



EMPLOYEE HANDBOOK

USA

SIMPLIFICATION IS OUR INNOVATION

Radiall 

timbercon
A Radiall Company 



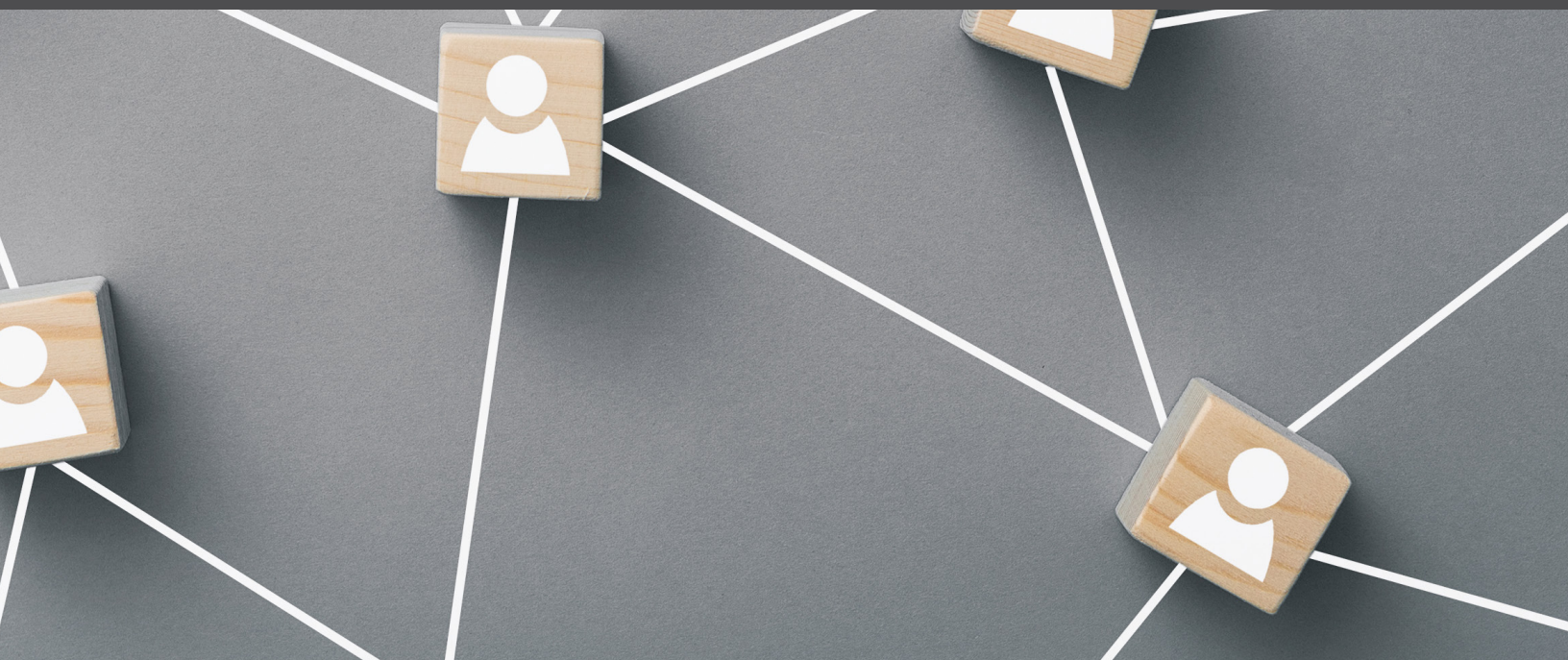
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I'd like to extend a warm welcome to employees who are commencing employment with Radiall in the United States. To employees who have been with us, thank you for your ongoing dedication to innovation, customer support and community.

We're so glad to have you on our team. Without employees like you, Radiall wouldn't be able to provide the services that our customers rely on. Together, we can create connections that matter.

I wish you nothing but success and happiness at Radiall.

— MAITE TRISTAN, PRESIDENT



A MISSION OF SIMPLIFICATION

At Radiall, we are a strong community of dedicated individuals that share a common purpose: to simplify life for all those who innovate.

We strive to offer interconnect technologies that are easy to implement, to the extent that it would be unimaginable to work without them. Our people are passionate, curious and daring, collectively knowing that your trust is the true foundation upon which our actions are built.

Your challenges are our source of inspiration, and we work hard to be the first by your side from your product conception through implementation. Our commitment is a certainty that you can rely on into the future. We recognize that simplification starts with us, but proves its true benefits when it reaches you.

Simplification is Our Innovation.

OUR VALUES

Guiding Our Actions
Every Day



GROW TOGETHER

*With Our Teams and
the World Around Us*



BE GENUINE

*To Foster Mutual
Trust and Growth*



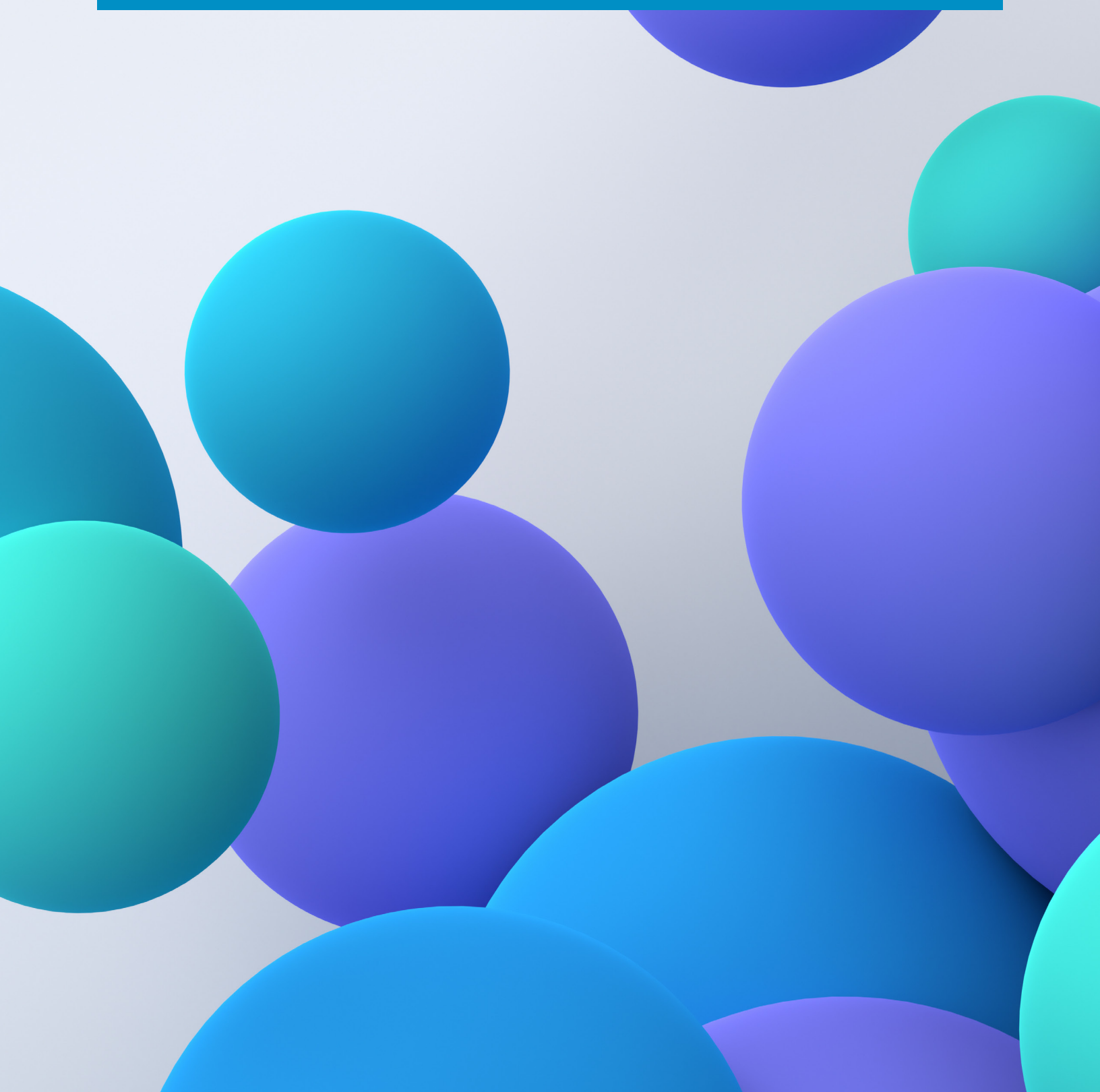
MAKE IT SIMPLE

To Accelerate Innovation



DARE TO BE AUDACIOUS

To Make a Difference



QUALITY STATEMENT

Radiall provides total customer satisfaction through the management and implementation of a quality system that provides leadership, resources, and training. All Radiall employees are responsible for continuously improving the quality of our processes, products, and services to enhance the Company's prosperity.

COMPANY OBJECTIVES

- *Customer Satisfaction: to exist*
- *Employment Fulfillment: to build*
- *Business Prosperity: to last*



ABOUT THIS HANDBOOK

This employee handbook has been prepared to help employees find answers to many questions that they may have regarding their employment with Radiall.

Radiall (hereafter “Radiall” or “Company”) includes the following locations: Radiall USA, Inc. in Wallingford (“RCT”), Radiall USA, Inc. in Tempe (“TEM”) and Timbercon, Inc. (“TCI”). Any specific practices for the individual sites are noted by section.

Please take the necessary time to read the handbook. We do not expect this handbook to answer all questions. Supervisors and Human Resources serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment (expressed or implied), or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Radiall adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice. No Company representative other than the President may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or in general, and any such modification must be signed and in writing.

Many matters covered by this handbook, such as benefit plan descriptions and safety, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the President.

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QUALITY

CONTINUOUS IMPROVEMENT EQUALS CUSTOMER SATISFACTION.

To achieve and maintain the status of a World Class Supplier, a company or organization must be primarily concerned with the quality of its products and services. To this end, Radiall is committed to a program of continuous improvement within each functional area of the organization.

It is therefore our policy to:

- Continuously produce products that provide for the highest degree of customer satisfaction and confidence by meeting or exceeding all applicable standards and specifications.
- Provide a safe working environment, yield a profit, and conduct business in an ethical manner.

