitated by technical problems with the timekeeping/payroll system. Working off the clock may result in immediate termination from the Company.

Additional Company policies most frequently applicable to the retail stores:

- All employees should be paid through the regular timekeeping system.
- All hours worked must be paid in the appropriate pay period and may not be moved to another pay period.
- Employees must be paid for all work, including making bank deposits or obtaining change for the change fund and work performed outside normal business hours. NOTE: Although employees must be paid for all hours worked, regardless of whether advance approval was obtained, non-exempt employees typically should have supervisor approval to perform work outside normal business hours and/or at home.
- Employees should clock in prior to starting work; clock in and out before and after meal periods of 30 or more uninterrupted minutes, and clock out at the end of the work day – everyday – no exceptions!
- Employees should review paystubs carefully each week to ensure that they have been paid for all hours worked.

- Paystubs are generally available online at DGme Tuesday afternoon and should be viewed as soon as they are made available to verify payment for all hours worked.
- Hourly (non-exempt) key carriers may not make payroll modifications to their own time records.
- DO NOT work off the clock.
- DO NOT allow anyone to work (including unloading trucks, taking out trash, etc.) unless the person is an employee of Dollar General and paid for all hours worked.
- DO NOT allow relatives, friends or any other non-employee to work in the store (this means allowing them to perform any work – for example – receiving trucks, stocking shelves, taking out trash, etc.) – NO EXCEPTIONS!
- DO NOT accept or give merchandise or cash.
- DO NOT allow another employee to clock in or out for you.
- DO NOT allow employees in the store before or after store hours without being paid.
- DO NOT perform work of any kind during an unpaid lunch or meal break. If you are interrupted during your meal break for work-related reasons, you should clock back in before performing any work and notify your store manager so that you may be paid appropriately.
- DO NOT work overtime without it first being approved by your store manager.
- DO NOT require or permit any employee to replace cash shortages, missing deposits or the like with his or her own money.
- DO NOT make deductions from employee pay for cash shortages, missing deposits, etc.
- **Employees should call the Employee Response Center (ERC) at 1-888-237-4114 if they believe that they have not been paid for all hours worked, not been provided with an uninterrupted meal break, or to report a violation of our Wage & Hour policy.**

Employees will be paid through the regular payroll system for all hours they work – No exceptions. Any violation may result in immediate termination of employment for the responsible employee, even for the first offense. It is your responsibility to notify the Company if you have not been paid for all hours worked. Additionally, you should immediately report any employee who asks you to work off the clock. No employee has the authority to ask another employee to work off the clock. Report all violations or requests for violations of this policy to the contacts listed below:

SSC – Director/Senior Director of Corporate Human Resources

DCs – Local Human Resources department

Retail – Employee Response Center (ERC) at 1-888-237-4114 or your local HR contact as designated on your store Communications Center

Unless otherwise required by law, it is Dollar General's policy that employees must take a 30 minute uninterrupted meal break if scheduled for six (6) hours or more of consecutive work, and generally this break may not be waived by employees or their managers.

All work time must be recorded so that an accurate record of hours worked can be kept so that an employee may be compensated appropriately. Working off the clock is strictly prohibited and may result in immediate termination. Employees should record only actual hours worked. Falsifying time worked is prohibited and could result in disciplinary action up to and including termination.

For employees who submit timesheets, all time worked should be submitted at the end of each week by the employee and turned in to his or her manager for approval before submission to ensure proper payment.

Managers should never clock in or out for the employee or enter modifications to an employee's clock in/out times that reflect anything other than the actual hours worked.

Overtime pay will be paid to non-exempt employees at the applicable rate under law. There are no exceptions. When determining eligibility for overtime, only actual hours worked are taken into consideration. “Non-work” hours (time off with pay/time off without pay) are not considered hours worked in determining eligibility for overtime pay).

NOTE: *Failure to properly track work time as listed above may result in counseling up to and including termination, even for the first offense.*

Work Hours

SSC - The general work hours for the Store Support Center may vary by department. Core work hours of 8:00 a.m. – 5:00 p.m. Monday through Friday should be covered by all departments. Apart from these core hours, flexible schedules may be allowed to accommodate the needs of our customers and employees. While differing schedules are required by various departments, most flexible hours will exist in a window between 7:00 a.m. and 6:00 p.m. Monday through Friday. In the event that work requires you to have additional building access beyond the normal work hours, please contact Security.

Managers will prepare a work schedule for their department. Departments may periodically require changes to the schedule to meet Dollar General business needs. Employees may temporarily adjust their work schedule after approval from their manager. Any change made must not diminish the operational effectiveness of the department or create a loss of service to our customers and fellow employees. Changes to work schedules should be made only occasionally so as not to disrupt the effectiveness of the department.

Retail – As an employee in the retail stores, your schedule may vary from week to week. Unless otherwise required by law, employees are not guaranteed a specific number of hours or to work at specific times during any workweek. The store manager will post your schedule which may be subject to change due to the arrival of trucks or other needs as they arise.

Retail Store Policies:

- No vendors or contractors are allowed in the store before or after store hours without a business purpose and authorization from the store manager and district manager.
- Typically no Dollar General hourly employee is allowed in the store before or after store hours without the store manager’s and district manager’s authorization and unless scheduled to work and paid for all hours. Store managers typically should notify their district manager if they believe that they need to be in the store before or after hours. Only Dollar General employees may perform work in the store.
- Performing work prior to clocking in or after clocking out may result in immediate termination from the Company, even for the first offense.
- Store Managers may not schedule new employees to begin work prior to receiving confirmation from HR Shared Services. To do so is a violation of Company policy.

DCs – Each DC employee will be assigned to a designated shift. Hours vary by location and department depending on business need and type of work. Overtime may be necessary due to business need. Dollar General will try to provide advance notice if overtime work is needed.

Missed work includes tardiness and partial day absences. Employees who have established a pattern of excessive absenteeism and/or tardiness may be subject to disciplinary action up to and including termination. Supervisors should partner with their manager or Human Resources on attendance issues.

NOTE: *Report all violations of this policy to Human Resources.*

NOTE: *It is Dollar General’s intent to comply with the ADA and other employment laws. If you believe you need an accommodation to your work schedule, you should contact your manager, Human Resources, and/or the Employee Response Center (ERC) at 1-888-237-4114.*

Pay Rate

It is the intent of Dollar General to pay employees in a manner that it considers to be fair based upon their job duties and their performance. The Company also strives to provide pay rates that are competitive with other companies in our business and in our market areas. All employees will be paid at least the current state or federal government mandated minimum wage per hour. No form of payment other than through an approved payroll method implemented by the Company is allowed. You should not accept merchandise, compensatory time-off or any type of gift in lieu of payment for time worked.

Deductions from Wages – Salaried Employees: Dollar General does not permit improper or unauthorized deductions from exempt employees' salaries unless (1) the deduction is in compliance with federal and/or state tax laws, (2) the employee has authorized the deduction, or (3) the deduction is specifically permitted by the Fair Labor Standards Act or other state or federal law. Any exempt employee who believes that his or her salary has been improperly reduced or subjected to improper deductions should notify Human Resources. Dollar General will promptly investigate the deduction; if the deduction was improper, Dollar General will reimburse the employee for the improper deduction. In addition, Dollar General will, in good faith, take all reasonable steps necessary to ensure that no such improper deductions are made in the future.

Pay Schedule

For salaried employees who are paid on a semimonthly basis, pay will be distributed to each employee on the 15th and 30th of each month for the current pay period. For example, work for February 1–15 is paid on February 15. However, as the 15th and 30th will occasionally fall on a Saturday, Sunday or holiday, the employee may expect to receive his or her pay on Friday afternoon or the last workday before the holiday.

Dollar General pays all store and hourly DC employees on a weekly basis and one week in arrears. Pay is available to employees each Friday. Retail store employees in the states of MA and VT are paid on Thursday. Any questions concerning an employee's compensation should be directed to his or her manager.

The **Store Support Center** and the **Distribution Centers'** pay week begin on Sunday and ends on Saturday.

For **Retail** employees, the pay week begins on Saturday and ends on Friday.

Employees will not receive advance pay before the designated payday.

Payroll Options

You will be able to elect to receive your pay through two safe and convenient methods: 1) traditional direct deposit or 2) the ePay program (a self-issued paycheck and the optional debit paycard). With both methods, your pay is available by the close of business on your regularly scheduled pay day and you can start using your funds immediately. Other methods may be available as required by law.

If you already have a checking or savings account at a bank, credit union, or other financial institution, direct deposit is probably the most convenient method for you. Your payroll funds will be deposited into the financial institution of your choice on the payday. Please verify deposit amounts are available at your financial institution prior to accessing funds.

With ePay, you have the choice of using a self-issued paycheck or an optional debit paycard. The self-issued check can be used and cashed just like any other paycheck. You can deposit the check in your personal bank account, you can use it to pay bills, or it can be cashed for free at participating check cashing locations. The check can be used as many times and as often as you like. The optional debit paycard can be used for ATM withdrawals, store purchases, and cash back at participating retailers. Most transactions are free for you, but some fees may apply and are listed in

the terms and conditions you receive with the card. The checks and cards may be used in conjunction with one another if you so choose.

New hires will be asked to select direct deposit or ePay during the online hiring process. Employees selecting ePay will be asked to complete additional information on their first day of work. Employees selecting direct deposit will complete all necessary information during the online hiring process. Other methods may be available as required by law.

Employees can make changes to their existing payroll elections or enroll in new accounts by visiting DGme (which is accessible through all company computers or dollargeneral.com).

Dollar General will make available to the employee, on his or her regularly scheduled pay day, a paystub detailing the accounts credited along with the employee's normal payroll information.

Meal Breaks and Rest Periods

Meal Breaks and Rest Periods: Unless otherwise required by law, Dollar General requires that employees who are scheduled to work six (6) or more consecutive hours in a day receive one 30 minute unpaid, uninterrupted meal break (typically toward the middle of an employee's schedule). Your manager may determine the time of the meal break.

Managers are responsible for balancing workloads and scheduling meal breaks and should take into consideration the workload and the nature of the job performed.

Non-exempt (hourly) employees must clock out when the meal break begins and clock back in when the break is over, as it is unpaid time.

It is our policy to provide meal and rest breaks during the course of each workday for employees. Unless otherwise required by law, the number and length of breaks will depend on the amount of hours scheduled. Where state law differs from Dollar General policy, Dollar General will follow the specific state law. Employees may receive up to two 15-minute paid rest breaks per day depending on the duration of the employee's scheduled work hours and the needs of the business. Peak business hours or projects may make it necessary to delay, shorten, or cancel the break.

- Meal and rest periods may be scheduled by your manager according to business needs and/or as required by law.
- Employees are expected to be punctual in starting and ending their breaks.
- Do NOT perform work of any kind during an unpaid lunch or meal period. If you are interrupted for work-related reasons, you should clock back in before performing any work and notify your manager so that you may be paid appropriately.
- Employees must remain on Dollar General property for paid rest break periods. If an employee must leave the premises during a break, then this should become the 30 minute unpaid meal break.
- Employees who choose not to take a rest break are not entitled to leave before the normal quitting time and will not receive extra pay in lieu of taking the break. Employees generally may not waive their 30 minute uninterrupted unpaid meal break.
- Breaks required by state law may not be waived.

Additionally, in accordance with state and federal law, Dollar General will provide reasonable unpaid break periods for the purpose of expressing breast milk to female employees who breastfeed a newborn child. If an employee anticipates the need for breaks to express breast milk, they must give 30 days notice in advance of the anticipated need, where practicable, or as soon as the need arises by calling HR Shared Services at 1-855-ASK-DGHR. Where state law regarding breaks for nursing mothers imposes additional requirements beyond the terms of this policy, Dollar General will follow the applicable state law.

Performance Reviews

The Performance Review is a vital tool that will aid in the review of work performance and the encouragement of high performance work practices among employees in the organization. The appraisal is not only a tool to evaluate but also to develop. It helps in the assessment of training needs and in identifying areas for future development.

A well-defined performance appraisal system serves the following objectives:

- Identifying and linking employee goals to overall organizational goals
- Sharing the organization's expectations from employees
- Motivating high performers
- Generating performance data that would aid in various initiatives such as compensation, training needs, reward and recognition and career progression

Full-time and part-time salaried employees in the DCs and SSC as well as retail store managers who are employed prior to November 1 should receive an annual performance review. DC hourly, assistant store managers, and store manager candidates employed prior to January 1 will also receive an annual performance review. Employees typically are reviewed on some or all of the following factors: quality of work, supervision required, attendance, teamwork, compliance with Company policies and any assigned performance goals. Reviews are completed as soon as possible after year end.

Attendance and Tardiness

Excessive absenteeism and tardiness have a negative effect on our productivity and quality of service. For this reason, Dollar General expects its employees to be present for work when scheduled and to call their manager if for any reason they cannot be at work at the scheduled time.

