

Clean Seal, Inc. Employee Information Guide

Your Guide and Roadmap Towards Success



Welcome to Our Family

On behalf of all employees at Clean Seal, Inc. (i.e. Company), we want to welcome you to our family. We are excited to call you one of our own and we are confident that you will find our Company a dynamic and rewarding place in which to work. *We consider the employees of Clean Seal, Inc. to be one of its most valuable assets and partners in our mutual growth to higher levels.*

This employee information guide has been developed to help familiarize you with our organization, mission, values, and how you play a key role. As an employee, the importance of your contribution cannot be overstated. One of our organizational goals is to provide a work environment where our employees can engage, meet their potential, and thrive in an atmosphere of excellence. We want a place where employees are empowered to put their best work into their jobs every single day – creating unimaginable rewards for our team and Company. By developing and growing the individual strengths within our employees, we are confident that we will continue to surpass our competitors and exceed our customers' expectations. This all happens with you in mind. Through our diverse and integrated contributions and teamwork, we can continue to stretch and exceed the opportunities and challenges that lie ahead.

As a progressive company, we want to maintain a very flexible, independent, and agile workplace. Yet, every organization needs to set certain guidelines or parameters on how they would like their business to operate to ensure that core goals, differentiating competencies, and work expectations are understood and met. Within this employee information booklet, you will find general core policies and practices, along with a comprehensive standard of work ethics, values, guidelines, and level of professionalism that should guide you throughout your career with the Company.

As contributors and receivers of the success of Clean Seal, Inc., we expect all employees to read and apply these important key elements independently. Your employment here is “At Will”, which means there is no term of employment unless specified in a formal, approved agreement and either side (you or the Company) may terminate the employment at any time without reason or notice. For areas not covered, or questionable cases, be sure to consult your supervisor or a senior manager to get the necessary guidance where needed.

Once again, welcome to our Company and Clean Seal family! We hope you will find your employment with us to be both engaging and rewarding. We are so glad that you are a part of our team!

Sincerely,

Clean Seal, Inc. Management Team

Disclaimer: The contents of this Employee Information Booklet are guidelines only and supersede and replace any and all prior information, guidelines, policies, other handbooks, and statements (oral or written). Neither this Employee Information Booklet nor any other Company guidelines, policies, or practices creates an employment contract, as employment with each employee is at-will, giving the employee or company the right to terminate employment at any time, with or without cause, or with or without notice. No one other than the President of the company has the authority to enter into a specific written employment agreement. The Company reserves the right and sole discretion, in an individual case or generally, to change, expand or modify its interpretation of this Employee Information Booklet as well as any other Company guidelines, policies, practices, working conditions, or benefits at any time, with or without advance notice.

Quick Navigation

Page Number

Welcome to Clean Seal, Inc. – A Little Info About Us	4
Why We Exist – Our Mission!	4
Where We Are Headed: Our Vision & Goals	4
Why You Are Here!	5
Engaging & Valuing Diversity Creates “World Class” Value	5-6
• How We Treat Others at Work & What to Do If You Have Questions or Concerns	5-6
• Everyone Has Strengths – With or Without Disabilities	6
How Does All of This Impact Your Role?	6-11
• Job Ownership & Responsibilities	6-7
• Performance & Career Development Feedback	7-8
• Employment Eligibility & You	8
• Employment Classifications	8
• Your Introductory Period	9
• Your Pay	9
• Your Work Hours, OT, Breaks & Meal Periods	9-10
• Employment Termination	10-11
Things to Know at Clean Seal, Inc.	11-25
• Following Core Values, Work Expectations & Coaching	11-12
• Attendance	12
• Attire & Grooming	13
• Safety and Facility Closures	13-14
• General Rules for the Office	14
• Operating Motor Vehicles	15
• Visitors	15
• Emergency Action Plan - Evacuations	15-16
• Smoking Policy	16
• Personal Phone Calls & Cell Phone Use	16
• Electronics/Communications/Internet Use	16-17
• Protection for the Company	17
• Email & Texting Etiquette	18
• Social Media & Professional Use	18-19
• Confidentiality, Conflicts of Interest, & Outside Employment	19-20
• Solicitation / Distribution Policy	20
• Use of Company Property	20
• Return of Company Property	20-21
• Employee Information, Files, & Other Verifications	21
• Drug and Alcohol-Free Environment	21-22
• Creating a Safe & Respectful Environment	22-24
• Individuals and Conduct Covered	24
• What You Should Do & How We Will Respond	24-25