EQUAL EMPLOYMENT OPPORTUNITY

Radiall is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If an employee needs assistance to perform their job duties because of a physical or mental condition, please let Human Resources and/or your supervisor know.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent that such accommodation does not pose an undue hardship on the Company's operations. If an employee wishes to request such an accommodation, please speak to Human Resources and/or your supervisor.

If an employee feels that they have been subjected to conduct which violates this policy, they should immediately report the matter to their supervisor. If the employee is unable for any reason to contact this person, or if a satisfactory response has not been received within five (5) business days after reporting any incident of what is perceived to be a violation of this policy, the employee should contact Human Resources and/or their second level supervisor. If the supervisor or next level supervisor is the person toward whom the complaint is directed, the employee should contact any higher level manager in their reporting chain.

The Company will not allow any form of retaliation against individuals who raise issues of Equal Opportunity Employment. If an employee feels that they have been subjected to any such retaliation, they should report it in the same manner that a perceived violation of this policy would be reported. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge.

AMERICANS WITH DISABILITIES POLICY

The Americans with Disabilities Act (ADA) is a federal law that prohibits employers with 15 or more employees from discriminating against applicants and employees with disabilities. It also requires employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job functions of the position.

Radiall complies with all applicable laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The company does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When a job applicant with a disability requests accommodation that can be reasonably provided without creating an undue hardship or causing a workplace safety risk, he or she will be given the same consideration for employment as any other applicant.

Radiall will reasonably accommodate qualified individuals (candidates and employees) with disabilities so that they can perform the essential functions of a job, unless the requested accommodations result in the following:

- A direct threat to the safety or well-being of the individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation; or
- An undue hardship to Radiall.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy. The Human Resources department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety, direct threat and undue hardship issues. Contact them with any questions or requests for accommodation.

HARASSMENT & DISCRIMINATION

Radiall prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

DISCRIMINATION & WORKPLACE HARASSMENT

Company policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability or any other characteristic protected by local law, regulation or ordinance.

All employees, customers, clients, contractors and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on company premises, at a company-sponsored off-site event, traveling on behalf of the company or conducting company business, regardless of location.

Radiall prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive or offensive. The Company also prohibits employment actions, including hiring, promotion, termination and compensation decisions, to be taken based on a protected

characteristic. The Company also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes but is not limited to the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

SEXUAL ASSAULT

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

PROHIBITED CONDUCT

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment or other conduct of a sexual nature.

PENALTIES

Radiall will not tolerate discriminatory conduct, harassment or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, termination. The company may also subject managers and supervisors who fail to report known harassment—or fail to take prompt, appropriate corrective action—to disciplinary action, including potential dismissal.

Retaliation Protections prohibit retaliation against any employee for filing a complaint regarding conduct in violation of this policy. Radiall will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

REPORTING PROCEDURE

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a company designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. As an alternative, an employee may report the harassment to the company's Human Resources office. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

NONDISCLOSURE OR NONDISPARAGEMENT AGREEMENTS

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment or sexual assault may, however, voluntarily request to enter into a settlement, separation or severance agreement which contains a nondisclosure, nondisparagement or no-rehire provision and will have at least seven days to revoke any such agreement.

TIME LIMITATIONS

Nothing in this policy precludes any person from filing a formal grievance with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

WORKPLACE VIOLENCE

Radiall is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

Radiall does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. The Company specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, the Company does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger, and hostility; extreme agitation; making ominous threats, such as stating that bad things will happen to a particular person or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or

otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

PROHIBITED CONDUCT

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons on Company premises.

PROCEDURES FOR REPORTING A THREAT

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent that maintaining confidentiality does not impede Radiall's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices. Radiall wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

WEAPON-FREE WORKPLACE

To ensure that the Company maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on company property.

While employees have the right to own dangerous weapons and have them in their vehicle, any possessions of dangerous weapons must remain in the employee vehicle and the vehicle must not be parked within 50 feet of any building entrance.

All employees are subject to this provision, including contract workers and temporary employees, as well as visitors and customers on company property. A license to carry the weapon does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks and walkways under the company's ownership or control.

"Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

DRUG-FREE WORKPLACE

Radiall has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of Radiall employees and to the security of the company's equipment and facilities.

In addition to this Employee Handbook, you will be provided with the most current version of the Radiall Drug Free Workplace policy.

ALCOHOL POLICY

ALCOHOL AND THE WORKPLACE

All employees must ensure that their judgment and performance at work are never impaired by alcohol. This is especially important for those whose jobs involve activities which could have a significant impact on their own or other's safety. Employees must ensure that the safe performance of their duties and their behavior is never compromised by the consumption of alcohol, and they never put themselves or others at risk.

There may be company functions where alcohol is served. Alcohol consumed at the office is required to have manager and HR approval, and must be consumed in moderation. The employee(s) consuming alcohol are solely responsible for controlling their alcohol consumption.

For safety reasons, no employee(s) that have consumed alcohol may return to their shift until the next day. In addition, it is against this policy to store any alcohol in the building without prior approval from the site manager and Human Resources.

SUPPORT FOR EMPLOYEES

The Company recognizes its commitment and responsibility to its employees by providing an opportunity for employees to deal with drug and alcohol-related problems. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem before it affects their performance may do so in complete confidence and without jeopardizing their employment with the Company. Treatment programs for drug and alcohol problems may be available through the health and welfare providers selected by individual employees. The discontinuation of any involvement with alcohol or drugs is an essential requisite for participation in any treatment program.

As a result of disciplinary action arising from drug or alcohol problems, an employee may be required to participate in a drug or alcohol treatment program. An employee who is so required, will first be evaluated for drug and alcohol use by an accredited professional. An employee may be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program.

Depending on the nature of the conduct which led to the employee's mandated participation in an alcohol and drug treatment program, the employee may be required to submit to random blood and urine screening for alcohol, and/or drugs for a specified period of time and to meet various performance standards which are imposed as a condition of continuing employment.

ALCOHOL-RELATED OFFENSES

While conducting business on Radiall's behalf, all employees are expected to abide by the alcohol policy and must report any alcohol-related offenses and/or alcohol-related arrest to their manager and HR. Our first concern is always for the wellbeing of our employees and the support we can offer, especially to avoid any recurrence, and we will

seek to provide guidance or counseling. However, any alcohol-related offenses and/or alcohol related arrest, while conducting company business, is considered a breach of this policy which may result in disciplinary action, up to and including termination. Cases will be treated individually based on circumstance, and local laws and regulations will always be adhered to.

Radiall expects employees to abide by local legal drink-driving limits. We expect our manager to put appropriate arrangements in place so that all their employees, especially sales staff, can operate effectively, without putting themselves or others at risk. Employees should never feel that their job makes it difficult for them to avoid drinking and driving.

Employees must report any conviction under a criminal drug or alcohol statute for violations occurring on or off the company premises while conducting company business. The report of such conviction must be made within five days of the conviction.

RESPONSIBILITY

Every employee is responsible for making sure that they drink alcohol responsibly and uphold Radiall's position on responsible drinking. They must also abide by all laws and regulations in the local area where they are conducting business. Managers are expected to ensure that employees receive the guidance, resources and training they need to enable them to comply with this policy.

All employees should promote responsible drinking. While not all employees choose to drink alcohol, if you choose to drink, you must:

- Drink alcohol responsibly
- Ensure alcohol never affects your judgment and performance at work
- Do not return to work after alcohol has been consumed
- Seek medical advice or counseling if you are concerned about your alcohol consumption
- Obey any alcohol-related legislation, including laws, local legislation and local policies
- Abide by local legal drink-driving limits
- Not condone underage drinking
- Report any alcohol-related offense, and/or arrest to your manager and HR

ALCOHOL CONSUMPTION

Any employee found to be consuming alcohol without prior approval from their Manager and HR will be subject to disciplinary action.

HIRING

REHIRE ELIGIBILITY

An employee who was terminated for misconduct is almost never eligible for rehire. However, there might be a rare instance where the employee could be rehired if they present a plausible justification for overturning the company's basis for their termination. Rehire eligibility, while handled case by case, is a decision to be agreed upon by all levels of leadership and not only at the local management level, with final approval from the President.

SERVICE BRIDGING

Employees who have been rehired will be given an adjusted service date in circumstances where the amount of time not employed with the Company is less than their previous years of service. Rehires returning to the Company after one (1) year or more will not be given an adjusted service date.

HIRING OF RELATIVES/CLOSE RELATIONSHIPS

Our Company's policy is to hire, promote and transfer employees on the basis of individual merit and to avoid any hint of favoritism or discrimination in making such decisions. The employment of individuals with close relationships at any level of the Company and especially in positions where one might have influence over the other's status or job security may be regarded as a violation of this policy. Managers who become aware of close relationships are required to notify Human Resources.

JOB POSTINGS

Radiall is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. To be eligible to apply for an open position, employees must meet several requirements, including:

- The employee is a current, regular employee working either full-time or part-time
- The employee has maintained a performance rating of satisfactory or higher
- The employee is not on an employee conduct/performance-related probation or warning
- The employee meets the job qualifications listed on the job posting

If the employee finds a position of interest and meets the eligibility requirements, a job posting application must be completed in order to be considered for the position. The Company reserves the right to utilize recruitment methods at its discretion.

EMPLOYMENT RECORDS

Upon employment, employees are required to provide personal information, such as address and telephone number. The employee is responsible for keeping this personal information up to date by making any related changes in the payroll portal. The employee should inform Human Resources of any specialized training or skills they may acquire during the course of employment. Any changes to required visas must be reported as well. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

Personnel files are the property of Radiall, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Timbercon who have a legitimate reason to review information in a file are allowed to do so. Current employees have a limited right to access their individual personnel records. A written request to Human Resources must be submitted for this access. Within a reasonable time after receipt of a written request to Human Resources, the employee will be allowed to inspect their personnel file in the presence of an appointed representative of Radiall, for example a member of HR or an Officer of the company. Most employee file information can be accessed at the employee's convenience through the payroll portal.

Medical records are kept separate from your personnel file and are strictly confidential. Access to employee medical records is strictly limited.

PAYCHECK

Employees are paid biweekly for all the time worked during the previous pay period on a designated pay date, usually on a Friday.