Employees are expected and required to report to their designated work locations at the time their work activity is to begin. In the event an employee cannot report to work as scheduled, the employee must notify his or her manager at least one hour prior to the scheduled reporting time or be prepared to provide evidence of extenuating circumstances. In the event an employee must leave work prior to the completion of his or her work schedule, the employee must notify his or her manager prior to leaving. Walking off the job will be considered job abandonment.

Employees are responsible for communicating with their managers on a regular basis. In all cases of an employee's absence or tardiness, the employee should provide his or her manager with a reason for the absence and if applicable, the probable duration of the absence. This will enable the workload to be redistributed if necessary. If the absence is related to a medical reason, the Company reserves the right to request medical documentation regarding the absence.

Excessive absenteeism, unless for an approved leave of absence, will be evaluated on a case by case basis to determine the need for counseling. An employee who is absent without notice or authorization from his or her manager for three (3) or more consecutive scheduled workdays may be considered to have voluntarily resigned from his or her job.

Missed work includes tardiness, partial day absences, unexcused absences or failure to report to work as required. All employees who have established a pattern of excessive tardiness and/or absenteeism may be subject to disciplinary action up to and including termination.

NOTE: *Qualified absences related to FMLA or other approved absences taken in accordance with Company policy or pursuant to applicable law for eligible employees will not lead to performance counseling.*

Coaching and Progressive Counseling

Coaching and progressive counseling are used to document unacceptable performance, conduct or attendance issues and to positively reinforce improvement. The performance, conduct and attendance standards contribute to the ability to perform effectively and create a positive, equitable and values-driven environment. The appropriate level of counseling is determined by, among other things, the severity of the attendance, conduct or performance issue and the employee's previous attendance, conduct or performance.

The purpose of the coaching and progressive counseling process is to communicate unacceptable performance, conduct or attendance issues and develop an action plan which results in standard or above standard performance. However, these procedures are guidelines only and the Company reserves the right to terminate any employee at any time and without issuing any particular level of counseling when the Company determines it to be appropriate under the circumstances.

Reasons for Counseling and/or Termination

The Company has listed below a number of the offenses that we consider to be serious enough to result in discipline, up to and including termination, even for a single offense. Of course, not all circumstances can be reduced to a single list, and the Company reserves the right to dispense discipline in its sole discretion based upon the facts of a particular situation. The action that will be taken in a particular case will depend on the circumstances involved, including the severity of the offense, the employee's past record and other relevant factors.

The following are NOT a complete list but are illustrative of offenses for which even the first offense may lead to performance counseling and/or termination from the Company:

- Violation of the Code of Business Conduct and Ethics
- Violation of the Computer and Telecommunications Security Policy
- Violation of the Solicitation and Distribution Policy
- Excessive absence or tardiness or an unapproved absence from work
- Taking unauthorized or extended breaks
- Walking off the job or leaving your work area during scheduled work hours without authorization
- Working overtime without authorization
- Working hours for which you did not sign in or out (working off the clock) or instructing or allowing someone to work off the clock
- Allowing a minor to perform work for the Company (except in those states or locations approved by the Company as part of the Hiring Minors program)
- Accepting merchandise for time worked
- Allowing friends, family or any other non-employees to work
- Substandard performance, including failure to perform work assignments satisfactorily, safely and efficiently
- Personal use of Company credit card or having your Company credit card suspended due to late payments
- Providing employment references or letters of recommendation for current or former employees to other organizations
- Violation of Company Personal Appearance and Dress Code Policy
- Unauthorized personal use of Company telephones or other Company property, or unauthorized use of removal of Company property, equipment or information
- Gambling on Company property or at Company sponsored events
- Violation of Anti-Discrimination and Harassment Policy (including sexual harassment or any other form of harassment, discrimination, retaliation or inappropriate conduct) or failure to report the harassment or intimidation of another employee
- Inappropriate conduct on Company property or at Company sponsored events
- Use of profane or abusive language in the workplace including, but not limited to, use of racial, gender, ethnic or religious slurs

- Malicious or willful destruction, damage or theft of an employee's, customer's, vendor's or Company property
- Violation of the Workplace Violence Policy, such as threatening another employee or person
- Falsifying Company documents, including failing to accurately record your work hours or signing in and out for other employees
- Fighting, horseplay or inciting a fight or any other behavior which is disruptive or dangerous while on duty or on Company property
- Failure to report an accident involving yourself, any vehicle, or any equipment you may be operating while on company business
- Violation of Drug and Alcohol Policy, including failure to abide by the Drug and Alcohol Testing Policy or possession of, consumption of, or being under the influence of alcoholic beverages or illegal drugs or non-prescribed controlled substances while on Company premises, or on Company business (including in any company vehicle)
- Dishonesty of any kind in relation to the Company, its customers, vendors and/or employees
- Insubordination, including, but not limited to, failure to follow the reasonable instruction of a manager
- Unprofessional behavior, including threatening, intimidating or coercing another employee, customer or vendor
- Discourteous or abusive conduct toward any customer
- Possession of a weapon (examples include: gun, knife, stun gun, mace, pepper spray and other weapons) on Company owned or leased property or at Company sponsored events, unless otherwise required by law
- Failure to protect or mishandling of Company property or assets (including, but not limited to: borrowing money from the Company, cash overages/shortages, giving keys to unauthorized personnel, late deposits, gross neglect or carelessness)
- Sleeping or loafing on the job
- Driving in an unsafe manner on Company property
- Unauthorized or excessive personal use of cellular phones and/or pagers (beepers) during work hours
- Violation of the Travel and Expense Policy
- Driving on behalf of the Company without a valid driver's license
- Providing or agreeing to provide false or misleading information pursuant to a Company investigation or inquiry
- Stealing (unauthorized removal of) merchandise or money from the Company, employee, customer or vendor. Dollar General may prosecute employees caught stealing from the Company.
- Release of proprietary and/or confidential information (which is described in the Proprietary and/or Confidential Information Policy)
- Failure to submit, follow-up on or meet Dollar General hiring criteria related to background checks or drug test
- Violation of the Wage and Hour Policy
- Violation of the Smoking/Tobacco Policy
- Failure to cooperate with a third-party police investigation involving the Company or failure to cooperate in any Company investigation
- Using Dollar General's name for personal use (e.g., credit card, phone card or long distance calls)
- Any unlawful activity on Dollar General property (including in Company cars) or being convicted of a crime which violates the Company's hiring policies
- Giving out an employee's address or phone numbers or other personal information without their permission
- Failure to report knowledge of another employee's theft (unauthorized removal) of employee or Company property
- Posting proprietary and/or confidential information (which is described in the Proprietary and/or Confidential Information Policy) on message boards or other public sites
- Violation of the Company Car Policy
- Violation of the Returned Check Policy
- Violation of the Social Media Policy
- Violation of the Search Policy

- Willful defrauding of the Employee Benefits Plan
- Violation of any other Company policy, including any of the policies described in this Handbook or Standard Operating Procedures, as revised from time to time
- Accepting merchandise from Dollar General vendors that is currently or was previously for sale by Dollar General vendors
- Disruptive behavior that interferes with the operation of the business, the work of other employees, or that could negatively impact a customer's shopping experience
- Making change for a customer without a transaction (i.e., when they have not made a purchase)
- Allowing non-Dollar General employees in the store before or after store hours
- Failure to properly ring and/or record all sales through the register
- Creating a hostile work environment
- Violation of the Employee Purchase Policy
- Violation of the Personal Relationship Policy
- Violation of the Computer and Telecommunications Security Policy
- Violation of the Employee Check Policy
- Parking in unauthorized areas
- Eating and drinking in unauthorized areas
- Failure to open the store on time or closing the store early
- Failure to control inventory
- Removing customer's lost items from the store and taking them home
- Solicitation when either the employee soliciting or being solicited is supposed to be working (during scheduled work hours)
- Recording conversations in person and/or over the phone without the prior consent of all involved parties
- Taking or giving away marked down merchandise
- Taking or giving away items that have been damaged to zero

Internal Applicant Policy

In accordance with our values, we actively encourage and promote internal movement for our employees' career growth. Dollar General has developed an Internal Applicant Policy which allows for an orderly and equitable system of identifying and placing the most qualified person in each opening.

Eligibility

You are eligible to apply for an open position if you:

- are an active regular full-time or part-time employee.
- have been in your current position for at least 90 days in the DCs, 18 months in a retail position (Store Manager and above) or 1 year in the SSC. Exceptions to this policy require the approval from both the exiting and receiving managers.
- meet the minimum qualifications listed for the position on the job description.
- were rated as "Good" or higher on your last Performance Review, if applicable.
- are not on Written or Final Counseling.

Job Posting Procedures

- To search and apply for open positions, go to www.dollargeneral.com.
- Submit your resume or complete a candidate profile.
- When prompted, check the box "Currently Employed with Dollar General" to indicate you are an internal applicant.
- Notify your current manager that you intend to apply for an open position before submitting your application.

Questions regarding open positions may be directed to:

SSC – Director/Senior Director, Corporate Human Resources

DCs – Local Human Resources department

Retail – Local Human Resources contact as designated on your Store Communications Center

NOTE: *Not all retail hourly positions will be posted.*

Personal Appearance and Dress Code Policy

The dress code policy is intended to establish clear guidelines and expectations for the personal appearance of employees while at work in order to convey a positive and professional image to our customers, vendors and general public. Due to the nature of our business, different areas of the company may allow various types of dress depending on the type of work performed. Employees are expected to maintain a neat, clean, workplace appropriate and well-groomed appearance while at work.

Business casual is the dress code for Store Support Center employees. Business casual allows the employee to choose appropriate work attire within Company guidelines. For example, one day you may choose to wear a suit because you have an important meeting. The next day you may decide to wear a Dollar General logo shirt and a pair of slacks (men or women) or a dress/skirt (women, except as noted below under “NOTE”). Each type of attire is acceptable.

The following types of dress are not appropriate for the Store Support Center:

- Tennis shoes, athletic shoes, flip flops, beach type sandals (exception: athletic shoes may be worn on approved Jeans Day).
- Shorts and skorts (including walking shorts).
- Denim jeans, skirts and jackets - this includes denim of any color unless otherwise approved by Senior Management (exception: denim may be worn on an approved Jeans Day).
- Head coverings (except as noted below under “NOTE”).
- Warm-up suits, sweatshirts and sweatpants.
- T-shirts (except those with a Dollar General Logo and only on approved Jeans Day).
- Visible body piercings other than on the ear (except as noted below under “NOTE”).
- Hair that is of an unnatural color, e.g., blue, pink or green hair.

Standard attire for the retail stores includes:

- Plain polo-style, short-sleeve or long-sleeve collared shirt in approved color, without any logos other than the Dollar General logo (if the employee chooses to wear a shirt with the Dollar General logo).
- Pants (men or women) or skirts (women) in approved color (no shorter than three inches above the knee) except as noted below under “NOTE”).
- If pants have belt loops, a belt must be worn. Pants should fit at the waist and not be low riders.
- Capri pants and black jeans are permissible.
- Shirts must be tucked in pants/skirts where possible. The shirt must cover the midriff.
- Name badge must be worn on the left collar.
- During cold weather, employees may wear long-sleeved clothing underneath the polo-style shirt or a jacket/sweater may be worn over the polo-style shirt (in approved colors).
- No open-toe or open-heel shoes or sandals are permitted; socks or hosiery must be worn.
- Hair, including facial hair, must be neatly groomed and must be of a natural color. Examples of unnatural colors are blue, pink or green hair. Unnatural hair colors are not allowed.
- Visible body piercings, other than on the ear, are not permissible (except as noted below under “NOTE”).
- Head coverings are not acceptable (except as noted below under “NOTE”).

Distribution Center attire (Due to the nature of the work performed and because these positions are non-customer facing, a more relaxed dress code typically is allowed):

- Shorts are permitted (no shorter than three inches above the knee).
- Skirts/dresses are not permitted.
- No open-toe or open-heel shoes are permitted.
- Hair and jewelry should be worn so as not to get caught in the machinery.
- Denim jeans are allowed.
- Athletic shoes are permissible.
- Warm-up suits, sweatshirts and sweatpants are acceptable.
- Hats are permitted.

The following is not appropriate at any time in any Dollar General facility:

- Flip flops or beach style sandals
- Short skirts/dress hems (no more than 3 inches above the knee)
- Tight-fitting garments
- Clothes that reveal your undergarments
- Low cut or revealing tops, including those that reveal the midriff
- Torn or sheer clothing
- Any visible tattoos, body art or clothing that displays, depicts or conveys nudity, obscenity, violent, racist, discriminatory, illegal, inappropriate, sexual or sexually suggestive wording, designs, conduct, ideas, thoughts or emotions.

If you have any questions about the interpretation of this policy, please speak with Human Resources. Managers will be responsible for ensuring compliance of this policy within their teams. Employees who fail to follow the Personal Appearance and Dress Code Policy are subject to progressive counseling. An employee who does not adhere to the dress code may be required to return home to change.