Benefits & Perks!	25-28
• Health & Wellness Benefits & 401k Plans	25
• PTO, Holiday Pay, Leave Time & More	26-28
• PTO	26
• Holidays	26
• Leave Time	27
• Bereavement Pay	27
• Jury Duty & Voting	27-28
Hiring at Clean Seal, Inc.	28
• Who do you know?	28
We Always Want Your Feedback – Talk to Us	28
Where Do You Want to Grow?	29
Employee Acknowledgment & Resource Information	30

The Success of Clean Seal...
results from our responsiveness to your specific needs



We've been serving the recreational vehicle, marine, automotive-aftermarket and transportation industries since 1978. And we continue to prosper.

Welcome to Clean Seal, Inc. – A Little Info About Us

Clean Seal, Inc. was founded in 1978 by Juanita Moore. We are a leading manufacturer of high-quality extruded rubber seals, fuel hose and other various products, serving the recreational vehicle, transportation, marine, and automotive aftermarket industries. We earned our name by providing an innovative, high quality extruded rubber seal product which ensures a consistent and clean seal for our customers' applications, leaving behind the dirt and grime that other traditional seals bring. With our hard work, dedication to quality, and excellence we have earned and maintained our ISO certification status for over 15 years.

We are well known by all industries we serve as a Leader in Quality, Service, and On-Time Delivery. Working together as a Team, we are constantly focused and dedicated to ensuring we remain the Leader with all customers we serve.

Why We Exist – Our Mission

Clean Seal, Inc. is dedicated to selling the highest quality extruded rubber seals, fuel hose, and other various products lines to our customers, while providing exceptional customer service. We honor GOD with our honesty and upstanding behavior in all business activities and interactions. We strive to inspire our expert staff to be successful in all tasks performed, while being fair and understanding to all. Our success, together, ensures a solid and profitable future to our employees, our customers, and to the owners of Clean Seal, Inc.

Our Quality Policy

Clean Seal, Inc. is dedicated to producing quality products fulfilling customers' requirements. Our goal is to achieve zero defects while supplying all orders in a timely manner. To accomplish this, we:

- Maintain lasting relationships with our customers and suppliers.
- Promote ongoing training and involvement of all employees.
- Commit to the continual improvement of our Quality Management System.

Where We Are Headed: Our Vision and Goals

Clean Seal, Inc. Vision:

- To be known as the most reliable and highest quality supplier to each customer.
- Create a tight-knit team atmosphere that feels like a family.
- Maintain growth, profitability, and cultivate individual development for long term sustainability.

Why You are Here!

We appreciate a diverse and engaged group of employees who can take full responsibility to contribute and grow with the company. With that, we are committed to providing a positive environment and resources to help maximize personal development and goal achievement for all employees. We believe in an environment where work-life nourishes personal life and employees respect, trust and support each other. Each position has aligned accountabilities towards our overall goals (noted in your position material). We seek to empower a spirit of teamwork with everyone building, mentoring, and contributing based on their own personal strengths to create a collaborative, highly effective team that can independently and collectively grow to meet mutual goals.

Agile policies and practices are required in order to maintain an atmosphere where employees are empowered to thrive. We have established a broad set of parameters of how we would like employees to interact and contribute on the job to allow each employee to listen, learn, and make right decisions that are in the best interest of the Company. If you are thinking that this sounds like a lot of responsibility – *you are right!* That is why it is also important to provide a comfortable, collaborative, and progressive workplace where employees understand how they are connected to the overall business outcomes and can develop and grow to meet or exceed those growing expectations - while growing towards their personal goals as well.