By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments.

If there is an error in an employee's pay, the employee should bring the matter to the attention of Human Resources immediately so the Company can resolve the matter.

Paychecks will be given only to the employee, unless otherwise directed by the employee in writing.

SALARY ADVANCES

Radiall does not permit advances on paychecks. Borrowing against accrued paid time off is not permitted.

WORK HOURS

WORKWEEK

The Company's workweek is a period of seven (7) days beginning on Sunday and ending on Saturday.

WORKDAY

Full-time, non-exempt employees generally work eight (8) hours each shift and are provided an unpaid lunch break of thirty (30) minutes. Hours may vary depending on the position, and the manager/supervisor will arrange the schedules. Staffing and operational demands may necessitate daily work schedule changes.

BREAKS

Non-exempt employees working a shift of seven and a half (7.5) hours or more in Connecticut or six (6) hours or more in Oregon, must be provided a lunch break according to state labor law guidelines, and no exceptions/waivers are permitted. Oregon employees must take a minimum of 30 minute lunch prior to the sixth hour worked.

Exempt (salaried) employees generally take one (1) hour for lunch.

Non-exempt employees are provided two (2) paid rest breaks per shift: one taken prior to lunch and one taken after lunch. Employees will be advised as to the scheduling of these breaks. Employees are required to take their break in the middle of their 4-hour work period.

SCHEDULING CHANGES

Any changes in starting or ending time or overtime must be approved by management. The Company retains the right to change normal working hours on either a temporary or a regular basis. Changes in work schedules will be announced at least 48 hours in advance, or as far in advance as practical.

HOURS WORKED

Broadly defined, “hours worked” includes any time that an employee is required to be at work or on duty, is under the employer’s control or is performing activities which are primarily of benefit to the employer. Examples of “hours worked” include:

- Rest breaks (as required by state law)
- Time before and after an employee’s “principal activities” (preparatory and concluding tasks) constitute “hours worked” if the time is spent on functions integral and closely related to an employee’s primary duties. Examples include workstation setup, receiving work instructions, putting on safety equipment, etc.

TARDINESS & ABSENTEEISM

Employees must be prepared to commence work at their scheduled start time. Employees are responsible for notifying their supervisor of absences, late arrivals or early departures each day of the absence, tardiness or early departure. Unscheduled absences, tardiness and unscheduled early departures, failure to provide appropriate notification or abuse of paid time off may result in corrective action.

DEFINITIONS

Tardiness: Arriving to work after scheduled start time; leaving work prior to scheduled end time; exceeding the allotted time for a break or lunch period

Absence: A period of three (3) or more hours not present at work during a normally scheduled work period

Time Clock Rounding Rule: The payroll system rounds to the nearest ¼ hour utilizing the 7-minute rule as follows:

- Round down to the nearest quarter hour if an employee is within the first 7 minutes of the interval
- Round up to the nearest quarter hour if an employee is within the last 7 minutes of the interval

Occurrence: Any single incident of tardiness or absence (regardless of number of consecutive days)

Pattern of Absences: Unscheduled absences the day before or after a scheduled holiday or PTO day, on a desirable day off, a specific day or days of the week, a specific or unique work day (for example, mandatory OT day or a day an undesirable job is being done), as PTO is accrued or as occurrences “drop off”

Excused Absence: To be considered an excused absence, supervisor approval must be obtained AND sufficient notice of at least 24 hours must be given to the supervisor. Whenever possible, employees should provide as much notice as possible when requesting time off. Supervisors/managers may approve/deny PTO requests at their discretion based on business needs/staffing requirements and the employee’s attendance record. (Also included in excused absences are supervisor and HR approved events: Jury Duty, Bereavement Leave, Military Leave, Occupational Illness/Injury, FMLA, personal leave, PTO and floating holidays.)

Unexcused Absence: Any time away from work during scheduled work hours that has not been previously approved or any unpaid time off from work

No Call/No Show: Failure to call in, failure to call in within the allotted time and/or failure to call each day of an occurrence (unless otherwise approved by the supervisor/manager) is considered a no call/no show. Employees will be subject to immediate corrective action for no call/no show. Two (2) or more consecutive workdays of no call/no show may be considered job abandonment and result in termination of employment.

GENERAL

Employees who are unable to meet their employment obligations of regular and reasonable attendance and punctuality are subject to disciplinary action. An unsatisfactory attendance record will be reflected on an employee's annual performance review and may affect salary adjustments.

Managers/supervisors and Human Resources will monitor absenteeism on a regular basis. As needed, when attendance deteriorates, employee attendance records will be reviewed with an employee to determine contributing factors and possible solutions. Habitual and/or excessive attendance may result in advanced discipline up to and including termination.

Non-exempt production employees

Absenteeism will be subject to corrective action under the following circumstances:

- 6 or more callouts in a rolling 6-month period
- 6 or more occurrences of tardiness and/or missed time clock punches in a 3-month period
- Exhausting accrued leave resulting in an unpaid absence
- A pattern of absences

Meal periods and breaks may not be used to cover for absences or tardiness. An employee may not extend the normal workday or work beyond his/her scheduled shift to make up for being tardy without the prior approval of the employee's supervisor. Making up time does not absolve the employee of an occurrence.

EXEMPT EMPLOYEES

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, an exempt employee is required to work, on average, 40 or more hours per week. As professionals, it is your responsibility to manage your time to ensure that your deliverables are being met. In the event that attendance (tardiness or absenteeism) interferes with getting your work done and/or becomes habitual/excessive, you may be subject to disciplinary action.

CALL OUT PROCEDURE

An employee who is absent for any reason is required to call in prior to their scheduled start time and no more than ½ hour after their scheduled start time. If any employee calls out for three consecutive days, a doctor's note/release is required to return to work.^[1] In addition, employees must call in each and every day during their absence unless other arrangements have been approved by their supervisor or manager. Example: Individual has been told by their doctor to stay home for three days. Individuals can tell their supervisor/manager this information and together they can agree that daily calls are not required.

RCT

Production employees must utilize the "call-out line" which is accessed by calling 203-776-2813, option 4, "employees calling in absent" then leave a message with your name, supervisor's name, your contact phone number and reason for the message.

Non-production employees must call their supervisor and speak with them directly or leave a message for them with your name, supervisor's name, your contact phone number and reason for the message.

Note:

1. Exception: COVID-19 exposures and positive cases have specific guidelines to follow. Please contact your HR Representative for the most up to date COVID-19 Policy.

TEMPE

Employees must call their supervisor and speak with them directly or leave a message for them with your name, supervisor's name, your contact phone number and reason for the message.

TCI

All employees should utilize the "text-out line" which is accessed by texting 503-827-8141, a message with your name, supervisor's name and reason for the message. If an employee is not able to utilize text, they should email their supervisor and copy HR.

OVERTIME

Supervisors are responsible for monitoring business activity and requesting overtime work. Efforts will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5x) their hourly wage for all time worked in excess of forty (40) hours each week. Any time worked on a Saturday will be paid as overtime.

Non-exempt employees will work overtime only with prior management authorization. Production/manufacturing employees will work overtime only with prior management and site manager approval.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12:00 a.m. on Sunday and ends 168 hours later at 11:59 p.m. on the following Saturday.

PTO is not included in the calculation of weekday overtime. Exceptions will be made based on department and/or company needs with approval of the Site Manager.

Paid holidays are included in the calculation of overtime.

Oregon, Timbercon: Overtime in manufacturing; all hours worked over 10 in a day or 40 in a workweek by employees of a manufacturing establishment are overtime hours.

OREGON ADDENDUM: MAXIMUM WORK HOURS

Employees of a manufacturing establishment may work no more than 13 hours a day (a period of 24 hours). They must also receive at least 10 hours of rest after the end of any shift of at least 8 hours. (There are exceptions here for work required because of disruptions in operations caused by a power outage, major equipment breakdown, severe weather or similar emergency outside the employer's control.)

Employees can not work more than 55 hours in a workweek without a signed employee request or consent, at which time employees can work up to 60 hours in one workweek.

ALTERNATIVE WORK ARRANGEMENTS

Alternative Work Arrangements (AWA) may be used to allow staff members to fulfill some or all of their duties from an offsite (remote location). Enabling AWA is a strategic business decision, in addition to being a benefit for staff members, and is consistent with company goals, including:

- Creating a highly engaged, equitable, diverse and inclusive workforce
- Attracting and retaining staff members by providing a work environment that is supportive, productive and flexible
- Sustaining a highly collaborative culture
- Fostering an environment for continued productivity, improvement and excellence
- Empowering decisions that prioritize both business needs and staff member preferences
- Reducing our carbon footprint

For these reasons, Radiall will utilize the use of AWAs and flexible scheduling when appropriate and when in alignment with the needs of the teams within business and work units.

Please contact your manager or HR for the most current version of the Radiall Alternative Work Arrangement Policy.

PERFORMANCE REVIEW

Depending on the employee's position and classification, Radiall endeavors to review performance annually. A positive performance evaluation factors into employment decisions but does not guarantee an increase in salary, a promotion or continued employment.

In addition to these formal performance evaluations, the Company expects supervisors and employees to discuss job performance on a frequent and ongoing basis.

Please contact HR for the most up to date information on Radiall's Talent Management initiative.

EMPLOYEE REFERRAL BONUS PROGRAM

PURPOSE

The Employee Referral Bonus Program is an internal recruiting strategy that provides an incentive award to active Radiall employees who recommend new, qualified talent to the Company by submitting applicants who are subsequently selected and successfully employed in an open, critical position for a set amount of time.

DEFINITIONS & ELIGIBILITY

Critical position: Job opening where the Company is actively in the process of recruiting and is considered to be critical due to shortages in the labor market. Job openings may often start as not eligible for the referral program until they have been posted and have had minimal applicants.

Referring employees: Eligible referring employees include all active Radiall employees, with the exception of:

- Members of the Human Resources department;
- Members of Senior Management or Leadership; and
- Managers involved in the recruitment process for the position in question.



Applicants: Eligible applicants include all individuals not currently employed with Radiall that meet the following criteria:

- Applicant has not been employed at Radiall for five or more years preceding the recruitment of the critical position;
- Applicant has not been submitted to Radiall by a third party, such as a recruitment agency or temporary employment agency;
- Applicant has not already independently submitted an application to Radiall for the critical position, such as through a job advertisement or spontaneous application; and
- Applicant does not have a family relationship to the referring employee if the critical position is part of the referring employee's department or team.