NOTE: *Religious and/or disability related exceptions may be permitted depending on the circumstances and/or otherwise as necessary to comply with applicable law. Partner with Human Resources for direction.*

EMPLOYEE BENEFITS

Benefits

Dollar General offers many benefits and resources to its employees.

- Upon hire, all employees are eligible to participate in the voluntary benefits programs, designed to help cover out-of-pocket expenses due to an accident or critical illness.
- Employees in a designated full-time position and employees who work on average 30 hours or more per week during the relevant measurement period are eligible for Dollar General's comprehensive health and welfare benefit plans, including medical, prescription, life insurance, and programs to encourage healthy actions.

Employees are provided a notice of enrollment opportunity at their home or work location upon meeting the eligibility requirements. Enrollment must take place within 31 days of eligibility. Employees can also enroll upon

experiencing a life status event such as marriage, birth of a child, loss of a spouse/dependent, gaining other coverage or during annual enrollment which typically occurs in October/November.

For information on Dollar General health and welfare benefit plans, refer to the Summary Plan Description documents located on DGme. For benefits related questions, contact HR Shared Services at benefitsgroup@dollargeneral.com or at one of the following phone lines: 1-855-ASK-DGHR or 1-888-864-4TTY (TTY Line).

HIPAA (Health Insurance Portability and Accountability Act of 1996 – Summary)

Dollar General sponsors the Dollar General Health Plan (the “Plan”) for the benefit of its employees. As a function of Dollar General’s role to administer the Plan, some employees of Dollar General may have access to the individually identifiable health information of plan participants on behalf of the Plan.

The Health Insurance Portability and Accountability Act (HIPAA) and its regulations provide specific restrictions on all employers’ ability to use and disclose protected health information. Dollar General has adopted policies to safeguard protected health information and prevent the unauthorized disclosure of individually identifiable health information. HIPAA’s privacy rules give individuals certain rights regarding protected health information.

If you believe that the Plan has violated your HIPAA privacy rights, you may file a complaint by calling the Privacy Hotline at 1-800-334-9338.

HIPAA Security Requirements

HIPAA requires the Plan to protect electronic Protected Health Information (ePHI) from unauthorized access and disclosure. Dollar General employees who manage ePHI are required to safeguard such information from disclosure.

Employees who manage ePHI must take the following precautions:

- Adhere to HIPAA security policies, including IT security policies, procedures, standards and guidelines
- Use secure, encrypted communication channels to transfer ePHI
- Do not grant access to or release ePHI without formal authorization from employee
- Comply with HIPAA Security Rule and related laws

A copy of the full HIPAA Policy may be requested by contacting HR Shared Services at benefitsgroup@dollargeneral.com or 1-855-ASK-DGHR.

Leave Policies at a Glance

The following outlines Dollar General’s leave policies. Questions regarding Dollar General’s leave policies can be directed to HR Shared Services, at 1-855-ASK-DGHR. Matrix Absence Management (“Matrix”) is a third-party vendor that administers the Company’s family and medical leave programs, including FMLA Leave, Company Medical Leave (“MLOA”), Personal Leave, Military Leave, and related state-specific leaves. **To request FMLA Leave, Company Medical Leave, or any other leave of absence, you should notify your supervisor and immediately contact Matrix at 1-888-644-3550 or online at www.matrixeservices.com to start the leave process.**

To the extent permitted by law, the Company and/or its agent reserve the right to require appropriate documentation to verify an employee’s need for leave.

The amount of FMLA and Company Medical Leave for which an employee may be eligible is calculated using a rolling 12 month period measured backward from the date on which the leave is to begin (or began). For these types of leaves only, employees may not exceed the total maximum amount of time allowed in a 12 month rolling period. Where applicable, Workers’ Compensation Leave, Company Medical Leave and/or the Salary Continuation Program benefits will run concurrently with FMLA.

Full-time and part-time employees who are not eligible for FMLA are eligible for up to 6 workweeks of Company Medical Leave in a 12 month rolling period, measured backward from when the date leave is to begin.

To the extent additional leave is needed beyond the amount of time afforded under the FMLA and/or Company Medical Leave policies, please request such additional leave through HR Shared Services at 1-855-ASK-DGHR. The request will be considered on a case-by-case basis to determine whether the additional leave is reasonable and can be accommodated under the circumstances.

An employee's failure to provide required documentation supporting the need for leave in the necessary timeframe will result in a delay or denial of the leave and, where permitted, the Company's attendance policy may apply. In addition, for the time missed, the employee may be subject to disciplinary action.

NOTE: *Where federal, state or local law or regulation requires that the Company provide additional leave, or where such law or regulation gives employees greater rights than Company policy, the Company will comply with such law or regulation.*

Family & Medical Leave Act (FMLA) Policy

To be eligible for leave under the FMLA, an employee must have been employed by the Company for at least 12 months (need not be consecutive) and have worked at least 1,250 hours (not including non-work time such as vacation, time off with pay, holidays or leave) during the 12 month period immediately preceding the date the requested FMLA Leave is to begin.

Where practicable, eligibility for leave should be determined prior to the date the leave is to begin. After notifying his or her manager of the need for leave, **the employee should immediately initiate a leave request with Matrix by calling 1-888-644-3550 or filing online at www.matrixeservices.com.** An employee on FMLA Leave is required to report periodically to Matrix on his or her status and intent to return to work. If the leave is for the employee's own serious health condition, a release to return to work (Fitness for Duty) certification will be required prior to returning to work. Upon return from FMLA Leave, the Company will return the employee to his/her original position or a substantially equivalent position.

NOTE: *It is a violation of Company policy to deny or discourage an employee from exercising his or her rights or to retaliate against an employee who has exercised his or her rights under the FMLA or this policy.*

Eligibility

Under the FMLA, eligible employees may take up to 12 workweeks of unpaid leave within a 12 month rolling period (measured backward from the date the employee's leave begins) for the following reasons:

- The birth or adoption of a child or the placement of a foster child with the employee
- To care for a family member (parent, child, or spouse) with a *serious health condition (see definition below)*
- The employee's own *serious health condition (defined below)*
- A qualifying exigency if the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) as a member of the Armed Forces, including the National Guard or Reserves in support of a contingency operation
- To care for a spouse, child, parent or next of kin who is a current member of the Armed Forces, including the National Guard or Reserves, with a serious illness or injury incurred in the line of duty

Service Member Family Leave

Eligible employees may take up to a combined 26 workweeks of leave during a single 12 month period to care for a spouse, son, daughter, parent or next of kin who is a Covered Service Member and is seriously injured in the line of active duty. A Covered Service Member is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, in outpatient status, or on the

temporary disability retired list, for a serious injury or illness. During the single 12 month period, an eligible employee is entitled to a combined total of 26 workweeks of leave under both FMLA and Service Member Family Leave.

Serious Health Condition

The phrase “serious health condition” means an illness, injury, impairment or physical or mental condition that involves:

- *Continuing treatment by a health care provider (see next section)*
- Inpatient care in a hospital, hospice, or residential medical care facility and any period of recovery or subsequent treatment in connection with such inpatient care
- Any period of incapacity due to pregnancy or prenatal care; a visit to the health care provider is not necessary for each absence
- Any period of incapacity due to a chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider (at least twice per year for the same serious health condition), and may involve occasional episodes of incapacity (e.g., asthma, diabetes); a visit to a health care provider is not necessary for each absence
- A period of incapacity which is a permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer’s, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment.
- Any period of absence to receive multiple treatments for restorative surgery after an accident or injury or for a condition which would likely result in a period of incapacity of more than three (3) days in the absence of medical intervention or treatment (e.g., dialysis, chemotherapy or radiation treatments for cancer)

Continuing Treatment

“Continuing treatment by a health care provider” includes any period of incapacity due to a health condition (including treatment or recovery time) lasting more than three (3) consecutive calendar days, **and** any subsequent treatment or period of incapacity relating to the same condition that also includes:

- Treatment two (2) or more times within a 30-day period, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

FMLA Counting Method

With the exception of Service Member Family Leave, Dollar General calculates leave eligibility based on a 12 month rolling period measured backward from the date the leave is to begin. An employee is not required to use granted vacation hours (if available) during leave. An employee can choose to utilize vacation concurrently with unpaid leave at the employee’s option, with notification to the employee’s manager and confirmation that the employee has available vacation time. Vacation may not be used to extend a leave of absence without management and Human Resources approval. Workers’ Compensation leave will run concurrently with the 12 week FMLA entitlement if a work-related injury meets the FMLA “serious health condition” requirement. A holiday that occurs within a week of leave is counted against the employee’s FMLA entitlement. If the employee takes FMLA Leave in an increment of less than a full week, the holiday does not count against his or her entitlement unless the employee was scheduled and expected to work on that day.

Leave for the birth of a child or the placement of a child for adoption or foster care must conclude within 12 months of the birth of the child or placement of the child into the employee’s care.

Leave to care for a seriously injured Covered Service Member is based on a single 12 month period and begins with the first day that the employee takes leave.

Leave Requirements: Employee Notice

An employee must provide the Company with 30 days advance notice before FMLA Leave is to begin if the need for leave is foreseeable: for example, if need for leave is based on an expected birth, placement for adoption or foster care, or planned medical treatment for your own or a family member's serious health condition. However, if 30 days advance notice is not practical or possible (e.g., an emergency), the employee must give notice as soon as practicable. To report the need for leave and initiate the approval process the employee must follow the steps below. Absent unusual circumstances, failure to comply will result in a delay or denial of the employee's FMLA Leave request.

The employee must provide notification to his or her manager as soon as the need for leave is known and provide the expected dates that the employee will not be at work.

After notifying his or her manager, the employee (or someone on the employee's behalf) must immediately contact Matrix at 1-888-644-3550 or online at www.matrixeservices.com to report the leave of absence and initiate the leave approval process. The caller will be asked to provide the following information:

- The employee's name and the last four digits of the employee's social security number, if known
- If the request is for the employee's own condition, report whether or not he or she is unable to perform the functions of the job as a result of the condition. If the leave is for a family member, does the condition render the family member unable to perform daily activities?
- The anticipated duration of the absence
- If the employee (or family member) intends to visit a health care provider or has a condition for which the employee (or family member) is under the continuing care of a health care provider
- If requested, send executed Authorization Form to Matrix permitting them to contact the employee's health care provider

Unauthorized work for personal gain while on leave is prohibited. Violations may result in termination.

Medical Certification

An employee taking FMLA Leave to care for a parent, child or spouse with a serious health condition or for the employee's own serious health condition will be required to provide medical certification in support of his or her request. Matrix will send the medical certification form to the employee upon initiation of the leave claim for completion by his or her health care provider. The employee must return the form within the timeframe required (i.e., 15 days from the date Matrix is notified). Failure by the employee to provide this form will result in a delay or denial of the employee's request for leave.

Return to Work

An employee returning to work from leave due to the employee's own serious health condition will be required to submit a release to return to work ("Fitness for Duty") certificate from the employee's health care provider. The Fitness for Duty must be provided to Matrix at least two (2) days in advance of the return to work date. The employee's manager will be notified to confirm the employee has been released to return to work and the effective date of the return. *An employee should not be allowed to return to work unless the completed return to work "Fitness for Duty" certification has been received. There should be no exceptions to this policy.* Failure to return to work at the end of the designated leave may result in performance counseling up to and including termination, unless otherwise prohibited by law.

If an employee does not return to work or request an extension of leave after the expiration of FMLA or Company Medical Leave, the Company may terminate the employee (unless additional leave is required by federal or state law or regulation). In that case, the employee may be eligible for COBRA continuation with respect to applicable benefit plans. If an employee is unable to return to work by the end of FMLA or Company Medical Leave because of a physical or mental condition, including continuation of a serious health condition, he or she should contact his or her manager and HR Shared Services at 1-855-ASK-DGHR to discuss possible alternatives and/or accommodations, such as additional leave. If the employee is eligible for additional time under FMLA Leave or Company Medical Leave,

medical and welfare benefits will continue for the period of approved leave through payroll deductions or remitting premiums timely. Otherwise, the employee has the option to enroll in and pay the COBRA coverage continuation premium rate to continue health/dental coverage.

Key Employees

A “Key Employee” is a FMLA eligible employee who is among the highest paid 10% of all employees within 75 miles of the employee’s worksite. Under limited circumstances, where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly paid “Key Employees” after using FMLA Leave.

In order to do so, the employer must:

- Notify the employee of his or her status as a “Key Employee” in writing at the time the employee gives notice of the need for FMLA Leave.
- Notify the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if the employer should determine that substantial and grievous economic injury to its operations will result if the employee is reinstated from FMLA Leave.
- Notify the employee in writing as soon as the employer makes a good faith determination it will deny restoration to the employee on completion of FMLA Leave, and explain the reasons for this decision.
- Offer the employee a reasonable opportunity to return to work from FMLA Leave after giving this notice.
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

The Key Employee is entitled to maintain his or her health benefits during the FMLA Leave period notwithstanding if the employee returns to work upon notification of Company’s intent to deny restoration.