As with any group of individuals, this requires that we respect and value open communication, collaboration, and different points of view (diversity) along with appreciating individual areas of strength. It is important that these conversations be work related and performance based vs. discussing an individual's private and personal background or situations. It is also important that we can value, celebrate, and expound on our successes and handle problems in an open, welcoming and effective manner. Along the way, we know there will be hiccups. We will consider individual circumstances and performance levels of each employee to create the best possible solution for our collective group as a whole. We believe that with respectful, engaging, and open communication, we can continue to create "World Class" value for our customers, employees, and Company.

Engaging & Valuing Diversity Creates "World Class" Value

How We Treat Others at Work & What to Do if You Have Questions or Concerns

Clean Seal, Inc. has been and will continue to be an organization that makes business decisions based on the diverse strengths and performance outcomes of individuals. We are proud to be an Equal Opportunity Employer, and as such, will take affirmative steps to prohibit discrimination on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, sex, gender/gender identity, political affiliation, sexual orientation, age, disability, marital status, veteran status, genetic information or any other characteristic protected by applicable federal, state or local law.

Our employment guidelines are based on essential job-related functions and business standards of conduct and performance. Employee related guidelines and practices with respect to hiring, assignment, training, promotion, transfer, compensation, demotion, layoff, termination, and any other areas of employment will be done with due regard to performance and qualifications, and without discrimination on the basis of any protected characteristic.

Employees with questions or concerns about any type of discrimination in the workplace, compliance issues with individuals in violation of any policy, or those who would like to request an accommodation, are encouraged to bring these issues to the attention of their Supervisor, General Manager (GM), or HR representative.

We will unanimously support an environment that is discrimination and retaliation-free for those who, for example, raise concerns, request accommodations, and/or make reports of suspected incidents of discrimination or policy non-compliance in good faith. To ensure our workplace is free of artificial barriers, timely investigations and action will be taken on any and all related situations in direct correlation to the offense, including employee termination.

Everyone Has Strengths – With or Without Disabilities

The Company will also endeavor to accommodate individuals with a known physical or mental disability who possess the strengths to perform the essential functions of a job, where possible. Individuals who can perform the essential functions of a job, with an accommodation, which does not create an undue hardship on the company, will be given the same consideration for that position as any other person.

How Does All of This Impact Your Role?

Job Ownership & Responsibilities

It is important for you to understand what is expected of you in performing your role and how it is connected to the business outcomes. Soon after joining Clean Seal, Inc., you and your supervisor (or department head) will review your job responsibilities and/or business outcome goals to provide you with a guide for your job accountabilities, as well as the specific, day-to-day essential functions.

Please note while a job description is intended to describe the basic scope and essential functions of your job, it ***does not limit the scope of the tasks*** that may be assigned to you by your supervisor - or other members of Company management - to meet the overall needs of our organization and customers. We are all part of this great team working together in every way!

What will you be working on? Your projects and tasks may change regularly! Each day, we will be counting on you to work on the most valuable task that will move the Company closer to its goals using your unique skillset and strengths.

You should continue to grow and be challenged each year to help us provide “World Class” products and service each and every day. At the end of the year, our goal is to look back at the stretched achievement to recognize a “*job well done*”!

Do you have strengths and passions that you can apply at Clean Seal, Inc. that you are not utilizing in your current role? Let us know what they are and how you think you can apply them based on what you have learned about the Company. You can get a copy of your current job description from your supervisor at any time to review and consider your stretched career growth with Clean Seal, Inc.

Performance & Career Development Feedback

We believe in a two-way continuous performance feedback system. This ensures clear focus on the necessary objectives, innovative problem-solving, and “teachable moments” mentoring to help every individual move toward their goals. This is both employee and/or supervisor led. In addition, this system is made available to provide you with consistent resources to remove barriers and provide the on-going development you need to grow in your career with the Company. We also find these performance feedback sessions create an open, two-way dialogue that identifies and builds on the relationship and value created for both the employee and supervisor.