Referred employee: An applicant submitted by a referring employee who has been selected for employment with Radiall in a critical position.

Bonus Amount: A predetermined amount, based on the position level, that will be paid to the Referrer once specific tenure periods have been met by the referred employee.

PROGRAM ADMINISTRATION

- Human Resources will designate whether a job opening is considered a critical position at any point in the recruiting process
 - a. All open positions will be posted on internal communication boards and will list if the position is open to the referral program, as well as the referral bonus associated.
 - b. Job openings may not start out as being considered a critical position. If a position is changed to critical it will be announced and the internal communication board will be updated.
- A referring employee may complete a Referral form for the critical position for an applicant. The referring employee and the applicant must both sign the form.
- The referring employee may submit the completed, signed form to Human Resources along with the applicant's resume.
- The applicant will be considered in the recruitment process along with all other qualified candidates that have been submitted.

INCENTIVE DETAILS

- Only the first referring employee to submit an applicant for consideration, for a critical position, will be eligible to receive a referral bonus if the applicant is hired.
- The referring employee who has contributed to the successful recruitment and hire of a referred employee will receive a gross bonus payment based on the referred employee's service milestone(s) according to the following schedule:
 - Gross amount of the referral bonus will be paid following the referred employee's successful completion of six months employed with the company.
- If the referred employee's employment is terminated (voluntarily or involuntarily) with Radiall before a service milestone is reached in the bonus payment schedule, the bonus payment(s) will not be awarded to the referring employee.
- The referring employee must be an active employee of Radiall at the time the referred employee reaches a service milestone in the bonus payment schedule in order to receive the corresponding bonus payment.
- A referring employee may refer more than one applicant to more than one open critical position. The maximum bonus payment under the Employee Referral Bonus Program, however, may not exceed \$3,000.00 in one fiscal year.

CONFLICT RESOLUTION

Problems, misunderstandings and frustrations may arise in the workplace. It is Radiall's intent to be responsive to its employees and their concerns. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns.

PROCEDURES

Step 1: Discussion with supervisor

Initially, employees should bring their concerns or complaints to their immediate supervisor. The immediate supervisor should respond in writing to the complaint within five days of the meeting held with the complainant employee.

Step 2: Written complaint and decision

If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and/or the supervisor, or if the supervisor does not respond to the complaint, a written complaint should be turned into HR.

The submission of the written complaint is due within five working days of the response from the supervisor. The complaint should include:

- The problem and the date when the incident occurred
- Suggestions on ways to resolve the problem
- A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should state this.

Upon receipt of the formal complaint, HR will schedule a meeting with the employee within five working days to discuss the complaint. Within approximately five working days after the discussion, HR should issue a decision both in writing and orally to the employee filing the complaint.

The HR department may call a meeting with all the parties directly involved to facilitate a resolution. The HR department may gather further information from involved parties.

ADDITIONAL GUIDANCE

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith. If the complaint is concerning HR, the complaint should be turned into the Site Manager.

Radiall reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No Radiall employee will be subject to retaliation for filing a complaint under this policy. All confidential matters brought to Human Resources will be handled with discretion.

Note

Certain matters have federally mandated reporting and investigation requirements.

EMPLOYEE DRESS & PERSONAL APPEARANCE

The Company supports a business casual atmosphere and expects that all employees dress in an appropriate manner for the office. Because of our diverse business operations, dress standards will vary. For example, an employee who has customer-facing contact may be required to dress in a more traditional business manner.

The supervisor/manager is responsible for evaluating and addressing the inappropriateness of the dress/appearance of employees under his or her supervision. Employees not in compliance with the company dress guidelines may be sent home. Lost work time resulting from being sent home is not considered hours worked and the employee will be required to utilize accrued PTO time.

PROHIBITED

THE FOLLOWING ARE PROHIBITED ON THE PRODUCTION FLOOR (INCLUDING THE MACHINE SHOP, TEST LAB/ QUALITY LAB/MAINTENANCE/SHIPPING & RECEIVING/INCOMING INSPECTION):

- Clothing or jewelry that hangs, dangles or protrudes
- Skorts, skirts, shorts* or dresses that limit the ability to bend, squat, stoop or reach for items on the ground or above the head (length must be within 2" from longest finger tip, with arms at side or longer)
- Open toe footwear
- Long hair (shoulder length or longer) must be tied back, restrained by a hair net, close fitting cap or other means to keep from getting caught in machinery.
- Nail lengths that impede quality or timeliness of performance

ALL EMPLOYEES

The following are prohibited in all areas:

- Crop tops (those that expose midriff)
- Ripped jeans
- Shorts that do not cover the knee
- Tank tops with less than 2" straps or that reveal undergarments
- Sloppy clothing (dirty, torn, stained, etc.)
- Flip flops (with less than 1" thick straps and sole)
- Slogan tee shirts
- Flannel pajama pants (including sweat pants)
- Skorts, skirts, shorts^[1] or dresses that are shorter than 2" from finger tips, with arms at side

In Tempe, business casual attire is expected to be worn Monday - Thursday with Friday being a casual day. Colored jeans or cargo pants would be permitted on Fridays only.

All employees should maintain good grooming and personal hygiene. Employees are expected to dress in business casual attire when meeting with customers or clients in addition to customers or clients visiting the office, regardless if the employee will be directly meeting with the visitors.

Note

1. Shorts are only allowed between June and September of each year.

ACCESS BADGES

Each employee is issued a security badge. If this badge is lost, stolen or damaged, you must report it to your supervisor immediately. Your badge will be immediately deactivated and a new one will be issued to you.

Employees are required to wear their badge whenever they are on Company property. Unless you are authorized to do so, you should not open the building doors for visitors, delivery persons or other employees.

All employees must badge-in upon entering the building at the start of each shift. Badging-in for anyone other than yourself or tampering with a security badge in any way is strictly prohibited.

RCT & TCI

The following procedure must be followed if you report to work without your badge.

- You must enter through the main entrance, not the employee entrance.
- Use the lobby phone to call your manager to escort you into the building.
- The manager or HR will give you a temporary badge to use for the day.
- The manager is responsible for immediately notifying Human Resources of any employee that is in the building without a badge.

Badges must be returned to the Company upon separation of employment.

VOICEMAIL & EMAIL

Voicemail and email messages should be composed in a professional manner. In some states, such messages might be used as evidence in courts of law. Therefore, it is expected that employee statements in voicemail and email messages will reflect favorably on both the Company and the employee. Any messages that contain foul, inappropriate or offensive language, racial or ethnic slurs or sexual innuendos are prohibited. Messages that solicit for charitable or commercial ventures or proselytize for religious, political or other causes are prohibited.

Because all messages left on an employee's voicemail or email are property of Radiall, employees should not expect that these messages are private. Radiall reserves the right to retrieve, monitor or review voicemail and email messages left in the Company's voicemail or email system, and Radiall may further disclose such messages for any purpose without notice to the employee and without seeking the permission of the employee.

PERSONAL PROPERTY

Radiall discourages employees from carrying valuables or large sums of money on Company property (in desks, at workstations, in cars, etc.). Your personal belongings are your responsibility while on Radiall property. Please ensure that your personal articles of value are secured. Be sure that your vehicle doors are locked, your windows are closed and any items that belong to you are out of sight.

Production employees are provided a locker that is intended for storage of personal clothing and personal belongings while at work. Coats cannot be left on the back of your work chair or in the cafeteria. Guns, weapons of any kind, explosives and alcohol or illegal drugs are not allowed on Company property, including in lockers.

The Company reserves the right to inspect employee lockers at any time.



If your locker is broken into, if something is missing from your locker or if you notice suspicious activity near the lockers, report it immediately to your supervisor.

RCT

Production employees are provided a padlock for use on their lockers. Any padlocks other than Company-issued locks will be removed.

PARKING

use of employees who drive to work. Employees should not park in visitor spaces or handicap spaces (unless issued a certification by the appropriate state authority).

TEMPE

Covered parking, where provided, is by assignment only. Payment for violation fees for improper parking will be the responsibility of the employee.

EMERGENCY CLOSING

Radiall utilizes text alerts, emails and the Company phone message to inform employees of delayed openings, early closures or full-day shutdowns.

Non-exempt employees' available PTO will automatically be applied to lost work time due to delayed openings, early closures or full-day shutdowns. In the event that an employee does not have sufficient PTO to cover lost time, any uncovered hours will be unpaid.

FIRE/EVACUATION PLAN

The Company adheres to the Occupational Safety and Health Administration (OSHA) requirements for an emergency action plan that includes:

- Designated monitors or guides to ensure orderly exit during emergencies
- Emergency escape procedures and escape route assignments
- Procedures for employees who must stay behind to maintain or terminate critical operations before evacuation
- Procedures for counting heads after evacuation is complete
- Rescue and medical duties for those assigned to perform them
- Reporting procedures
- A list of names and job titles of employees who can dispense information about the emergency action plan
- An alarm system
- Floor plans or workplace maps that clearly show the emergency escape routes
- A designated refuge or safe areas for evacuation (i.e., parking lots or open fields away from the emergency)

TRAVEL, MEALS & REIMBURSEMENT

Expenses incurred on official Radiall business will be paid by the Company if the expenses are properly approved, reasonable and documented. Company-approved travelers who incur such expenses should neither lose nor gain personal funds as a result of business-related travel.

All employees who are approved for travel or expense reimbursement on behalf of the company will be provided the current Travel, Meals & Reimbursement Policy Procedures. You may also contact HR for a copy of this policy.

SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Radiall. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons;
- Full-day absences for sickness or disability;
- Full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and medical leave absences (either full- or partial-day absences);
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- The first or last week of employment in the event the employee works less than a full week; and
- Any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability;
- An absence because the employer has decided to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness for military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate

to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact Human Resources or any other supervisor in Radiall with whom the employee feels comfortable.

PAID HOLIDAYS

Full-time employees are paid for Company recognized holidays. Generally, those holidays are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

When holidays fall on or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate and an additional payment of straight-time for the actual time that they work on that day.

If a holiday falls within an eligible employee's approved vacation period, jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of a vacation day.