Spouses

When eligible spouses are both employed by the Company, the spouses are entitled to a combined total of 26 workweeks of injured Service Member Family Leave, or a combined total of 12 workweeks of FMLA Leave if the leave is taken for the following reasons:

- The birth of a child or the placement of a child for adoption or foster care
- To care for a sick child

Eligible spouses are not limited to a combined total of 12 workweeks if the leave is for the serious health condition of the employee or the employee’s spouse or child or for a qualifying military exigency leave.

Reduced Schedule Leave or Intermittent Leave

If medically necessary, reduced schedule leave or intermittent leave can be taken to care for the serious health condition of an employee’s parent, spouse, or child or for the employee’s own serious health condition. Reduced schedule leave or intermittent leave can also be taken for adoption or foster care placement if the need for leave is related to the placement of the child with the employee for adoption or foster care. An employee may not take reduced schedule or intermittent leave after birth, adoption or foster care placement to bond with the child or children, unless required by applicable state laws. Leave for these reasons must be taken continuously and within one year of the child’s birth or placement.

If an employee needs intermittent or reduced schedule leave:

- The employee must make a reasonable effort to schedule planned medical treatments so as not to unduly disrupt the operations of the Company.
- For reduced schedule or intermittent leave due to medical treatment, the employee must initiate a leave request to Matrix and submit a medical certification form stating the reasons leave is necessary, the dates the treatment will be given and the duration of the treatment, within the timeframe required by Matrix.
- The Company may require the employee to transfer temporarily to an available, equivalent alternative position which can better accommodate the leave than the employee’s current position (but only for the

period during which leave is being taken), assuming the employee is qualified to perform the alternative position. This position must have equivalent pay and benefits.

- The employee must report each intermittent absence to his or her manager **and** to Matrix.
- If an employee takes intermittent or reduced schedule leave, only the amount of leave actually taken will be counted toward the 12 weeks of FMLA Leave to which an employee is entitled. The Company tracks such leave in quarter hour increments.
- If the need for intermittent leave extends beyond the period originally approved, recertification must be provided and approved by Matrix. As allowed by law, Dollar General may require recertification of intermittent leave at least every (six) 6 months in connection with an absence.

Family & Medical Leave Act (FMLA)

Eligibility	12 months employment (need not be consecutive) and 1,250 actual hours worked in the 12 months prior to leave (does not include non-work time such as vacation, time off with pay, holidays or other leaves).
Process for Requesting Leave	<ul style="list-style-type: none"> • Notify your manager of your need to take a leave • Contact Matrix at 1-888-644-3550 or online at www.matrixeservices.com to report your leave • Provide completed medical certification form from your health care provider to Matrix (if required; see policy above). This can be faxed to Matrix at 1-877-788-9736.
Criteria for Leave	Personal serious health condition; serious health condition of employee's parent, spouse or child; birth or adoption of child or placement of foster child; a qualifying exigency due to a spouse, child or parent in the Armed Forces (including the National Guard or Reserves) called to duty in support of a contingency operation; or being the child, parent, spouse or next of kin of a member of the Armed Forces with an injury or serious illness incurred in the line of duty.
Period of Leave	12 weeks per rolling 12 month period counting backward from date on which most recent requested leave is to begin. For injured service member leave, up to 26 weeks per 12 month period beginning on the date the leave begins.
Pay Status	This is unpaid leave. The employee may be eligible for benefits under the Salary Continuation or Short Term Disability program (if eligible and/or participating). If not, the employee may use vacation or other available paid time off for pay purposes.
Benefit Status	<p>All medical and welfare benefits will continue for the duration of approved FMLA Leave through payroll deductions or remitting premiums timely. At the end of the approved FMLA Leave, if the employee does not return to work or receive additional approved leave, benefits will be terminated. COBRA may apply. Employees enrolled in benefits should contact HR Shared Services at 1-855-ASK-DGHR. Employee and employer contributions to the 401(k) Savings and Retirement plan will cease if not receiving pay through payroll.</p> <p>If benefits terminate, they will be reinstated if the employee contacts HR Shared Services in writing within 31 days of returning to work.</p>
Reinstatement	The employee will be returned to the previous position or a substantially equivalent position except in limited, specific circumstances. If reason for leave is due to your own serious health condition, a Fitness for Duty statement should be provided to Matrix two (2) days before the return to work date.
Bonus	Pro-rated for all leaves including intermittent, reduced and full-time.

Company Medical Leave (MLOA)

Definition	This leave is designed for the employee's own "serious health condition"
Eligibility	As of Date of Hire – full-time and part-time employees excluding temporary employees
Process & Criteria for Leave	<ul style="list-style-type: none"> • Notify your manager of your need to take a leave • Immediately contact Matrix at 1-888-644-3550 or online at www.matrixeservices.com to report your leave. • Meet the FMLA definition of a "serious health condition", or as required to comply with other federal or state law or regulation. • Provide completed medical certification form from your health care provider to Matrix.
Period of Leave	<ul style="list-style-type: none"> • Full and part-time employees are eligible for six (6) weeks of Company Medical Leave in each rolling 12 month period. • Employment may be terminated at the end of the leave if the employee does not return to work or otherwise contact the Company to request additional leave, unless otherwise required by federal or state law.
Pay Continuation Status	Unpaid leave. The employee may be eligible for benefits under the Salary Continuation or Short Term Disability program (if participating and/or eligible). Employees who are not eligible for Salary Continuation or not enrolled in the Voluntary Short Term Disability program may use available vacation or other available paid time off for pay purposes.
Benefit Status	<p>All medical and welfare benefits will continue during the length of an approved Company Medical Leave through payroll deduction or remitting premiums timely. Employees enrolled in benefits should contact HR Shared Services immediately at 1-855-ASK-DGHR.</p> <p>Unless additional leave is approved all benefits will terminate at the end of the approved Company Medical Leave period. However, if the employee does not return from leave, COBRA may be offered. Employee and employer contributions to the 401(k) Savings and Retirement plan will cease if not receiving pay through payroll.</p> <p>If benefits terminate, benefits will be reinstated if employee contacts HR Shared Services in writing within 31 days of returning to work.</p>
Reinstatement	<p>Employees may be entitled to return to their previous position following a Company Medical Leave, depending on the circumstances and/or as required by law.</p> <p>If the employee returns to work following Company Medical Leave, a return to work "Fitness for Duty" certification is required to be provided to Matrix two (2) days before the return to work date.</p>
Bonus	Pro-rated for all leaves including intermittent, reduced and full-time.

NOTE: *To the extent additional leave is needed beyond the amount of time afforded under the FMLA and/or Company Medical Leave policies, please request such additional leave through HR Shared Services at 1-855-ASK-DGHR. The reasonableness of the request will be considered on a case-by-case basis.*

Personal Leave

Definition	This leave is designed for full-time and part-time employees, excluding temporary employees, in the event they require a leave of absence not covered by any other leave and all vacation time has been exhausted.
Process for Requesting Leave	Notify your manager of your need to take a leave and obtain approval and then contact Matrix at 1-888-644-3550 or online at www.matrixservices.com to report your leave.
Eligibility	As of Date of Hire
Criteria for Leave	<p>All personal leaves are at the discretion of Human Resources and senior management, dependent on business needs and are generally only approved in emergency or extenuating situations requiring an employee to take time off from work for more than three (3) consecutively scheduled workdays. A personal leave may not be taken intermittently.</p> <p>Personal leave may not be used for the employee's own medical condition.</p> <p>NOTE: Store employees must receive Store Manager and District Manager approval.</p>
Period of Leave	Up to four (4) workweeks combined leave for full-time employees and up to two (2) workweeks combined leave for part-time employees in a rolling 12 month period (counted the same as FMLA). Employment may be terminated at the end of the leave if the employee does not return to work, unless further leave is required under federal or state law.
Pay Continuation Status	The leave is unpaid.
Benefit Status	<p>All medical and welfare benefits will continue for the approved leave period through remitting premiums timely. At the end of approved leave period, if the employee does not return to work, benefits will be terminated. COBRA may be offered.</p> <p>Employees with questions regarding benefits continuation should contact HR Shared Services at 1-855-ASK-DGHR. Employee and employer contributions to the 401(k) Savings and Retirement plan will cease while the employee is not receiving pay through payroll.</p> <p>If benefits terminate, benefits will be reinstated if the employee contacts the Benefits Group in HR Shared Services in writing within 31 days of returning to work.</p>
Reinstatement	Employees generally are not entitled to return to their previous position following a personal leave, unless otherwise required by law. The employee may return to the position if it is still available, and if not, the employee may apply for open positions within the company.
Bonus	Pro-rated for all leaves including intermittent, reduced and full-time leave.

NOTE: *Employees on Personal Leave are not eligible for the Medical or Dependent Care Reimbursement Accounts. These accounts will be suspended until the employee returns to active status.*

Military Leave

Definition	This leave is designed for employees (full-time and part-time) who serve (through active duty or called-up to active duty) in any branch of the Armed Forces, National Guard or Reserve training.
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Process for Requesting Leave	<ul style="list-style-type: none"> • Notify your manager of your need to take a leave • Contact Matrix at 1-888-644-3550 or online at www.matrixeservices.com to report your leave.
Eligibility	As of Date of Hire
Criteria for Leave	The employee must provide advanced written or verbal notification to his/her manager and Matrix, including a copy of the military orders where possible.
Period of Leave	Up to five years (or more in certain circumstances).
Pay Continuation Status	<p>Supplemental pay based on the difference between the employee's military pay and regular pay at Dollar General for up to 24 months.</p> <p>A military pay statement or Leave and Earnings Statement must be provided to HR Shared Services for each pay period in which the employee is requesting supplemental pay.</p>
Benefit Status	<p>Medical, prescription, dental and vision coverage will continue for up to 30 days from the start of the military leave at no cost to the employee. The premium is waived the first thirty days of leave. After thirty days, employees are eligible to continue their coverage through COBRA continuation coverage (and pursuant to USERRA).</p> <p>The maximum duration of life and accidental death & dismemberment insurance coverage is 24 months.</p> <p>Benefits will be reinstated if the employee contacts the HR Shared Services in writing within 31 days of returning to work.</p>
Reinstatement	Generally, an employee whose military service is of five years or less will be reinstated if certain requirements are met including release, proof of status and return date within a specified period in accordance with applicable law.
Bonus	Pro-rated (for all leave amount increments including intermittent, reduced and full-time leave).

NOTE: *Dollar General prohibits discrimination related to military leave or on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), national origin, age, disability, citizenship status, sexual orientation, genetic information, gender identity or any other characteristic protected by law.*

Bereavement Leave

The purpose of bereavement leave is to provide employees with time to attend the funeral of a family member or close relative and to handle related personal affairs. In the event of a death in the family, employees are encouraged to use this leave policy as needed. When possible, reasonable notice must be provided to the employee's manager and employees may be required to complete a form verifying the employee's relationship to the deceased and attendance at the funeral. With manager approval, vacation or paid time off may be used in lieu of unpaid bereavement leave for the death of an extended family member

Paid Leave for the Death of an Immediate Family Member

In the event of the death of an immediate family member, full- and part-time employees will be provided with up to three days of paid leave. Typically, this will include the day of the funeral, the day prior, and the day after.

Immediate family members include the employee's:

- Spouse
- Parent or stepparent
- Sibling or stepsibling

- Child or stepchild
- Grandparent or step grandparent
- Grandchild or step grandchild
- Parent/children/sibling-in-law

When leave is paid, the amount of pay will be based on the employee's base rate of pay and normal work schedule. Employees will not be paid for days they are not scheduled to work. An employee who is otherwise on an unpaid leave of absence during any of the funeral leave period will not receive additional leave or pay for those days.

Unpaid Leave for the Death of an Extended Family Member

In the event of the death of an extended family member or relative not listed above, full- and part-time employees may take up to three days of unpaid bereavement leave. Typically, this will include the date of the funeral, the day prior and the day after.

Additional Time Off

The Company understands the impact that a death can have on an individual or family. Therefore, additional unpaid time off may be appropriate in some cases, depending on circumstances such as travel distance, the employee's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased. In cases where additional time is needed, please contact Matrix regarding the company's Personal Leave policy by calling 1-855-ASK-DGHR.

Definition	This leave is provided to all full-time and part-time employees in the event of the death of a relative, as defined below.
Process and Criteria for Leave	When possible, reasonable notice must be provided to the employee's manager. Verification of the employee's relationship to the deceased and attendance at the funeral may be required.
Eligibility	As of Date of Hire
Criteria for Leave	Paid leave: death of spouse, parent or stepparent, sibling or stepsibling, child or stepchild, grandparent or step grandparent, grandchild or step grandchild, or parent/children/sibling-in-law. Unpaid leave: death of close family member not listed above
Period of Leave	Up to 3 days. Additional unpaid time may be provided depending on the circumstances.
Pay Continuation Status	If paid leave, regular pay based on normally scheduled hours.
Benefits Status	Benefits eligibility is not impacted.
Reinstatement	Employees will generally return to their previous position following funeral leave.