Our company’s success has been created by the competitive differentiating value we add to our customers. These core values are attributes that we recognize will continue to grow our company and can be developed and expanded within our employees. **These core competencies are:**

- **Integrity**
 - Being honest and sincere with others and having strong morals and values.
- **Accountability**
 - Taking responsibility for work performed as well as how we talk to and treat others.
- **Respect and Humility**
 - Showing admiration to others due to their abilities, qualities, or achievements. Not putting yourself above others.
- **Quality**
 - Excellent product or work. Taking pride in the products you make and how you perform.
- **Teamwork**
 - Working together, helping, and building up each other to achieve success.
- **Safety Conscious**
 - Concern for each other’s well-being.
- **Thankfulness**
 - Gratitude and appreciation for Clean Seal, coworkers, and customers.

We have a very open career growth plan based on our size where employees can grow at their own pace and in their own way. Want to grow into a new path? Want to create a new job that adds value to our business outcomes? Come talk to us about your ideas – we want to support your innovation and aspirations.

We believe that high-performance people are generally self-improving and self-motivated. Come and talk to us about your goals, and we will help to provide the information and/or resources that you need to help us both meet mutual goals.

Employment Eligibility & You

Clean Seal, Inc. is committed to employing United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Company within the past three (3) years or if their previous I-9 is no longer retained or valid.

Employment Classifications

There are various employment classifications to help employees and the Company meet overall business and customer expectations. Those are:

- **Full-time.** Employees who regularly work at least 30 hours per week or more.
- **Part-Time.** Employees who regularly work less than 30 hours per week on average or on an irregular basis as needed.
- **Temporary.** Employees who are either hired for a specific purpose or time period, which generally does not exceed six months for each particular project/need. A temporary employee may work a full-time or part-time schedule.

In addition to the above classifications, all employees are categorized as either “exempt” or “non-exempt.”

Pursuant to federal and state wage & hour laws, exempt employees are paid on a “salary basis” and do not receive overtime pay. Employees classified as exempt receive a predetermined salary amount which provides compensation to cover the number of hours to meet the higher level of responsibility. This predetermined salary amount cannot be reduced because of variations in the quality or quantity of the employee’s work by the Company. Nonexempt employees are paid overtime for hours worked over 40 in a work week.

Employees will be informed of their initial employment classification and status as exempt or non-exempt upon starting with the company and as their positions change.

Your Introductory Period

Your first ninety (90) days are considered an introductory period, for you and the Company. During this time, you will be given the opportunity to see how things work out, how you adjust in the new role and how well your skills apply to the job.

It also gives management an opportunity to observe your work habits and your ability to meet the outcomes needed from your position.

If for whatever reason, the Company or the employee conclude that continued employment is not in their best interest, the relationship may be terminated at any time and for any reason.

Your Pay

Clean Seal, Inc. provides pay checks to our employees on a **weekly basis**. When a holiday falls on a pay date, the Company will plan to pay the employees on the day preceding the holiday. All checks are set up for direct-deposit to create an efficient process for both you and the Company. Clean Seal, Inc. does not provide paper payroll checks.

Clean Seal, Inc. conducts performance feedback sessions to gain insight into how employees are adding value to the organization and wants to reward employees commensurate with his or her actual performance, output, and value added to the organization. Our goal is to make sure your compensation is “correct” based on the value added against other internal teammates, as well as compared to the external competitive market.

The Company, at its discretion, will review individual performance and compensation based on the following factors:

- Individual job performance
- Competitive Salary Benchmarks
- Employee's current salary

For those who terminate employment with the Company, those employees will receive all final earnings for time worked minus authorized deductions, on the next regularly scheduled pay day. All property issued to the employee will need to be returned prior to the last day of work.