The Company provides two (2) floating holidays in addition to the scheduled holidays. The Company may, at its discretion, designate one or both of these days to be used on specific dates (for example: if July 4th falls on a Thursday, the Company may designate Friday, July 5th as a floating holiday and close the sites on that day). Unless designated by the Company, employees may request floating holidays at their discretion. Each floating holiday is to be taken as one (1) full day and must be used within the calendar year. Floating holiday requests should be made at least 24 hours in advance so that supervisors can schedule the department's workflow accordingly. All requests for time off are approved at the discretion of management. Employees will not be entitled to receive pay for any floating holidays that have not been taken by the end of the year. Floating holidays cannot be rolled over into the next calendar year, nor are they paid upon separation.

All new full-time employees hired prior to September 1st will be eligible for two (2) floating holidays that must be used within the calendar year as full days and cannot be carried into the next year. New full-time employees starting between January 1st and August 31st generally cannot use their floating holidays in the first 90 days of employment. New full-time employees starting after September 1st will not be eligible for floating holidays for their year of hire.

To be eligible for holiday pay (floating or scheduled), you must work (or have paid time off approved in advance) your last full scheduled workday preceding and the first full scheduled work day following the holiday.

Part-time employees will have their holiday pay prorated based on their work schedule and the average hours worked per week.

PAID TIME OFF

Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

ACCRUAL OF PTO

Length of service determines the rate at which the employee will accrue PTO. Full-time employees accrue paid time off as follows:

LENGTH OF SERVICE	ANNUAL PTO HOURS	ACCRUAL PER PAY PERIOD	SHUTDOWN DAYS PER YEAR
Time of hire through 2nd year	95.94 hours	3.69 hours	3 days
3rd year through 5th year	120.12 hours	4.62 hours	3 days
6th year through 8th year	144.04 hours	5.54 hours	3 days
9th year	167.96 hours	6.46 hours	3 days
10+ years	216.06 hours	8.31 hours	0 days

The paid time off entitlement for part-time employees is prorated based on hours worked. PTO does not accrue on unpaid leaves of absence or PTO cash outs upon termination. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

The maximum amount of accrued paid time off is 240.00 hours. Thereafter, paid time off accruals will stop until the balance falls below that maximum.

USE & SCHEDULING OF PTO

Employees are required to use available PTO when taking time off from work. PTO (scheduled or unscheduled) may be taken in increments of as low as one hour. Employees may not borrow against their PTO banks; therefore, no advance leave will be granted. It is also the responsibility of the employee to submit PTO when taking scheduled or unscheduled time off of work.

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

An employee is required to use PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, they would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any weekday overtime calculation, unless otherwise noted in Overtime.

PTO is not intended to be used to make employees' hours whole due to absenteeism or tardiness.

Notes

In 2022 only, Radiall Timbercon employees will have a maximum amount of accrued paid time off of 320.00 hours due to the transition of Timbercon's Paid Time Off Policy to Radiall's policy. Thereafter, paid time off accruals will stop until the balance falls below that maximum. The maximum carry-over balance of accrued paid time off going into 2023 will be 240.00 hours, and the maximum amount of accrued paid time off will be 240.00 hours going forward as of 01/01/2023.

EXAMPLES

Employee A is late to work by 5-15 minutes, seven out of the ten days in the pay period, and chooses not to make up the time. At the end of the pay period Employee A only has 79 hours and will only be paid for 79 hours. PTO will not be used to supplement the hour of unpaid time Employee A accumulated over the pay period.

Employee B is late to work by one hour, called and informed their manager, due to unforeseen circumstances. Employee B can choose to request 1 hour of PTO to make up for the hour they missed that morning.

Advance Notice: If an employee wishes to use four (4) or more full days of paid time off consecutively, the employee must submit a request to his or her manager at least two (2) weeks in advance of the requested time off. Similar notice should be provided for planned time off of a shorter duration (minimum 24 hours). Every effort will be made to grant requests, consistent with our operating schedule. However, if too many employees request the same period of time off, the Company reserves the right to choose who may take time off during that period.

All paid time off must be used prior to requesting unpaid time off. Employees are expected to manage their paid time off usage and banks. The occurrence of unpaid time off may be subject to disciplinary action. Repeated occurrences of unpaid time off may result in advanced disciplinary action, up to and including termination.

PAYMENT UPON TERMINATION

Employees will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used, in accordance with state law.

SHUTDOWN DAYS

Shutdown time is paid during the company closing between Christmas Day and New Year's Day. It may not be used in lieu of paid time off at any other time of the year. Shutdown time does not carry over from year to year and is not paid out upon separation from the company. Radiall may designate a shutdown period requiring that employees take paid time off in addition to the shutdown hours. Employees that have been with the company for over 10 years will no longer accrue shutdown days and must use accrued PTO for time off due to end-of-year closing. ^[1]

If, due to business need, the Company requires employees to work during shutdown, those employees will be paid at their regular hourly rate and will receive an amount of float time equivalent to hours worked to use during the following calendar year.

All new full-time employees generally will receive a prorated amount of shutdown days for their year of hire based on which quarter of the year they were hired in. New full-time employees hired in:

- Q1 (January through March) will receive 3 shutdown days for their year of hire
- Q2 (April through June) will receive 2 shutdown days for their year of hire
- Q3 (July through September) will receive 1 shutdown day for their year of hire
- Q4 (October through December) will receive 0 shutdown days for their year of hire

Accrued PTO must be used by the employee to supplement time off for the end-of-year company closing if they do not have enough shutdown days to cover the full time off.

Notes

1. Employees with tenure over ten years will not be required to take their PTO but will NOT receive an amount of float time equivalent to hours worked to use during the following calendar year.

LACTATION BREAKS

Employees will give managers advanced notice of the need for lactation accommodations. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

REASONABLE TIME TO EXPRESS MILK AT WORK

The Company will provide two 30-minute unpaid breaks to accommodate an employee desiring to express breast milk for their infant child, age 18 months and younger, in accordance with and to the extent required by applicable law. Employees shall be provided reasonable time to express milk while at work each time the employee has the need to express milk. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law.

A PRIVATE AREA FOR MILK EXPRESSION

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room can be a designated space for lactation, the employee's private office, if applicable, or the Health Lounge (Radiall Wallingford). The room will not be accessible or visible to the public or other employees while the nursing employee is using the room to express milk.

The room will:

- Be in close proximity to the employee's workstation when possible
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public
- Be well lit
- Ensure privacy by covering any windows with a curtain, blind or other covering
- Contain at a minimum a chair and a small table, counter or other flat surface
- Ideally include an electrical outlet and nearby access to clean water

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work. This policy shall be communicated to all current employees and included in new employee orientation training. Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.

EMPLOYER RESPONSIBILITIES

Radiall will:

- Maintain the cleanliness of the room or location set aside for the use of employees expressing breast milk at work.
- Notify employees returning to work following the birth of a child of their rights under the national worksite lactation accommodation law in the U.S. Patient Affordable Care Act. This notice may either be provided individually to affected employees or to all employees generally through posting in a central location.

EMPLOYEE RESPONSIBILITIES

Breastfeeding employees utilizing lactation support services will:

- Give supervisors advance notice of the need for lactation accommodations, preferably prior to their return to work following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping the pump (if provided) and surfaces with microbial wipes so the area is clean for the next user.
- Ensure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general company refrigerator, in a refrigerator provided in the lactation room or in the employee's personal cooler.

Please consult with the Human Resources Department if you have questions regarding this policy.

BEREAVEMENT LEAVE

Employees may be entitled to paid time off upon the death of a member of their family.

Up to five (5) days of excused paid leave are granted for the death of the following type of family members:

- Biological parent, step-parent or parent-in-law
- Spouse
- Current domestic partner
- Biological child, adopted child, step-child or child under your legal guardianship
- Biological sibling, adopted sibling or step-sibling

Two (2) days of excused paid leave are granted for the death of the following type of family members:

- Biological grandparent or step-grandparent

One (1) day of excused paid leave is granted for the death of the following type of family members:

- Grandparent-in-law
- Sibling-in-law
- Aunt
- Uncle
- Niece
- Nephew

An employee's bereavement time off is intended to permit the employee to attend the family member's funeral or to assist in other family matters at the time of the family member's death, and requests for such leave should be timed accordingly. This benefit does not apply if death in the immediate family occurs while the employee is on a leave of absence, layoff or absent for any other reason.

JURY DUTY

All employees will be allowed time off to perform civic service such as jury duty as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty, verification of their service and any payments made to them for their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees selected for jury duty will be paid for up to three (3) days of their jury duty service, unless otherwise required by local State law.

VOTING LEAVE

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by State law. This time should be taken at the beginning or end of the regular work schedule. Where possible, your supervisor should be notified at least two (2) days prior to the voting day.

EDUCATION/TUITION ASSISTANCE

Radiall provides tuition assistance for an employee when additional education will benefit both the employee and the Company. The policy covers all employees who are employed on a regular full-time basis (regularly scheduled for a minimum of 30 hours of work each week).

ELIGIBILITY FOR BENEFITS

- Applicants must be employed as a regular full-time employee for a minimum of six (6) months with the Company at the time of enrollment, and still employed at course completion.
- If the applicant is laid off (not terminated for cause), benefit eligibility shall continue for the duration of courses previously approved.
- Normally, approved courses shall be taken outside of the applicant's regularly scheduled work hours.
- Applicants must have an acceptable performance rating at the time of their last performance appraisal and must not have received any written performance counseling during the twelve (12) months prior to the application for tuition assistance. Benefits may, however, be approved for courses that are remedial in nature and supportive of improved current performance.
- Applicants must have a good attendance record.
- Applications for tuition assistance will be considered for eligibility based upon one of the following situations:
 - The course(s) is/are directly related to improving the applicant's present job performance.
 - The course(s) is/are related to assisting in the preparation of the applicant for reasonably foreseeable future growth and progression with the Company.
 - The course(s) is/are a requirement of a college or university curriculum leading to a formal degree that is related to the applicant's reasonably foreseeable future growth and progression with the Company.
- Applicants must maintain an overall grade point average of at least 2.00/C (undergraduate) or 3.00/B (graduate) in order to maintain eligibility for benefits under this program.
- Any changes to course, curriculum, major, etc. must be reported to Human Resources.
- Any exceptions to the eligibility requirements listed require the approval of Human Resources.