Jury Duty

Definition	This leave is designed for full-time and part-time employees who are called to serve on jury duty on a day that they are normally scheduled to work.
Eligibility	As of Date of Hire
Process and Criteria for Leave	Employees required to serve jury duty should give their manager a copy of the written court order request.
Period of Leave	For the entire period required by the court.
Pay Continuation Status	Dollar General will provide the employee's regular pay amount less jury duty pay.

	Once the employee receives the jury duty check, he or she must sign the back of the check and give it to his or her manager who will then forward it to the Payroll Department.
Benefit Status	Not applicable
Reinstatement	Employees generally will be reinstated to previous position upon completion of jury duty.

For Employees working in the City of Philadelphia Only - Philadelphia Sick Pay Policy (Summary)

Beginning May 13, 2015, pursuant to Philadelphia's "Promoting Healthy Families and Workplaces" ordinance, covered employees working in the City of Philadelphia will accrue 1 hour of paid sick time for every 40 hours worked in the city, up to a maximum of 40 hours accrued per calendar year. Unused accrued sick time will carry over into the next calendar year; however, no more than 40 hours of paid sick time may be used in any year. Unused sick time is not paid out upon an employee's separation of employment or relocation to a Dollar General location outside Philadelphia. Accrued paid sick time may be used beginning on the 90th calendar day after the employee's date of hire for the reasons outlined in Dollar General's Philadelphia Sick Pay Policy, a copy of which is found on DGme. Dollar General prohibits retaliation against an employee for properly requesting or using paid sick time. Please see the Philadelphia Sick Pay Policy on DGme for more information. If you have any questions, please contact HR Shared Services at 1-855-ASK-DGHR.

GED Assistance Program

Dollar General proudly supports and encourages its employees who are working toward their General Education Diploma (GED). Full-time employees who take and pass the GED test are eligible for testing fee reimbursement. For more information or forms, contact your manager or call the Training Coordinator at (615) 855-5871.

To be reimbursed for the cost of the GED testing, please mail a copy of the receipt for the test fee and a copy of the GED certificate to:

Dollar General Corporation
Attn: Training Coordinator
100 Mission Ridge
Goodlettsville, TN 37072

Employee Assistance Program

The Employee Assistance Program (EAP) is available to all employees as a way to manage a wide range of issues including counseling, work/life balance, legal services, and life planning. The EAP can also help with such issues as:

- Depression
- Relationship concerns
- Child and elder care issues
- Legal matters and financial issues
- Alcohol and substance abuse
- Health problems
- Defining goals
- School stress/support

The EAP is available 24 hours a day, 7 days a week and will provide confidential assistance. Contact information can be found on DGme under the Benefits section.

401(k) – Retirement Plan

The purpose of the Plan is to give you a simple, tax-effective way to save for retirement. The Plan can play an important role in helping you build retirement savings for tomorrow while you save on taxes today. The Plan allows you to:

- Save with pre-tax dollars
- Use easy payroll deductions
- Receive matching contributions from the Company (if you have met eligibility requirements)
- Benefit from tax-deferred investment growth on your savings and the Company's match
- Invest in a range of professionally managed investment funds
- Take a loan or withdrawal in certain situations.

Investment advice is accessible through Voya Retirement Advisors, available online or through a professional Voya Investment Advisor Representative. The service provides you with objective savings and investment advice, personalized reports and ongoing account management.

For additional information on the 401(k) Savings and Retirement Plan, including investment options, Voya Retirement Advisors and Plan fees and expenses, contact Voya at 1-844-299-8692 or log on to <https://mydg401k.voyaplans.com>. You may also visit DGme/Benefits for additional information on the 401(k) Savings and Retirement Plan.

Employee Assistance Foundation

The Dollar General Employee Assistance Foundation (DGEAF) was established to assist employees who are in critical need situations as outlined below. The DGEAF is funded by donations from Dollar General Corporation, its directors, employees, vendors and other interested persons.

Eligible individuals include employees (designated as regular full-time and regular part-time) who are experiencing a financial hardship due to circumstances beyond their control related to one of the following circumstances:

- Loss of home due to fire or natural disaster;
- Displacement of employee due to state or federal disaster;
- Extraordinary expenses related to the death of an employee or his or her eligible dependent;
- Financial inability to pay for travel expenses related to attending the funeral of an immediate family member or to the visitation of an immediate family member suffering from an imminent life threatening illness or injury; and/or,
- Extraordinary expenses (other than medical or health care expenses) arising when an employee or his or her immediate family member has a life-threatening illness or injury or an otherwise unexpected acute illness or injury that requires extended hospitalization or other extensive medical care.

Employees requesting assistance must complete and sign an Assistance Request Form and provide any additional proof of loss reasonably required by the Foundation. Any Dollar General employee can make a request.

For additional information regarding the DGEAF, please contact:

***The Dollar General Employee Assistance Foundation
100 Mission Ridge
Goodlettsville, TN 37072
Phone: (615) 855-5188***

Employee Discounts

Dollar General has partnered with several companies to provide discounts to our employees. Savings are available for cell phone service, rental cars, hotels, theme park tickets and more. Information on employee discounts is available on DGme under Benefits.

SAFETY AND SECURITY

Access Cards / ID Badges

Some Dollar General locations require electronic access cards (badges) to enter buildings, parking areas, sensitive areas, etc. Badges are assigned to named individuals and generally contain the assigned person's picture, name and year of hire (where applicable). Some badges are issued for temporary use (e.g., training, conferences, etc.) and will only contain a unique number reference – although still electronically assigned to a named individual for the duration of that badge's use.

The purpose of badges is to provide security in our workplace and a convenient way to identify and distinguish between employees, contractors, vendors, guests, etc. Badges must be worn on your person in a clearly visible manner. Badge reels are provided, and lanyards are available upon request at no charge.

Badges are "proximity read" cards which means in order to enter an area secured by a badge reader, a person needs to pass the badge near a door's proximity reader to unlock it and gain access. Badge access also provides a way to monitor entrance into the building

Badges must not be shared and the person assigned to a given badge is responsible for any access action taken by that badge. Employees who forget their badge must visit the main lobby to obtain a pass for the day. Employees who lose or damage their badge will be given two (2) replacement cards free, but may be charged for each subsequent replacement.

Background Checks

Unless otherwise required by law, a criminal background check may be required for persons to whom a conditional employment offer is extended for a full-time, part-time, or temporary position. Dollar General reserves the right to obtain background information for as long as you are employed by the Company. The purpose of the background check is to assist in providing a safe place for our employees and customers and to protect Company assets. Receiving a favorable result on the background check, as set forth in the Dollar General hiring criteria, is a condition of employment.

Drug and Alcohol Policy (Summary)

It is Dollar General's intent to maintain a safe and healthful working environment for our employees, to protect and preserve our property and that of others, and to provide safe and efficient operations for our customers. Dollar General takes very seriously its responsibility to ensure that substance abuse by its employees does not impact Company operations or the safety of our employees and customers.

All employees are expected to comply with Dollar General's Drug and Alcohol Policy, a copy of which was provided to you during the hiring process. The Policy outlines Dollar General's policy and procedures regarding: (i) the use, sale, possession, transfer, or other misconduct involving illegal drugs; (ii) the use and misuse of legal drugs; (iii) alcohol use and misuse; and (iv) Company policy and procedures relating to drug and alcohol testing. To the extent permitted by law, Dollar General may require drug and/or alcohol testing, including pre-employment,

random/suspicionless, post-accident, and reasonable suspicion testing. It is important that you read and understand this Policy and the consequences of violating it. An employee's failure to complete a required drug test within the allotted time frame (48 hours) will be considered a refusal to test and grounds for termination. Failure to successfully complete a drug test and provide a sufficient sample before leaving the testing facility at the initial time of testing will be considered refusal to test and grounds for termination. If you require an accommodation to comply with this policy, please speak with your supervisor, Human Resources, or contact the Employee Response Center at 1-888-237-4114.

The use or abuse of illegal drugs and/or alcohol, or the misuse of prescription medication while on the job, on Company premises or in a Company vehicle is strictly prohibited. It is essential that all employees be in a physical condition to work and operate safely at all times. For this reason, employees are prohibited from having illegal drugs and/or alcohol in their system while working. Employees are also prohibited from bringing any alcoholic beverage to work for the purpose of consumption during work hours. Violation of this policy will result in disciplinary action up to and including termination.

If an employee uses prescription and/or over-the-counter medication and the employee or his/her healthcare provider believes use of the medication may impair the employee's ability to perform his/her job safely, the employee is responsible for notifying their immediate supervisor and Human Resources so that steps can be taken to minimize the safety risks posed by such use. The employee need not reveal the state of his/her health or the medication(s) being taken, but may be asked to obtain a doctor's certification that the employee can safely perform the responsibilities of his/her job. Any information Dollar General may learn about an employee's health or medication will be treated as confidential and shared with Company personnel only on a need-to-know basis.

It is each employee's responsibility to consult with his/ her health-care provider and/or to review relevant dosing instructions to determine whether the use of a medication could lead to impairment or unsafe working conditions. No medication containing alcohol should be used during or immediately before an individual's scheduled shift, unless by prescription.

If you have any questions regarding the Policy, or would like to request another copy, please contact Corporate Human Resources.

Searches

In order to ensure the security of our employees and to enforce Company policy, Dollar General may conduct unannounced searches in Company facilities or on Company property (which includes but is not limited to property owned or leased by the Company, including Company cars). Dollar General reserves the right to search with or without the employee's consent. Employees are expected to cooperate in the conduct of any searches.

These searches may include, but are not limited to: desks, lockers, closets and personal items brought onto Company premises such as vehicles, parcels, purses, and briefcases.

Consent to a search is required as a condition of employment with Dollar General, and the refusal to consent or interference with a search may result in disciplinary action, including termination from the Company, even for a first refusal.

Protective Orders

Dollar General takes the safety of our employees very seriously. As such, an employee of Dollar General who has obtained a protective order and wishes not to be contacted by a non-employee should supply a copy to their local Human Resource representative. Other parties may be informed when deemed necessary for safety reasons; however, disclosure will be limited to those individuals who have a need to know the information.

Workplace Violence Policy

Dollar General can best perform its mission of Serving Others when all employees coexist in a climate that supports a free exchange of ideas and utilizes constructive methods of conflict resolution. Dollar General is committed to creating and maintaining an environment free from disruptive, threatening and violent behavior.

Dollar General will not ignore, condone or tolerate disruptive, threatening, or violent behavior by any Dollar General employee, contract service provider, visitor or customer. Employees engaged in such behavior will be subject to disciplinary action, up to and including termination. Some disruptive, threatening, or violent behavior is also prohibited under criminal or civil law. When appropriate, Dollar General will initiate civil action or criminal prosecution.

Definitions of Workplace Violence:

- Any physical assault, threatening behavior, verbal abuse or intimidation occurring in or affecting the work environment
- Threatening behavior: includes any physical actions short of actual contact as well as oral or written threats to or regarding people or property
- Violent behavior: includes any physical assault with or without weapons; behavior that a reasonable person would interpret as being violent or threatening physical harm and specific threats to inflict physical harm (e.g., a threat to harm a named victim)

Examples of Prohibited Conduct: (not all-inclusive)

- Yelling, shouting, using profanity or other verbal abuse
- Aggressive posturing or movement, inappropriate invasion of someone's personal space
- Preventing the free movement of another person; preventing them from leaving a room
- Any direct or indirect threats toward a person or property
- Throwing objects, slamming doors or telephones, pounding desks; any destruction of property
- Aggressive physical contact, grabbing, touching, holding, shoving or hitting
- Possession of a firearm or other weapon on the premises, unless otherwise permitted by law
- Threatening to access a firearm or other weapon on the premises
- Threatening to return with a weapon at a later date or time

Reporting

All employees, especially management level employees, are responsible for the implementation of this policy and reporting such behavior by utilizing the Company's Open Door Policy or by contacting Human Resources.

Work Safety

Dollar General is committed to providing a safe working environment for our employees. Every Dollar General employee is expected to support the safety effort and take action to prevent accidents. Work-related injuries or illnesses must be reported to the employee's immediate supervisor and to the 24 Hour Incident Reporting Hotline at 1-800-456-9446 within 24 hours of the injury or illness and prior to seeking non-emergency medical treatment. Failure to do so may result in disciplinary action. Dollar General forbids retaliation against anyone who in good faith reports a work-related injury or accident or pursues benefits for such an injury or accident.

The following items are not permissible to be used in the workplace: crock-pots, toasters, fondue pots, toaster ovens, heaters, candles, and other similar electrical appliances.