If you ever have questions on your overall compensation or benefit package, or think you have an error on your paycheck or don't understand the federal, state, local, and benefit deductions, please see your supervisor or HR Rep for resolution – we are here to help!

Your Work Hours, Overtime, Breaks, and Meal Period

Management has the discretionary authority to determine and set the hours of work for our employees and departments to ensure that our company meets its organizational goals. To pay our employees fairly and accurately, we maintain accurate time records of all time worked for all non-exempt employees. It is important that employees clock in and out accordingly before going to and leaving their workstation.

Non-exempt employees who are traveling for an approved business matter are to track all work time outside of the organization. They are to keep track of all hours traveling (minus the normal time to travel to and from work to home) and the time actively working. Report these hours to your Supervisor upon return. All business travel for the Company must be approved by Clean Seal, Inc. ahead of time to make sure it adds value and fits the current budget. We are all stewards of the success of our organization and each employee is the owner of managing their time and value wisely.

Our goal is to provide work/life balance for our employees to balance work, family, outside appointments, and other important things. **Overtime is only worked with Supervisor guidance to meet customer needs.** If you feel you are consistently working long hours, please reach out to your supervisor to discuss planning, prioritization, and other resource availability.

From time to time overtime may be mandatory to meet the specific customer needs and deadlines. In all situations, our hourly and non-exempt employees who work overtime are compensated at the rate of one and one-half times (1½) his/her normal hourly wage rate for all regular hours worked in excess of forty (40) hours each workweek, unless otherwise required by applicable law. Paid time for non-work hours (PTO, holiday, bereavement, etc.) do not count towards time worked in overtime calculations.

All employees have the opportunity to take two (2) paid 15-minute breaks. The actual break times will be determined by the appropriate department supervisor. It is important for your well-being and daily focus to take your breaks away from your workstations. Therefore, break times should be spent away from Operations where others are working.

Meal periods are unpaid, and the scheduling of meal periods is set by the employee's immediate manager, with the goal of providing the least possible disruption to company operations. Nonexempt employees are strictly forbidden from performing any work while on meal breaks and must clock out for meal periods. We strongly encourage you leave your workstation for meal periods to achieve the rest and refreshment the break is designed to provide.

The Company accommodates reasonable breaks for new mothers to express breast milk for her nursing child and provides a private lactation space for this purpose. Upon request, the Company will also provide a cold storage space for keeping the milk until the end of the workday; otherwise, employees may provide their own portable storage device. Please see your supervisor for assistance on this.

Employment Termination

Clean Seal, Inc. recognizes that an employment termination may occur for a variety of reasons, including the employee's choice to leave the organization. **In this situation, the company requests the separating employee provide a minimum two-week notice, in writing, of their wish to leave the Company.**

This notice period allows the Company time to prepare for the employee's transition and properly train their replacement. **Failure to provide advance written notice may exclude you from the possibility of rehire with the Company at a future date.**

In the event of separation, any actual earned but unused PTO hours will be prorated for the year, up to the date of separation, and paid to you in your final paycheck with the Company.

Things to Know at Clean Seal, Inc.

Following Core Values, Work Expectations & Coaching

The Company is committed to maintaining a positive work team atmosphere. Each employee plays a huge role in fostering this kind of environment.

Clean Seal, Inc. expects employees to demonstrate a professional, respectful demeanor and follow certain Core Values and Work Standards that will protect the interests and safety of all employees, as well as the organization.