APPLICABLE EDUCATION

- This policy applies to courses offered by accredited education institutions. Human Resources has the authority to disqualify certain certifications which do not meet the standards of performance required to provide high quality training and education.
- Standard and accelerated MBA programs must be accredited by the American Association of Collegiate Schools of Business (AACSB).
- Online courses and video based programs will be approved on a case by case basis only.
- Certain correspondence school courses may be applicable, but they must be approved by the Accrediting Commission of the National Home Study Council and by the Company prior to registration. Normally, courses of this type will be approved only if they are the sole types of training practically available in a particular subject area.
- Association meetings, conventions, seminars, institutional programs and other similar forms of external education are not eligible under this reimbursement. Reimbursement for such forms of education is considered on an individual basis and is not considered within the intent of this policy.
- The cost of any form of test or verification of skill or knowledge in lieu of regular course work is not eligible for reimbursement.

APPLICATION FOR APPROVALS

An applicant is required to complete the Tuition Assistance Form to apply for benefits. Forms are available through Human Resources. Completed forms must be submitted to and approved by the applicant's manager prior to the employee enrolling in any course. Once they have signed the completed form, it is submitted to Human Resources for approval.

TUITION PAYMENT

- An employee receiving financial assistance for education from the government, or any other source, will be eligible for benefits only for those costs which exceed such assistance.
- The maximum tuition assistance per calendar year is \$3,500.00, which includes costs for course(s), books and fees (excluding late fees).
- The Company will provide payment directly to the school upon receipt of the invoice.
- If an employee voluntarily withdraws from a course before completing it, he or she will be required to refund tuition payment to the Company. However, if an employee's work schedule changes at the Company's request and he or she must withdraw from a previously approved course, the immediate supervisor, with concurrence from the Organizational Development Dept., may approve withdrawal from the course.
- Employees must provide an original grade report verifying satisfactory course completion. The employee must attain a grade of C or better (undergraduate courses) or B or better (for graduate courses) for further tuition assistance to be granted.
- If an employee resigns from the Company within twenty-four (24) months following the completion of a course or courses, the employee agrees as a condition of their application for tuition assistance benefits that all payments received for that/those specific course(s) must be returned to the Company. For employees enrolled in accelerated MBA programs, resignation within twenty-four (24) months following completion of a course will require full reimbursement of payments received for any courses; resignation between the twenty-fifth (25th) month and the forty-eighth (48th) month will require reimbursement on a prorated basis. If, however, the employee is laid off (not terminated for cause), benefit eligibility, per policy, shall continue for the duration of the previously approved course(s).

COMPLETION OF DEGREE PROGRAM

The employee should send a photocopy of the degree(s) earned to Human Resources so that their educational records are promptly updated. The photocopy will be placed in the training file.

GENERAL

- Participation in the program is completely voluntary on the part of the employee.
- Participation in the program does not guarantee promotion or advancement in earnings.

TAXATION

Tuition assistance reimbursement will be treated as exempt from personal federal income except such courses that are related to sports, games or hobbies unless specifically required for degree completion. The current IRS limit on reimbursement for education is \$5,250.00. Any tuition assistance beyond the established limit will be treated as taxable income to the employee. The IRS limitations on reimbursement apply to undergraduate education (or graduate education if the employee performs teaching or research activities).

PROGRAM MODIFICATION

The Company reserves the right to modify or terminate this program at any time. Such action, however, will not affect previously approved applications for tuition assistance benefits.

FAMILY AND MEDICAL LEAVE (FMLA)

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees with information concerning FMLA entitlements and obligations that employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact their supervisor or Human Resources.

I. ELIGIBILITY

FMLA leave is available to “eligible employees.” To be an “eligible employee,” an employee must: 1) have been employed by a covered Company^[1] for at least twelve (12) months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

II. ENTITLEMENTS

The FMLA provides eligible employees with a right to leave, applicable health insurance benefits, and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. BASIC FMLA LEAVE ENTITLEMENT

The FMLA provides eligible employees up to twelve (12) workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on covered active duty or called to covered active duty status (or has been notified of

an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operations or Regular Armed Forces for deployment to a foreign country. This leave is also available for family members of active duty service members.

A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider, one (1) visit and a regimen of continuing treatment or incapacity due to pregnancy or a chronic condition. Other conditions may meet the definition of continuing treatment.

A qualifying exigency may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty or attending post-deployment reintegration briefings.

B. ADDITIONAL MILITARY FAMILY LEAVE ENTITLEMENT (INJURED SERVICEMEMBER LEAVE)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to twenty-six (26) weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is on the temporary retired list for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces."

Covered servicemembers also include a veteran who is discharged or released from military services, under any condition other than dishonorable discharge, at any time during the five (5) years preceding the date that the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. INTERMITTENT LEAVE AND REDUCED LEAVE SCHEDULES

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

D. NO WORK WHILE ON LEAVE

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

Notes

1. Note that a covered Company is one that has employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year.

E. PROTECTION OF GROUP HEALTH INSURANCE BENEFITS

During FMLA leave, eligible employees are entitled to receive group health plan coverage (if applicable) on the same terms and conditions as if they had continued to work.

F. RESTORATION OF EMPLOYMENT AND BENEFITS

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as “key employees,” if it intends to deny reinstatement and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

G. NOTICE OF ELIGIBILITY FOR, AND DESIGNATION OF, FMLA LEAVE

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company’s designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee’s leave entitlement. The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided that the Company’s failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. EMPLOYEE FMLA LEAVE OBLIGATIONS

A. PROVIDE NOTICE OF THE NEED FOR LEAVE

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform their supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job;
- They are pregnant or have been hospitalized overnight;
- They or a covered family member are under the continuing care of a healthcare provider;
- The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active duty status; or
- The leave is for a family member and the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in “sick” without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company’s questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay or otherwise fail to satisfy FMLA notice obligations may have FMLA leave delayed or denied.

B. COOPERATE IN THE SCHEDULING OF PLANNED MEDICAL TREATMENT (INCLUDING ACCEPTING TRANSFERS TO ALTERNATIVE POSITIONS) AND INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULES

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment to avoid unduly disruption of the Company's operations, subject to the approval of an employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of an employee's health care provider. If employees provide notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and the employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

C. SUBMIT MEDICAL CERTIFICATIONS SUPPORTING NEED FOR FMLA LEAVE (UNRELATED TO REQUESTS FOR MILITARY FAMILY LEAVE)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there are generally three (3) types of FMLA medical certifications: an initial certification, a recertification and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within fifteen (15) calendar days after the Company's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least thirty (30) days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least fifteen (15) calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming that they are able to return to work and employees' abilities to perform the essential functions of the position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. SUBMIT CERTIFICATIONS SUPPORTING NEED FOR MILITARY FAMILY LEAVE

Upon request, the first time employees take sick leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Company may require employees to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. REPORTING CHANGES TO ANTICIPATED RETURN DATE & PERIODICALLY CONCERNING INTENT TO RETURN TO WORK

Employees must contact Human Resources periodically in accordance with the instructions noted on the Eligibility Notice regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company with reasonable notice (i.e., within two (2) business days) of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the

Company's obligation to maintain applicable health benefits (subject to COBRA requirements) and to restore their positions will cease.

F. SUBSTITUTE PAID LEAVE FOR UNPAID FMLA LEAVE

Employees must (unless the Company specifically informs employees otherwise) use any accrued paid time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves, and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time off to supplement any paid disability benefits.

G. PAY EMPLOYEE'S SHARE OF HEALTH INSURANCE PREMIUMS

During FMLA leave, employees are entitled to continued group health plan coverage (if applicable) under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method. Employees should contact their immediate supervisor to make these arrangements.

The Company's obligation to maintain health care coverage ceases if an employee's premium payment is more than thirty (30) days late. If an employee's payment is more than fifteen (15) days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within thirty (30) calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums that the Company paid for maintaining coverage during their unpaid FMLA leave.

IV. EXEMPTION FOR HIGHLY COMPENSATED EMPLOYEES

The Company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Company. This fact-specific determination will be made by the Company on a case-by-case basis. The Company will notify you if you qualify as a "highly compensated" employee, if the Company intends to deny reinstatement, and of your rights in such instances.

V. QUESTIONS AND/OR COMPLAINTS ABOUT FMLA LEAVE

If you have questions regarding this FMLA policy, please contact your supervisor. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

VI. COORDINATION OF FMLA LEAVE WITH OTHER LEAVE POLICIES

The FMLA does not affect any federal, state or local law prohibiting discrimination or supersede any state or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies in your Company handbook as applicable or contact your supervisor.

CONNECTICUT FAMILY MEDICAL LEAVE (CFMLA)

Connecticut FMLA leave provides up to 16 weeks of protected leave in a 24 month period. The state's FMLA law was written to closely mirror federal FMLA law. In order for employees to qualify for CFMLA, they must have worked for their employer at least 12 months. The 12 months of employment does not have to be consecutive. In addition they must have worked at least 1,000 hours in the previous 12 months.

CT FMLA requires that if the employee is unable to perform essential job provisions that they be allowed to transfer to a job suitable for their physical condition if such work is available. Please contact HR for further information.

OREGON FAMILY MEDICAL LEAVE (OFLA)

OFLA applies to employers with 25 or more employees in Oregon in the current or previous year. To qualify for protected leave, employees must have been employed for at least 180 calendar days immediately preceding the date the leave begins (this includes all days the employee is maintained on the payroll) and have worked an average of 25 hours a week (except for parental leave, when no weekly average is required). Termination, layoff or removal from the schedule for up to 180 days is not counted against the employee's eligibility. Also, during a public health emergency, an employee may establish eligibility by working for at least 30 days if the employee worked an average of at least 25 hours per week in the 30 days before taking leave.

Under OFLA, an employee may take up to 12 weeks of pregnancy disability leave in addition to the 12 weeks available for any OFLA purpose. Either parent who has taken a full 12 weeks of parental leave (e.g., to care for a newborn, newly adopted child or newly placed foster child) is also entitled to take up to an additional 12 weeks of sick child leave.