Employees who work in positions that require driving on behalf of the Company must have a valid driver's license and the minimum state required vehicle insurance coverage. If you are asked to drive on behalf of the Company, it is expected that you make your manager aware of your lack of a valid driver's license or insurance. Failure to do so may result in disciplinary action up to and including termination from the Company.

Employees who drive for Company business should follow safe driving practices and local laws and/or ordinances for the areas in which they are driving. Dollar General strictly prohibits the use of cell phones and electronic messaging devices while operating a vehicle on company business. Employees are required to pull off the road to a safe area while using cellular phones or any electronic messaging device.

For employees routinely driving on behalf of the Company, or if an employee is assigned a Company owned or leased vehicle, compliance with the Driver Safety Policy is required. This policy requires an initial and periodic driving record check to confirm the employee has a valid license and does not have a history of excessive moving violations. Employees operating vehicles on behalf of the Company are expected to comply with all applicable traffic laws.

Additional safety concerns may be implicated in our retail stores. It is important that you never put yourself or others in danger. If you suspect that someone is shoplifting you should provide them with good customer service as you would any other customer and inform the manager on duty of your observations. Store employees must never become involved in physical or verbal confrontations or touch a customer. Please refer to the Standard Operating Procedures Manual for more details on the proper procedures for handling suspected shoplifters.

If you have any safety concerns or suggestions, discuss them with your manager or Risk Management. Dollar General forbids retaliation against employees who make good faith complaints about safety issues.

NOTE: *Employees who commit acts that endanger the safety of themselves or others are subject to disciplinary action up to and including termination from the Company even for a first offense. As previously noted, to the extent permitted by law, weapons are not allowed at the workplace or on Company property. Disciplinary action up to and including termination may result for this first offense.*

Reporting Guidelines for Employee Injuries

All work-related injuries or illnesses sustained while working at Dollar General should immediately be reported to your immediate supervisor and an Incident Report completed. The employee and immediate supervisor should then report the incident to the 24 Hour Incident Reporting Hotline at 1-800-456-9446 within 24 hours and prior to seeking non-emergency medical treatment.

By immediately reporting work-related injuries, delays can be avoided in receiving benefits and/or medical care. Any work-related injury or illness must be reported to the 24 Hour Incident Reporting Hotline whether or not medical care is needed. When reporting a work-related injury or illness to the 24 Hour Incident Reporting Hotline, be prepared to provide the following:

- Store location, DC location, SSC department and address and phone number
- Employee name, address and phone number
- Date of birth, Social Security number
- Job Title
- Date/Time of accident
- Description of the accident
- Location of the accident
- Names of all employees working on day of accident who may have witnessed accident
- Names of witnesses (if applicable)
- Name of immediate supervisor

In addition, any written statements provided by the injured employee and/or witnesses should be immediately forwarded to Risk Management using the Scan and Send feature on the store computer. Once a work-related injury or illness is reported, a reference number is assigned and given to the caller for future reference. A claim representative typically will be in contact with all involved parties within 24 hours of receipt of the incident.

Light or Restricted Duty

This program was developed to allow employees with work-related injuries or illnesses to return to work with restrictions while recovering from the injury or illness.

Criteria for Light Duty

- Employee has a work-related injury or illness that occurred while working at Dollar General.
- Treating doctor releases the injured employee to return to work but assigns temporary job restrictions.
- These restrictions must be specific and in writing.
- The injured employee's authorized medical provider may limit the number of hours the employee is allowed to work. Otherwise, light duty hours are limited to the injured employee's pre-injury hours.

How to place an injured employee on light duty

- Injured employee takes the authorized medical provider's written restrictions to his or her immediate supervisor.
- The supervisor along with the injured employee calls the Risk Management Claim Representative to discuss the restrictions and coordinate the injured employee's return to work.

All light duty must be coordinated through Risk Management. This program was developed to allow our employees the opportunity to continue to be a part of the Dollar General team.

Inclement Weather Policy

At Dollar General, the safety of our employees is of great importance. At certain times of the year, the possibility of inclement weather could cause issues with commuting. It is the policy of Dollar General to be open every business day to ensure that we are available to serve our customers and employees should make reasonable efforts, while exercising caution, to get to work during inclement weather. If an employee is unable to arrive for work on any such day, the employee may elect to use paid time off to cover the absence. All employees need to notify their manager to discuss their attendance options, preferably 60 minutes before the assigned work time. If the employee makes an effort to be at work and arrives late, this typically will not be counted against the attendance record. If you have questions regarding the above information, please speak with your manager or Human Resources.

Emergency Situations

From time to time, emergency situations may occur. Knowing the proper response can save lives, prevent injuries and preserve property. The safety of employees and customers is the highest priority. In some situations, especially during severe weather, it is safer to stay in the building rather than to evacuate.

DCs – Please contact your supervisor/manager with questions regarding the Emergency Response Plan or Evacuation Procedures.

SSC – Please refer to the Emergency Response Plan for detailed information regarding emergency procedures. The Emergency Response Plan is found at DGNet --- Business Continuity --- Security.

For Medical, Fire, Bomb Threat or any Life Threatening Emergency and to Report Criminal Activity, call ext. 4911.

Retail – In the event there is a need to evacuate the store due to an emergency and if the following can be accomplished safely, evacuate the customers first, provide assistance to any disabled customers or employees and secure the store. Check any hidden areas of the building to confirm the building is empty, remove all money from the registers and place in the store safe. Lock the store unless emergency personnel need access in order to respond to the situation. Call the Police/Fire/Emergency Medical Services or other appropriate authorities to report the situation.

Once it is safe to return to the store, call the district manager, the Disaster Hotline at 1-700-200-1234, ext. 4650, and the Store Maintenance and Services Hotline at 1-866-300-0004 to report damages and receive further instructions.

While it is not possible to mention every type of emergency, the following are a few of the more common situations you may encounter:

- **Fire Evacuations** – Take a few minutes to learn the fire exits, including alternative exits and where to go for roll call. Ask if there is a designated person responsible for leading evacuations and let them know you need an explanation of the evacuation program. If you have a situation where you would require assistance evacuating the building during a fire, please alert your manager. Your manager will assign a coworker to assist you out of the building. Remember never attempt to use an elevator in the event of a fire evacuation. For the DCs, emergency evacuation procedures are included in new employee orientation and reviewed, along with emergency evacuation drills, on a regular basis.
- **Weather Related Emergencies** – Most weather related emergencies require that employees remain in the building for their own protection. For example, if hail or high winds are predicted, move away from windows and into a storm safe area such as an interior hallway, storage room, stairwell, or bathroom.
- **Earthquake** – Unfortunately, earthquakes provide no advance warning so it is best to look for cover immediately. Crawling under a desk, table, cubicle workspace, or standing in a doorway will offer protection from falling objects. Avoid areas where there are windows or storage of materials overhead.
- **Medical Emergencies** – In the event of a medical emergency, contact the security department or if not available, call 911. If you have any medical conditions that could require emergency attention, let your manager and Human Resources know of your condition. All medical information will be kept confidential. For the DCs, in the event of a medical emergency, contact your supervisor/manager.

Telecommunications Policy

The Telecommunications Policy defines policies that apply to all “users” of Dollar General’s telephone systems.

Telephone Usage Policy

Users of Dollar General’s telephone systems are required to maintain the highest professional and ethical standards as outlined in Dollar General’s Policies and the Code of Business Conduct and Ethics.

The following standards apply to all telephone users:

- Unless otherwise authorized, users of Dollar General’s telephone systems are prohibited from recording communications, including in person and telephonic communications, with other Dollar General employees without prior knowledge and consent of all parties to the communication.
- The company’s telephones are intended to be used for Company business. However, incidental and occasional use may occur if it does not generate a direct cost to the Company or interfere with the User’s job responsibilities or function.
- Employees are prohibited from changing telephone service or carriers, long distance service, or adding features such as caller ID.
- Any communications by employees via the telephone systems that may constitute slander or defamation or that may be considered offensive, abusive, harassing, vulgar, obscene, or threatening, or may in any way violate the anti-discrimination and harassment policy are strictly prohibited.

The following standards apply to all Retail employees:

- Retail employees are prohibited from carrying or using personal cell phones (including camera phones) or personal pagers while on the sales floor.

- Personal cell phones and pagers may only be used while employees are on break in non-working areas or when the store phone is inoperative.

Dollar General's conference call service enables users to initiate and conduct conference calls that may include both internal and external participants. This service is provided for Company related business calls only. The Company is charged for all costs related to the service, including participant line usage costs.

Voicemail/Telecom Application Usage Policy

Users of Dollar General's voicemail systems are required to maintain the highest professional and ethical standards, as outlined in Dollar General's policies and the Code of Business Conduct and Ethics. This policy applies to all Company issued telecom devices with voicemail capabilities.

The following standards apply to all voicemail users:

- Do not share passwords with anyone for any reason.
- When sending a group message, state at the beginning of the message which groups or individuals are included in the distribution list.
- Record an "out of office" message when away from the office for one or more days.
- An Officer of the Company may allow a customer or vendor limited access to the appropriate voicemail systems, provided that the user agrees to be bound by this policy.
- Employees should have no expectation of personal privacy with regard to any information or messages created, transmitted, received or stored on the voicemail systems. Employees using the voicemail systems for personal purposes should do so with no expectation of privacy.
- A Company Officer's approval is required to establish voicemail group broadcast boxes.
- It is a violation of Company policy for any person, including a system administrator or manager, to access the voicemail mailboxes of other employees without legitimate business purpose and specific authorization from an Officer of the Company.
- Voicemail is not considered business critical information. Unless otherwise required (e.g., as part of a litigation hold), voicemails are not backed up or retained; therefore, voicemail may be subject to loss or erasure.

Enforcement

Any person found to have violated this policy is subject to disciplinary action, up to and including termination of employment.

Information Security Policy (Summary)

The Dollar General (DG) Information Security Policy (ISP) defines requirements for protecting Dollar General networks, information systems, applications, and data (Assets) against unauthorized access, disclosure, alteration, destruction, etc. This summary outlines ISP applicability, scope, location, review requirement, and User responsibilities.

Applicability

The DG ISP is applicable to all "Dollar General Employees, Contingent Workers, and other persons (Users) who access or use Dollar General Assets."

Scope

The scope of the DG ISP includes: Security Policy; Organization of Information Security; Asset Management; Human Resources Security; Physical and Environmental Security; Communications and Operations Management; Access Control; Information Systems Acquisition, Development, and Maintenance; Information Security Incident Management; Business Continuity Management; and Compliance.

Location

The full version of the DG ISP can be found online in the IT Security Team Site (<http://teams.dolgen.net/IS/ITSecurity/Shared%20Documents/Forms/Allitems.aspx>) for SSC and Distribution Center Users. Store Users can access security policy content via the StoreNet application.

Review Requirement

Users are responsible for: accessing and reviewing, upon hire and at least annually, the full ISP; complying with applicable security policies, standards, procedures, and guidelines; and soliciting clarification from IT Security if there is uncertainty about a particular requirement, its applicability, or its meaning. Annual Employee Handbook acknowledgement, which includes this ISP Summary and the requirement to review the full ISP content, is also acknowledgment of full ISP content. A supporting computer-based learning course is also published in DG University and the StoreNet application.

User Responsibilities

Users are responsible for acting diligently and in accordance with Dollar General's Policies and Code of Business Conduct and Ethics to protect Assets and maintain their confidentiality, integrity, and availability. Users are also responsible for immediately reporting known or suspected security violations.

- SSC and Distribution Center Users report known or suspected security violation to:
 - Help Desk at (615) 855-5200 or helpdesk@dollargeneral.com
 - IT Security at (615) 855-4221, 8633, or 4389, or itsecurity@dollargeneral.com
 - Vice President of Information Technology at (615) 855-4496
 - CIO at (615) 855-5521
- Store Users report known or suspected security violation to:
 - Store Manager
 - District Manager
 - Regional Director
 - Help Desk (ERC) at (888) 237-4114
 - IT Security at (615) 855-4221, 8633, or 4389, or itsecurity@dollargeneral.com

Protection of Company Assets

Dollar General employees are responsible for protecting the Company's assets. Success in business is measured in large part by profits. Dishonesty and theft reduce a company's profits. Each employee has a responsibility to be productive and help make Dollar General successful. Included in that responsibility is the obligation to be honest, work hard and report unlawful acts. If an employee suspects or knows of someone who is stealing, he or she should report that employee(s) to his or her manager, Human Resources or the Shrink Tip Hotline.

Dollar General will make every reasonable effort to ensure that the employee will remain anonymous, and the employee will have the satisfaction of knowing that his or her efforts will help make Dollar General a more successful Company.