Employees may generally be required to give written notice to the employer up to 30 days in advance of OFLA leave. However, if the need for leave is unforeseen or an emergency, you may require notice as soon as it is practicable and not later than 24 hours after beginning leave. The employer may also require written notice by the employee within three days of the employee's return to work. Employees who fail to give appropriate notice may be subject to discipline under a uniformly applied leave policy.

MILITARY LEAVE

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid Military Leave of Absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask Human Resources for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary Military Leave of Absence not to exceed the number of days allowed by law (including travel). Employees should give Human Resources as much advance notice of their need for Military Leave as possible so that we can maintain proper coverage while employees are away.

DOMESTIC VIOLENCE LEAVE

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault or stalking of the employee or his or her minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to Human Resources as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The Company will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give Organization notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on Organization. Please contact Human Resources immediately with requests for reasonable safety accommodations.

OREGON CRIME VICTIM LEAVE

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson and assault. "Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to Human Resources as far in advance as possible, indicating the amount of time needed, when the time will be needed and the reason for the leave.

In all circumstances, Organization may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court or similarly reliable sources.

UNPAID PERSONAL LEAVE

Personal leave is an unpaid leave, which may be granted for appropriate personal reasons not covered by other leave of absence policies. Employees must first exhaust all PTO before requesting unpaid leave.

In normal situations, a written request for personal leave should be made at least three (3) days in advance and should include the leave start date and the return to work date.

Business conditions and scheduling needs will be considered when reviewing a request for leave of absence.

In general, personal leaves will be limited to a maximum of thirty (30) days. In cases involving exceptional circumstances, additional days may be granted. While on a personal leave, the employee will be responsible for paying their portion of the cost of the benefits for the first thirty (30) days.

COBRA coverage will be offered to employees taking a leave exceeding thirty (30) days. The employee can re-enroll in benefits on the first of the month following their return to full-time active status. If you do not report back to work after the end of the leave, it will be considered job abandonment such that your employment will be immediately terminated and your benefits will cease.

WORKPLACE CONDUCT

Radiall endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered misconduct.

- Obtaining employment on the basis of false or misleading information
- Stealing, removing or defacing Radiall property or a co-worker's property, and/or disclosure of confidential information
- Completing another employee's time records
- Violation of safety rules and policies
- Violation of Radiall's Drug-Free Workplace and Alcohol policy
- Fighting, threatening or disrupting the work of others or other violations of Radiall's Workplace Violence policy
- Failure to follow lawful instructions of a supervisor or to perform assigned job duties
- Violation of the Attendance Policy
- Gambling on the Company's property
- Violation of Radiall's Harassment or Equal Employment Opportunity policies
- Violation of the Use of Communications and Computer Systems policy
- Any other violation of the Company's policies

Not every type of misconduct can be listed. The Company will deal with each situation individually. Nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Radiall will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

ETHICS CHARTER

The following link will bring you to Radiall's Corporate & Ethics Charter Code of Conduct to review:
https://cdn.radiall.com/media/wysiwyg/Documents/Ethics_Charter_WEB_pages_v2_ENGLISH.pdf

CONFLICT OF INTEREST & BUSINESS ETHICS

No employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization;
- Holding any interest in an organization that competes with the Company;
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company;
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company;
- Accepting gifts, bonuses, anything of value more than \$25.00 for any twelve-month period, or more than moderate hospitality from a supplier, contractor, competitor, business partner or customer. The only exceptions are customary business gifts of nominal value (such as calendars, desk planners, company pens, etc.). Employees are not to solicit gifts at any time, regardless of value;
- An employee may own securities in any company doing business with Radiall provided that interest does not exceed \$10,000 or 20% of the value of the company in which the employee has investments. Should such a condition exist, the employee shall notify the General Manager immediately upon becoming aware of the business or pending business relationship.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

DISCIPLINARY & CORRECTIVE ACTIONS

There may be occasions where behavior and/or performance falls short of the Company standards and/or expectations. Disciplinary and corrective actions can range from an informational discussion with the employee to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

The Company has the right to skip disciplinary action levels in accordance with the level of the situation.

Examples of reasons for disciplinary or correction include, but are not limited to:

- Absenteeism or tardiness;
- Opening facility doors for visitors, delivery persons or other employees;
- Failure to meet established production or quality standards;
- Violation of safety rules;
- Unauthorized time away from workstation;
- Posting or removal of notices, signs or writing in any form on bulletin boards on Company property without the specific approval of management;
- Failure to follow supervisor's instructions;
- Extending lunch or coffee breaks beyond authorized time;
- Failure to immediately report on-the-job accidents and injuries to your supervisor and Human Resources;
- Making any preparation for leaving the plant at the end of your shift, such as washing up or changing clothes, before you have been relieved or released by your supervisor.
- Consuming food or beverages (including water) on the production floor, benches or machines.

Acts of misconduct are not covered under this policy and are dealt with under a separate policy.

ADMINISTRATIVE LEAVE

In some circumstances, it may be necessary to remove an employee from the workplace pending the outcome of a Human Resources investigation. An administrative leave may be appropriate as an interim measure for at least two reasons: (1) to allow the investigation to proceed without disruption of evidence or, (2) to preserve a safe, orderly and professional work environment.

RIGHT TO APPEAL

Employees may appeal any disciplinary action taken against them, and must do so within five business days in writing to HR.

USE OF COMMUNICATIONS & COMPUTER SYSTEMS

A "user" is any person, whatever their status (direct employee, temporary employee, trainee, external worker), who may have to create, consult and apply the use of company tools. The Company places at the disposal of all users of computer equipment (office PC's, laptops, software, etc.) the means of communication (email, Internet access, fixed telephones, cell phones, etc.) as well as information and data (databases, images, files, etc.) needed to accomplish their required tasks. These tools are owned by the Company, and all information issued, received or stored on company tools, including the means of communication, is and remains the property of the Company.

Each user should be aware that these tools must be used:

- in compliance with any law;
- within company security guidelines; and
- with good conduct in mind.

Negligence or misuse of these tools can put the whole company and the user at risk.

Company laptops should be secured either in a locked drawer or office when not in use. If in an open work area, laptops should be secured to the desk with a locking mechanism.

Non-compliance with the rules and safety measures described in this policy will make the user personally liable if it is proven that the faults are personally ascribable to them.

The users shall under no circumstance do any of the following activities:

- Load, store, publish, broadcast or distribute, by means of Company tools, documents, information, images, videos, etc., of a violent, pornographic or immoral nature, or any material likely to be disrespectful to any person and or their dignity, of a defamatory nature and generally illegal, or harming the company's internal and external public image
- It is forbidden to access Internet sites dealing with these subjects and or supplying your company email address which could involve receiving mass mailing containing illicit attachments. If the user unknowingly receives such information, they must destroy them immediately
- The user must forbid any behavior that might incite third parties to send them such documents in the form of information, images, videos, files, etc.

It is prohibited to:

- Load, store or transmit files, programs, software etc. protected by the intellectual property laws.
- Use the Company's tools to harass, threaten, insult and in general violate person or business rights
- Knowingly load or transmit files containing viruses or damaged data
- Send mass or chain messages
- Use the tools in a way that would obstruct the access of other users

As a reminder, some of the activities stated above may constitute criminal infringements. The Company reserves the right to carry out regular checks and inspections within the limits of the law.

SECURITY MEASURES

Each person is responsible for their computer and its use. In order to avoid any abuse by other users, the Company recommends the following rules as a minimum:

- Always use a complex password when it is required by the Company
- Change passwords regularly
- Never lend another person any identifiers/passwords
- Protect confidential files by storing them in the proper location where they are not publicly available
- Do not introduce any files or data from unprotected external sources
- Do not reply to mass or chain email messages
- Never leave their workstation with an accessible session in progress

COMPUTER VIRUS

The company equips each PC with antivirus software. All users must make sure that this software functions correctly, especially in regards to updates, and inform the IT department in the event of abnormal operation.

However, the use of communication applications (Internet, email, etc.) and storage media (external memory stick/ card, flash stick, thumb drive, jump drive or USB etc.), may, in spite of the precautions taken, cause the transmission and installation of programs or files on the user's workstation without the user knowing about them, which can damage or steal the data and software it contains. In the event of an anomaly, the user must stop all transactions and immediately notify the IT department.

SOFTWARE

All software (including received from business partners) must be reported to the Information Systems Department (IS) before installation; data files do not have to be reported. Please check with IS if you are not sure of the software's content. Radiall USA, Inc. has the authority to check and monitor all information on all PCs.

INTERNET ACCESS

The Internet should be used only for legitimate business proposals. Personal use is acceptable only at scheduled break times and you should never access a site inappropriate for a business environment. Radiall USA, Inc. will monitor all Internet usage including times of access, length of access and site access. You are responsible for any Internet access gained from the workstation assigned to you. Radiall USA, Inc. reserves the right to disable Internet access without notice if we believe there has been or will be any inappropriate use.

E-MAIL

E-mail is public, not private, information. Be aware that the Internet is not a secure source for sending confidential messages or information. Confidential information should not be mentioned in the body of the email text but be contained in an attached file protected by a specific password. Any time you send or receive an e-mail message there is a record of it. When you send an email, consider not only who will read it today, but who might read it tomorrow or a year from now.

Do not use personal internet-based email when using Company computers.

Radiall USA, Inc. reserves the right and has the authority to check and monitor all e-mail transmissions.

USE OF SOCIAL MEDIA

Radiall respects the right of any employee to maintain a blog or web page or to participate in a social networking site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Company policies apply equally to employee social media usage.

Radiall encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment and follow the Radiall Social Media Policy. Employees with any questions should review the guidelines above and/or consult with their supervisor. Failure to follow these guidelines may result in discipline, up to and including discharge.

CONFIDENTIAL COMPANY INFORMATION & TRADE SECRETS

Security procedures at Radiall do not allow for unauthorized people to enter our facility unescorted.

During the course of work, an employee may be exposed to confidential information about Radiall 's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. An employee also may be exposed to similar confidential information belonging to the Company's clients. All such information must remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. All employees are required to sign a confidentiality agreement as a condition of employment.