Failure to report unlawful acts may result in termination from the Company. **Dollar General will prosecute any employee caught stealing from the Company.**

Shrink Tip Hotline 1-800-334-9338

or

www.tnwgrc.com/dollargeneral

Proprietary and/or Confidential Information

Much of the Company's information is proprietary and/or confidential. Proprietary and/or confidential information includes information about our business, customers, processes, and suppliers which is not known to the public and includes, as examples, information about the Company's financial and sales data, business and strategic plans, pricing, forecasts, methods and techniques, and similar information. As an employee of the Company, you are responsible for protecting proprietary and confidential information. You may not use it for any purpose that is not directly related to your employment at the Company, and must return and/or destroy any such information in your possession promptly upon request. You may not retain use or disclose any of the Company's proprietary and/or confidential information at any time after your employment ends. Posting proprietary and/or confidential information on message boards or other public sites (e.g., Facebook, Twitter) is prohibited. If a non-Dollar General employee asks you for information that you believe may be proprietary and/or confidential under this policy or if you have questions regarding what constitutes proprietary and/or confidential information under this policy, contact your manager. Please also reference related provisions in the Code of Business Conduct and Ethics which is posted on DGe under "Company Policies" and on the Investor Information-Corporate Governance portion of our website at www.dollargeneral.com.

Disclosure Policy (Summary)

Dollar General is committed to providing timely, consistent and accurate public disclosures that comply with legal requirements, whether that information is positive or negative. When Dollar General discloses material non-public information, it must do so on a broadly disseminated, non-exclusionary basis to ensure that all parties in the investment community have fair access to the information. To achieve these goals, Dollar General has established a Disclosure Committee and has developed a Disclosure Policy that is applicable to all Dollar General employees. The Disclosure Policy is posted on DGe under "Company Policies".

The Disclosure Policy specifies a very limited group of persons who are authorized to speak on Dollar General's behalf or to third parties about Dollar General matters. If you are not one of those persons, then you may not speak on Dollar General's behalf or to third parties about Dollar General matters (other than to vendors and business partners in the ordinary course of business) without specific permission from the persons set out in the Disclosure Policy. If you receive an inquiry from investors, analysts, the media or other similar third parties regarding a Dollar General related matter, do not answer it and direct the person to Investor Relations or Corporate Communications.

This policy does not apply to information concerning your wages, hours, and other terms and conditions of employment unless it constitutes material non-public information.

All disclosure of Dollar General related information must be reviewed and pre-approved by the Disclosure Committee, or some portion of it. This includes disclosures in press releases, SEC filings, speeches or presentations to outside organizations or groups, statements made to analysts in group or individual meetings or phone calls, letters to shareholders, interviews with the media, press conferences, certain information posted on Dollar General's website, etc. To obtain this approval, please forward your proposed disclosure language to the Vice President, Investor Relations and Public Relations or other person noted in the Policy.

The Disclosure Policy also contains the Company's policies, procedures, prohibitions and required approvals regarding:

- Making a speech or presentation to an outside group about the Company or its business, including presentations at vendor or vendor-sponsored events (other than recruiting presentations);
- Endorsing the products or services of a third party, including providing comments or quotes for use by third parties in their promotional or other materials;
- Approval of third party press releases;
- Commenting on or distributing analyst reports; and
- Other disclosure-related matters.

You must consult the Disclosure Policy for specific information and follow the procedures contained in that Policy.

Privacy Policy for Personally Identifiable Information of Employees and Customers

Personally Identifiable Information (“PII”) as referenced in this policy is an individual’s name in combination with any Social Security number, dates of birth, medical information, health insurance information, driver’s license number, state identification number, financial information (including account numbers, credit card or debit card numbers and password, security or access code) or personal contact information (including home address, home phone number, and personal e-mail address, etc). To ensure confidentiality of PII, to the extent practicable, Dollar General adopts the following Privacy Policy for Personally Identifiable Information of its Employees and Customers.

It is the policy of Dollar General to protect the confidentiality of any PII obtained in the ordinary course of business. Dollar General is committed to ensuring that the PII collected and stored (whether in electronic or hardcopy form) is protected and secured. In that regard, Dollar General has implemented a number of Company policies and internal procedures, including advanced technology, to keep proprietary, confidential and otherwise sensitive information (including PII) secure from unauthorized access, disclosure, alteration, or destruction. No person shall knowingly obtain, store, transfer, use, disclose or dispose of any PII that Dollar General acquires or possesses, except in accordance with the measures contained in the Company policies and internal procedures (such as encryption, physical access security, and other appropriate technologies). All employees are required to follow the policies and procedures in place: 1) to keep PII private and protect against disclosure, and 2) in the event of, unauthorized disclosures of PII. Except as permitted by local, state or federal law or as required in the ordinary course of business, PII will not be disclosed to anyone outside of Dollar General. Access to information or documents that contain PII will be limited only to those Dollar General employees requiring such access in the ordinary course of business and who have a legitimate business reason for access to the information.

All hard copy documents containing PII shall be stored in a physically secure location (for example, in locked cabinets, or locked overhead bins). All electronic files containing PII shall be stored in secure locations only accessible to those with a defined job need (for example, in secured file shares). No more than 4 sequential digits of a Social Security number may be publicly displayed; used as an identifier; or included in or on any document or file sent outside of Dollar General except as permitted by local, state or federal law or as required in the ordinary course of business.

“Publicly displayed” is defined as: exhibiting, holding up, posting, making visible, or setting out for open view to members of the public or in a public manner.

The term “open view” includes leaving documents containing PII in an area that is visible by the public. Examples of such are, but not limited to: on a desk, near the cash register, on a computer screen or cash register screen, website, or in other electronic medium.

Dollar General’s Information Security and Sensitive Data Handling policies define certain requirements for protecting PII which include that:

- Unencrypted PII may not be stored on mobile computing devices (e.g., laptops, tablets, smart-phones, etc.), removable media (e.g., USB keys or drives, CD/DVD media, diskettes, etc.), or unsecured file shares
- Unencrypted PII may not be transmitted via email or other insecure protocols (e.g., FTP, HTTP, Telnet) outside of the Dollar General environment
- PII may not be transmitted through or stored in instant messaging (IM) services, unauthorized file sharing/storage services (e.g., iCloud, Drop Box, YouSendIt, etc.) or social media/networking services (e.g., Facebook, LinkedIn, etc.)
- PII may not be released without authorization; strong, secure, periodically-routed passwords must be used, etc.

- Employees should perform an annual review of the Information Security and Sensitive Data Handling policies to maintain awareness of current protection requirements

Hard copy and electronic documents containing PII will be retained in accordance with the requirements of local, state and federal law and Dollar General's Records Management Policy. At such time as hard copy documents containing PII may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the PII, such as shredding, so that the PII cannot be read or reconstructed. Electronic files and/or media containing PII shall be destroyed or erased so that the PII cannot be read or reconstructed. Employees should contact their Help Desk for support on destroying or erasing such electronic files and/or media.

It is very important to protect the PII of our employees and customers and Dollar General shall take all reasonable measures to enforce this Privacy Policy and related Information Security, Sensitive Data Handling, HIPAA, and records management policies. Any employee or contingent worker who knowingly obtains, uses, discloses or discards PII in violation of these policies will be subject to disciplinary action, up to and including termination of employment or removal from the Dollar General account.

COMMUNICATION

Company Newsletter

Our Company's newsletter, the "Dollar General Story," is published periodically for all employees of Dollar General and their families. It is one of the primary media through which we communicate announcements, news and employee features. It is published for your benefit, so you are encouraged to provide feedback. You may send your comments, suggestions or story ideas via email to dgstory@dollargeneral.com or mail to:

Dollar General Corporation
ATTN: Dollar General Story
100 Mission Ridge
Goodlettsville, TN 37072

Media

To maintain consistent communication with the news media, only designated spokespersons have the authority to respond to media inquiries and requests on behalf of Dollar General. As an employee of Dollar General, you are responsible for helping to maintain our Company's image and the integrity of information released to the media. No employee should respond to or initiate contact with the media on behalf of Dollar General. Doing so may result in disciplinary action up to and including termination for the employee. All media calls should be directed to the Senior Director, Corporate Communications at the Store Support Center at (615) 855-5209. Please also reference the Disclosure Policy.

OTHER IMPORTANT POLICIES

Bulletin Board Policy

Dollar General communicates important information about work and your job on Company bulletin boards and the store communications center. Please review them frequently to keep up with current activities and information. The bulletin boards are for Company information only. Employees may not post materials on these boards and may not remove materials. It is also against Company policy to write on or any way deface postings on the Company bulletin boards. Materials that are defaced will be removed. Violation of this policy may result in disciplinary action, up to and including termination.

The Company will remove any posting that does not comply with this policy.

Solicitation and Distribution Policy

Persons not employed by Dollar General may not, at any time, solicit or distribute literature or other printed material on Dollar General property for any purpose. For purposes of this policy, Dollar General property also refers to any Dollar General owned or leased property, including parking lots and sidewalks where applicable.

Employees should refer any requests from outside persons or organizations, including vendors, to sell merchandise, solicit contributions, distribute literature, arrange displays or utilize Dollar General facilities (including in the parking areas) to Human Resources immediately.

During working time, employees may not solicit or distribute literature in any area.

Employees may not, at any time, solicit in selling areas or distribute literature in any working or selling area of Dollar General property.

“Working time” is the time employees are engaged, or should be engaged, in performing their work tasks for Dollar General. It includes the working time of both the employee doing the soliciting or distributing and the employee being solicited or to whom such literature is distributed. “Working time” does not include the time when employees are properly not performing their duties; for example, scheduled meal times and breaks. “Selling area” means any area of the store, including the entranceway, in which products are displayed or customers are allowed access.

If you have any questions as to the meaning of “working time,” “work areas,” or “selling areas,” please contact Human Resources.

All non-work related meetings must be held in non-work areas, such as a break room, during non-work hours for all employees involved.

Child Care

Under no circumstances should a child be brought to the work place except when authorized during an approved event such as “Take Your Child to Work Day”.

Any child care conflicts should be resolved before reporting to work.

Corporate Credit Card Policy (Summary)

In order to conduct Company business, some employees apply for a corporate credit card. The corporate credit card provides employees with a convenient method of payment for business related expenses and eliminates the need for travel advances. All corporate credit card charges are automatically uploaded into the Concur Travel and Expense system. The Company will pay the credit card company for business related charges filed on an expense report in Concur Travel and Expense. A valid receipt must support all reimbursable expenses. Employees are not authorized to charge personal expenses to the Company credit card, and the Company will not reimburse for personal expenses. Please remember that relocation expenses are not charged to the Company credit card.

Please contact the Card Administrator at (615) 855-4216 for credit card related inquiries. A copy of the complete Travel and Expense Policy, which contains the Corporate Credit Card Policy, is located on DGe under Company Policies. If you have questions concerning your statement, please contact U.S. Bank at 1-800-334-5696.

Caution: This card is in your name and is your responsibility to turn in expense reports so that Dollar General may make payment on time. Dollar General will not reimburse for late fees incurred due to the card holder’s failure to

submit timely expense reports. Delinquencies to the account could be reported on your credit report and could affect your credit rating.

Travel and Expense Policy (Summary)

The Travel and Expense Policy defines Dollar General's guidelines for employees who incur business travel and entertainment expenses on the Company's behalf and establishes procedures for the reimbursement of such costs.

Contact the Travel Department at (615) 855-5052 for travel related inquiries and SSC Human Resources for policy inquiries.

Cohabitation

Unless otherwise required by law, people sharing the same address and/or home are not allowed to work together in the same department or store if there is an employee/supervisor relationship or if one can have any influence over the other's employment. Such a relationship may create a conflict of interest.

Employment of Relatives

Working with "close relatives" may lead to a number of awkward situations that work to the disadvantage of both the employee and the Company. Therefore, Dollar General has established the following policy:

- No employee may work under the immediate supervision of or in the reporting structure of a close relative.
- Two or more employees who are close relatives may not be assigned to the same supervisor or work in the same reporting structure, department or store, unless state law expressly permits otherwise.

Dollar General prohibits hiring a close relative of a Company Officer (VP, SVP).

Dollar General prohibits the hiring of any relatives of an EVP or higher level Officer.

If the potential hiring of a "close relative" is for a position within the officer's chain of command, it shall be prohibited. In that case, the definition of "close relative" shall include anyone listed below as a close relative.

If the potential hiring of a "close relative" is for a position outside the officer's chain of command, it is only prohibited if it is an "immediate family member", i.e., spouse, parent, child, sibling or other individual who permanently shares a home with the officer.

Any exception to either of these two policies must be specifically approved by the CPO and CEO, in addition to any other approvals required by the Code of Business Conduct and Ethics.

Should two employees become relatives through marriage, and the marriage creates a working relationship that violates this policy, the employees have the option of deciding who will resign or ask for a transfer, if available. If that option is not exercised within 30 days, Dollar General may select which employee will resign or transfer (depending on the availability of positions).

Who are close relatives?