Confidential information may be contained in written manuals, verbal communications, in unwritten knowledge and/or other tangible methods of expression, etc. The following information (not all inclusive) is both valuable and sensitive in nature and should be kept confidential amongst the employees of the Company:

- Employee compensation data
- Personnel files
- Company policy and procedures
- Vendor or customer information
- Trade Secrets (Not All Inclusive)
 - Unpatented inventions and processes, unique products, future product designs/models and research projects
 - Valuable, nonpublic company documents, drawings, blueprints, test dates, etc.
 - Sales, Marketing, purchasing, planning and customer/supplier information
 - Financial, accounting, recruiting and legal information

Employees at any time, even after termination of employment with the Company, must not use for themselves or others or disclose or divulge to others, any trade secrets, confidential information or any other proprietary data of the Company. Any persons found to be in violation of a non-compete/non-disclosure agreement will be subject to disciplinary action and/or legal action.

PUBLICITY/STATEMENTS TO THE MEDIA

All media inquiries regarding the position of the Company as to any issues must be referred to the President. Only the President is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by the President, are authorized to make those statements on behalf of the Company. Any employee wishing to write and/or publish an article, paper or other publication on behalf of the Company must first obtain approval from the President.

USE OF FACILITIES, EQUIPMENT AND PROPERTY (INCLUDING INTELLECTUAL PROPERTY)

When using property, employees are expected to exercise care and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video recordings, print materials and software.

Improper, careless, negligent, destructive or unsafe use or operation of equipment can result in discipline, up to and including discharge.

SMOKING

Smoking, including the use of e-cigarettes, is prohibited on Company premises, unless in a designated smoking area.

PERSONAL VISITS, CELL PHONE USAGE & HEADPHONES

Cell phones may not be used at production workstations. Personal telephone calls must be kept to a minimum and only be made or received after working time, or during lunch or break time, off of the production floor.

Employees on the production floor needing to make emergency phone calls during working hours must obtain permission from their supervisor to do so and must be done off the production floor.

Cell phone cameras should not be used in any way that violates company policy (such as confidentiality and harassment). The taking of photographs in production areas is strictly prohibited.

Headphones and/or earbuds can be used, in one ear, on the production floor. One ear must be able to hear the surrounding environment.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

SOLICITATION & DISTRIBUTION

Solicitation by the employee of another employee is prohibited while either employee is engaged, or should be engaged, in performing their work tasks for Radiall. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills or literature of any kind in working areas of the Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

BULLETIN BOARDS

Important notices and items of general interest are posted on a designated bulletin board. Employees can ask their supervisor where their site-specific bulletin board is located and should make it a practice to review it frequently. Employees are prohibited from posting or removing any material from the bulletin board.

HEALTH & SAFETY

The Company intends to comply with all health and safety laws applicable to our business. Any unsafe conditions, potential hazards or dangerous situations must be reported to management immediately, even if corrective measures have already been taken.

The Company issues and updates its rules and guidelines governing workplace safety and health, including the handling and disposal of hazardous substances and waste. These policies and guidelines can be found in the Radiall Safety Handbook. All employees must familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, illness or near-miss must be reported to the employee's supervisor and Human Resources as soon as possible, regardless of the severity of the incident.

Each site within Radiall has an active safety committee that meets on a regular basis.

Do not operate equipment with guards open or removed. Do not operate equipment for which you have not been trained.

Observe all rules established by your supervisor pertaining to your assigned job. Ask questions if you do not understand.

- Safety glasses must be OSHA-approved and worn in specified work areas. Safety glasses with side shields must be worn in all appropriate areas, such as the machine shop and any operation using flux or solder.
- Gloves are not to be worn when operating any moving equipment.

Employees are expected to drive slowly and cautiously when navigating site parking lots.

WORKERS' COMPENSATION

On-the-job injuries are covered by the Company's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Company procedures may affect the ability of the employee to receive Workers' Compensation benefits. This is solely a monetary benefit and not a leave of absence entitlement.

WORKERS' COMPENSATION AND SAFETY ON THE JOB

You are protected by Workers' Compensation Insurance under state law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

STEPS TO TAKE IF YOU ARE INJURED ON THE JOB

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor and/or HR. You must report the injury at the time it happens, and no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete the Injury_First Aid_Property Damage Reports for your corresponding site location.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

RETURN TO WORK

If you require workers' compensation leave, you will – under most circumstances – be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit an approved medical certificate demonstrating your ability to return to work.

When returning from a workers' compensation leave, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are guided by the terms of any applicable collective bargaining agreement. Organization does not discriminate against employees who suffer a workplace injury or illness.

EARLY RETURN-TO-WORK PROGRAM

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the Organization, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, the Company will attempt to provide you with such a job for a reasonable period of time (usually 6 months or less) until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work related injury, you are offered a modified

position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation. While you are on modified or transitional work, you are still subject to all other Organization rules and procedures.

OVERLAP WITH OTHER LAWS

Organization will account for other leave and disability laws that might also apply to your situation, such as the ADA and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the Americans with Disabilities Act and/or applicable Oregon laws covering disabilities in the workplace

OPERATION OF VEHICLES

All employees driving personal vehicles while conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to the employee's supervisor and Human Resources immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle on or off of Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety and parking laws or regulations.

CELL PHONE USE WHILE DRIVING

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting cell phone use while driving. Further, even if use is permitted, employees may choose to refrain from using cell phones while driving. This includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the cell phone.

If there is a need for a business phone call while driving, employees are required to use a hands-free device or voice commands. The only exceptions are to obtain emergency assistance, report emergencies, hazards or crimes and report that a person's life or safety is in danger.

UNDER NO CIRCUMSTANCES SHOULD EMPLOYEES FEEL THAT THEY NEED TO PLACE THEMSELVES AT RISK TO FULFILL BUSINESS NEEDS.

This policy does not require any employee to use a cell phone while driving. Employees who are charged with traffic violations resulting from the use of their cell phones while driving will be solely responsible for all liabilities that result from such actions.

TEXTING AND EMAILING WHILE DRIVING IS PROHIBITED IN ALL CIRCUMSTANCES.

MOTORIZED EQUIPMENT

Employees are required to adhere to all safety requirements when operating motorized equipment, such as forklifts, etc. Employees without proper certification are strictly prohibited from operation of the equipment.

VERIFICATION OF EMPLOYMENT

Requests for verification of employment information must be directed to the Human Resources Department. Unless accompanied by a written, signed authorization from the existing or former employee, the Company will only provide general information concerning the employee such as date of hire, date of separation and position held.

Only the Human Resources Department may provide verification of employment. Any employee outside of the Human Resources department who provides a verification of employment may be subject to disciplinary action up to and including termination.

SEPARATION OF EMPLOYMENT

All employees are hired for an indefinite period and may be separated/terminated from employment with or without cause or notice at any time ("at will" employment). Employees may be involuntarily separated from employment for a variety of reasons. Regardless of reasons for separation of employment, Radiall does not provide letters of recommendation.

SEPARATION

Reasons for involuntary separation include such things as layoff, loss of a required license, elimination of position, etc.

When an employee resigns from the Company, a minimum two-week courtesy notice period is appreciated.

INVOLUNTARY TERMINATION

Termination of employment for violation of any rule of conduct requires no prior notice.

COMPANY PROPERTY

All Company property including, but not limited to, keys, building access cards, laptop computers, cell phones, etc., as well as all of the Company's confidential materials in their possession must be returned at the time of separation/termination. To the extent permitted by law, employees will be required to repay the Company for any lost or damaged Company property.

PAYMENT OF WAGES

Separated/terminated employees will receive all pay owed according to state and federal regulations as applicable.

ACKNOWLEDGEMENT

Please read, initial and sign the following acknowledgement as indicated and return to Human Resources.

____ I have received, read and understand the Company Employee Handbook. I understand that this handbook of policies, rules, procedures and certain benefits outlines my privileges and responsibilities as an employee. The information contained in this policy manual is intended to be used as a guideline; it is not meant to create a contractual relationship, either expressed or implied, between the Company and its employees.

I have carefully read the handbook and become familiar with its contents. I also agree to comply with the policies, rules and procedures set forth herein. I have paid careful attention to the following policies:

- ____ Drug-Free Workplace & Alcohol Policy
- ____ Workplace Violence
- ____ Harassment & Discrimination
- ____ Ethics Charter
- ____ Equal Employment Opportunity

____ I understand that the Company reserves the sole right in its discretion to apply and interpret this policy and to make changes in the handbook which may modify or replace the policies, rules and procedures set forth in this handbook. I agree that I will be responsible for complying with all future changes in these policies, rules and procedures which are communicated to me from time to time, whether or not I have signed a subsequent form acknowledging these changes. I understand that this handbook of procedures supersedes and replaces all previous manuals and that no supervisor or representative of the Company has the authority to verbally modify the contents of the handbook. I further understand that my employment is at-will. I understand that this means that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at the option of either the Company or myself.

____ I acknowledge and agree that, in return for my wages and/or salary paid by the Company during the entire term of my employment, any confidential information, salaries, data, figures, sales figures, projections, estimates, customer lists, personal histories, accounting procedures, promotions or any other documents relating to the Company shall be considered and kept by me as the private and privileged records of the Company and will not be divulged to any firm, individual or institution except on the direct written authorization of the President of the Company.

Further, I agree that upon termination of my employment for any reason, I will continue to treat as private and privileged any such confidential information referenced above and all other documentation and will not release any such information to any person, firm or institution, except upon the direct written authority of the president of Radiall, and Radiall shall be entitled to an injunction by any competent court to enjoin and restrain the unauthorized disclosure of such information. In the event I am not certain whether information is confidential, I shall treat the information as confidential unless I am expressly authorized in writing by the President of the Company.

EMPLOYEE SIGNATURE

NAME (Please Print)

DATE



SIMPLIFICATION is our INNOVATION

We advance the design and engineering process for innovators, ground-breakers and pioneers of technology. We reduce weight, improve durability and streamline installation to provide leading-edge connectors that drive product performance.

AREA OFFICES LOCAL CONTACTS

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GLOBAL PRESENCE

Australia · Austria · Belgium · Brazil · Czech Republic · Denmark · Estonia · Greece · Hungary · Indonesia · Israel · Korea · Latvia · Lithuania · Malaysia · Norway · Philippines · Poland · Portugal · Singapore · South Africa · Spain · Switzerland · Taiwan · Thailand · Turkey · Vietnam