- Husband, wife
- Brother, sister
- Parent, child
- Grandparent, grandchild
- In-laws (such as parent-in-law, grandparent-in-law, son-in-law, daughter-in-law, grandson-in-law, granddaughter-in-law, brother-in-law, and sister-in-law)
- Step-relatives (such as step-parent, step-child, step-sibling, step-grandparent, step-grandchild, step-aunt, step-uncle, step-niece, step-nephew and step-first cousins)
- Aunts, uncles, nieces, nephews and first cousins

NOTE: This policy became effective 5-1-90 and was updated effective 2-1-12 to expand the definition of “close relatives.” All persons involved in a working relationship with a close relative prior to the effective date and/or the revision of this policy will not be affected in their current working relationship unless problems arise out of that relationship. However, while not in violation of the policy, all persons involved in a working relationship with a close relative prior to the above dates should ensure their manager is aware. Employees violating this policy are subject to termination from the Company.

Other Employment or Business Activities

While the Company does not seek to intrude on employees’ personal lives, other employment or business activity potentially impacts an employee’s ability to perform the duties required of his or her position at Dollar General. As a result, our Code of Business Conduct & Ethics addresses (and in some cases prohibits) certain outside employment and other business activities by employees. Please consult the Code for details. The Code is posted on DGe under “Company Policies” and on the Investor Information-Corporate Governance portion of our website at www.dollargeneral.com.

Work assignments and schedules will not be changed for a Dollar General employee to perform work for another company or business.

Please also note that having a material financial interest in a Dollar General competitor or vendor is not permitted except in specific pre-approved circumstances. Please see the Code or Human Resources for additional information.

Internal Investigations Policy (Summary)

Dollar General is committed to handling any legal misconduct or violations of our Code of Business Conduct and Ethics through thorough and prompt internal investigations. To achieve this goal, Dollar General has established an Internal Investigations Policy to guide the choice of department responsible for those investigations and whether to report the results to the Board of Directors. The Internal Investigations Policy is posted on DGe under “Company Policies”.

Keep investigation documents and information strictly confidential. Share them only with other employees who are helping with the investigation. If you need to share them with anyone else for a business or legal reason, obtain the General Counsel’s approval first. Dollar General strictly prohibits retaliation against any employee who in good faith provides information about a violation of the law or the Code of Business Conduct and Ethics (unless the violation involves his or her own conduct), or who provides truthful information or assistance in the investigation of unethical or illegal conduct.

Social Media Policy

Dollar General (the “Company”) recognizes the growing importance of social media as a communication tool. To ensure that the Company and its employees are participating in social media in a respectful, ethical, and legal manner, all employees of Dollar General are required to comply with the Social Media policy. This policy applies to all forms of social media, including, but not limited to: personal websites, blogs, Facebook, Twitter, MySpace, LinkedIn, wikis, virtual works, or any other online forums or electronic communication.

Social media is in a state of constant change and Dollar General recognizes that there will be events or issues that may not be specifically addressed by this policy. However, employees are responsible for what they post online. If, at any time, employees are uncertain about how to apply this policy or have any questions about the policy, they should seek the advice of their manager or Human Resources. Remember, information becomes public the moment it is published online and may become part of a permanent record despite any efforts to remove or delete the information.

In general, employees who participate in social media are free to publish information about themselves. However, employees must avoid posting comments or information about the Company, fellow employees, vendors, customers, or other business partners that would be in conflict with applicable policies, including but not limited to the Company's Code of Business Conduct and Ethics and the Anti-Discrimination and Harassment Policy.

In addition to complying with Company policies, if an employee chooses to participate in any form of social media or other online activity, he or she must follow and adhere to the following guidelines:

1. Unless specifically authorized and designated to do so, employees may not act as, or give the appearance of acting as, a spokesperson for or representative of Dollar General, including promotion of sales or products on the internet or any other online forum. If employees engage in any conversation or exchange any information about Dollar General, employees must make it clear that they are an employee of the company and that the views expressed are the employee's alone and that they do not necessarily reflect the views of Dollar General. Employees should use a disclaimer such as: "The postings and views expressed on this site are my own and do not necessarily represent the position or opinion of Dollar General."
2. Employees may not disclose information that is confidential or proprietary to Dollar General, including under the Company's Proprietary and/or Confidential Information Policy, or which is subject to the Company's Disclosure Policy. This includes, but is not limited to, any nonpublic financial information such as future revenues, earnings, sales, and other financial forecasts, as well as anything related to Dollar General's business strategy, products, pricing, operations, customers, vendors, and other business activities that have not been made public. In order to comply with state and federal securities rules and regulations, employees may not post or republish any company press releases, SEC filings, presentation materials, or website postings without consent or authorization by Investor Relations and/or the Disclosure Committee. This policy does not apply to information concerning your wages, hours, and other terms and conditions of employment.
3. Unless authorized to do so, employees may not display or use Dollar General's logo or other trademarks for commercial use of financial gain on any social media site or other online forum.
4. Employees may not post personally identifiable information (i.e. social security numbers, dates of birth, addresses, and phone numbers) about Dollar General's customers, vendors, or other business partners.
5. Employees may not post or make statements about Dollar General, its employees, customers, competitors, vendors, and products that are intentionally false, misleading, or defamatory or that could reasonably be viewed as profane, threatening, bullying, violent, discriminatory, harassing, unlawful or that may in any other way violate any Company policy, including, but not limited to, Dollar General's Anti-Discrimination and Harassment Policy, Code of Business Conduct and Ethics, and Workplace Violence Policy. Employees should review these policies before engaging in any online activity.

Employees should refrain from using social media while on working time. Do not use Dollar General email addresses to register on social network blogs or other online tools utilized for personal use.

Employees should not speak to the media on Dollar General's behalf. All media inquiries seeking comments on Dollar General's behalf should be directed to Investor Relations or Corporate Communications.

An employee who is responsible for any social media or other online activity that does not comply with the guidelines set forth in this policy will be subject to disciplinary action, up to and including termination, even for the first offense.

If you have any questions about this policy or need further guidance, please contact your manager or Human Resources.

Personal Phone Calls

Make or receive personal calls only when necessary. If it is necessary to place a personal call, you should make it during your break or lunch period.

Personal Visits

Personal visits from friends and relatives are acceptable during approved breaks. They typically should occur outside the work area. Visitors should always be accompanied by a Dollar General employee.

SSC - All visitors should sign-in/sign-out at the front lobby and receive a visitor's badge to be worn while at the Store Support Center.

DCs - Visitors to the Distribution Centers must be pre-approved by your manager. All visitors must sign-in/sign-out and receive a visitor's badge to be worn at all times while visiting the DC. **Due to the nature of the work performed and machinery used, no one under the age of 18 may enter the distribution center unless accompanied at all times by a member of management.**

Retail - Personal visits from friends and relatives at the retail stores are acceptable during a meal break but should occur outside the workplace. "Workplace" means any area within a Dollar General store including but not limited to the sales floor, any store office, restroom, break room or stock room. It is a violation of Company policy to allow a non-employee in the store during non-business hours, unless the non-employee is a contractor or vendor there for business purposes and the off-hours visit is pre-approved by the store manager and district manager.

Dollar General reserves the right to deny access to the facility to anyone when it deems necessary.

Personal Relationship Policy

The Company prohibits managers from dating employees whom they supervise either directly or indirectly or those whose career they have the ability to influence. When a manager makes an advance to a subordinate, the employee may be placed in an uncomfortable position. While we do not want to interfere with the personal lives of our employees, we recognize that a manager/subordinate relationship has a high risk of adversely affecting the work environment. Thus, the Company strictly prohibits managers from dating or otherwise making romantic or sexual advances toward their employees, even if it is believed the advance is welcomed. Violation of this policy could lead to disciplinary action up to and including termination.

Telecommuting Policy

If Dollar General identifies a business or personal need for an employee to work from a remote location, it may be authorized with the approval of the Senior Vice President responsible for the department requesting the exception and the Executive Vice President, Chief People Officer of Human Resources.

This does not include positions which by their nature require employees to work from a remote location because there is no office available.

Records Management Policy (Summary)

Dollar General has developed a Records Management Policy to help ensure that all necessary records for conducting our business, fulfilling our legal responsibilities and supporting our tax liabilities are readily accessible and maintained for the appropriate time period, that we efficiently use our space and resources by ensuring that documents are not unnecessarily retained, and that we protect against unauthorized access or use of consumer, personal or protected health information in connection with the destruction of records containing that information. The Policy applies to all electronic (e.g., digital files, flash drives, disks, CDs, DVDs, computer tapes, microfilm, network,

desktop or laptop files, etc.) and non-electronic (e.g., printed emails, voice mails, facsimiles, letters, contracts, spreadsheets, notes, reports, charts, audiotapes, videotapes, calendars, photos, etc.) records that are created or received in the operation of Dollar General's business.

The Policy contains duties of Department Representatives, who are persons designated by each department for records management purposes, instructions regarding how to use the Records Retention and Destruction Schedule which establishes the minimum and maximum amount of time that a Dollar General record should be retained (either onsite or offsite), and specific rules regarding the destruction of records. You should be aware that when you dispose of any record containing consumer, personal or protected health information, you should place it in a secured shred box (if in hard copy) or destroy or erase it (if in electronic form) such that the information cannot practicably be read or reconstructed (e.g., discs and CDs must be wiped clean rather than merely disposed of in the trash). Examples and definitions of consumer, personal and protected health information are contained in the Policy. You should also note that if the Legal Department issues a "legal hold," you must not destroy any identified record, even though the retention schedule or any regular electronic file destruction or overwriting otherwise allows you to do so.

Please contact the Document Management Coordinator at (615) 855-4212 if you have any questions regarding the Policy or the Records Retention and Destruction Schedule. Store employees should refer to the SOP for further records management, retention and destruction details.

Returned Check Policy

All employees who shop in Dollar General Stores and write checks that are returned for insufficient funds may be subject to disciplinary action up to and including termination. Please contact Human Resources if you have any questions regarding this policy.

Smoking/Tobacco Policy

Dollar General is committed to creating and maintaining a safe and healthful environment for its employees and customers. Therefore, the use of smoking/tobacco products (including smokeless tobacco and electronic cigarettes) is strictly prohibited in the workplace at Dollar General. Employees may use smoking/tobacco products (including smokeless tobacco and electronic cigarettes) during approved rest breaks (typically, no more than 2 per work-shift) and meal periods in designated areas only. All tobacco products should be disposed of properly.

Even during approved breaks, employees may not use tobacco products within 20 feet of a retail store entrance. Tobacco products may not be used while unloading trucks, retrieving carts from the parking lot or other work-related tasks that may take an employee away from the sales floor.

Volunteer Activities

Participating in Dollar General volunteer activities depends on manager approval, business need and the employee's performance.

Voting

Many states have different statutes defining requirements granting employees time off to vote. Our experience tells us that most employees vote before or after work since the polls are usually open at these times. If you have difficulty voting before or after your work schedule, check with your manager or Human Resources for specific information about your state's available voting hours.

Resignation

If you leave the company, we would appreciate that you give your manager at least two weeks notice so that a replacement can be found. Employees should provide, in writing, a letter of their intent to resign. The resignation

letter should be given to your manager. To be eligible for rehire, employees generally must provide sufficient notice by completing two (2) full workweeks prior to resignation. Multiple resignations will be reviewed and may make an employee ineligible for rehire. Unless otherwise required by law, unused vacation, floating holidays, and paid time not worked cannot be used in place of notice, nor will unused vacation, PTO, bank time or holiday pay be paid out upon separation.

Upon separation of employment for any reason, employees must return all documents (including any confidential or proprietary information), files, computer, business credit cards, keys and other Company owned property on or before the last day of work.

In order to ensure that the employee's last paycheck is correct and timely, managers should immediately notify Human Resources when an employee submits his/her resignation notice.

Exit Interviews

Employees who voluntarily resign from Dollar General are typically requested to participate in an exit interview. The interview is designed to allow the exiting employee an opportunity to offer thoughts on how to improve the employer-employee relationship and work environment for current and future employees.

Employment and Income Verification

The Work Number® is an automated service that provides instant employment and income verification. Dollar General has contracted with Equifax Workforce Solutions to provide this fast, secure service which should be used in instances where proof of employment or income is needed. You benefit from having control of the process – you authorize others' access to your information.

Use The Work Number for ALL verifications of income and employment. Do not send verification requests to the SSC. Doing so will cause delays as the SSC does not process these requests.

Find out more about this service on DGme (which is accessible on all Dollar General computers or dollargeneral.com).

Examples of when to use The Work Number®

- Applying for a loan or mortgage/refinancing
- Leasing an apartment
- Buying or leasing a car
- Reference checking providing proof of current or past employment
- Establishing credit
- Applying for government assistance such as:
 - Food Stamps, housing programs
 - Social Security benefits, Medicaid
 - AFDC (Aid to Families with Dependent Children)
 - TANF (Temporary Aid to Needy Families)
 - WIC (Women, Infants, and Children)
 - Any other state and federal government programs

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Employee **Handbook**

DOLLAR GENERAL®

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