Because everyone may not have the same idea about proper workplace standards or conduct, it is necessary to adopt and include guidelines that all can follow. ***It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, the following list provides examples that may result in counseling with the Employee, up to and including termination of employment, as determined by the Company, even for a first offense:***

1. Falsification of Company-related records including, but not limited to, falsely filling out Company papers, forms, expenses, etc.
2. Engaging in any acts of dishonesty, fraud, theft or sabotage.
3. Harassing, threatening, discriminatory or retaliatory conduct that can be perceived or create a hostile or intimidating work environment.
4. Violation of the Drug and Alcohol or other criminal laws or company policy.
5. Fighting, throwing things, kicking, horseplay, or provoking a fight involving physical contact on Company property for whatever reason or any other violation of the Workplace Violence policy.
6. Possession of a dangerous weapon within the Company's facilities.
7. Excessive absenteeism, tardiness, or any other violation of the Company's Attendance policy.
8. Theft, attempted theft, or concealment of Company goods, equipment, or property on their person or another person, or handling of materials in violation of Company policies and procedures.
9. Unauthorized use or possession of Company goods or equipment.
10. Destruction or sale of property, equipment, or goods belonging to the Company or to another employee.
11. Removing Company property or records from the premises without supervisor approval.
12. Sleeping, or working on personal projects during paid company time.
13. Leaving the building without authorization while still clocked in for a shift.

14. Any attempt to clock or punch in another employee, or requesting/allowing another employee to clock or punch you in.
15. Violating any safety rules, including not wearing personal protective equipment in required areas, speeding in the parking lot, and/or driving forklifts recklessly.
16. Unauthorized disclosure of “business secrets” or other confidential Company information.
17. Accepting gifts from vendors that might infer or persuade special favors.
18. Use of cell phones, cameras, or camera phones in an unauthorized area, or for personal use during work hours.
19. Allowing visitors to enter the buildings without management approval.
20. Improper use of company credit cards.
21. Inadequate quality or quantity of work performance/output or poor workmanship.
22. Solicitation, distribution, or posting of items without the Company’s permission.
23. Violating the Smoking Policy.
24. Insubordination, refusal to comply with instructions, or failure to perform reasonable duties which are assigned.
25. Failure to perform work, behaviors that are not satisfactory within the Company, and/or violation of any other Company policy, procedure, or practice.

Clean Seal, Inc. hopes that employees will apply self-discipline, however it may be required to provide coaching to employees from time to time. In the event that objectionable or unfavorable behavior is displayed, the Company may coach the employee in a progressive way (where appropriate) to help the employee learn and grow within their role.

The pattern and severity of the behaviors will determine the type of coaching or actions taken that are commensurate with the behavior demonstrated. Where possible, every attempt will be made to allow the employee to correct their actions and move forward in a productive and effective way. For some serious offenses, a first offense may result in termination.

Attendance

We all need time for rest and relaxation, yet the Company also has a business to run. Time off needs to be scheduled with one’s supervisor in advance, where possible, so your teammates can plan accordingly. Patterns of absenteeism and/or tardiness create a hardship for our work family. This type of behavior will need to be addressed and may result in counseling the employee, even if they have not exhausted available paid time off. The Company, at its discretion, may require a doctor’s note for three consecutive days absent from work, to ensure your safety and well-being upon your return.

Not reporting to work and not calling to report the absence in a timely manner is a “No-Call/No-Show” and creates havoc in our scheduling and output. The first instance of a “No-Call/No-Show” will result in a one-time final warning. A “No-Call/No-Show” lasting three days or more may be considered job abandonment and deemed an employee’s voluntary resignation from Clean Seal, Inc.

Attire & Grooming

We want a happy Clean Seal, Inc. work family, so workplace attire and hygiene need to be neat, clean, and appropriate for the work being performed - along with the setting in which the work is being performed. Dress is business casual for the office staff and to ensure your safety when working in the production area the following should always be adhered to: closed-toed shoes must be worn at all times, hair at shoulder level should be pulled back and away from your face, and hoop earrings or any other loose and dangling jewelry is prohibited when operating machinery. Additionally, **closed-toed shoes must also be worn by anyone** entering the **production floor or warehouse** at any time.

For more information or if you have questions regarding the policy within your specific area, please see your Supervisor or HR Representative.

Safety and Facility Closures

It is a top priority for the Company to provide a safe and healthful work environment for all employees, customers, and visitors. Clean Seal, Inc. has established comprehensive safety programs at its facilities to address these goals and to comply with all regulatory requirements. For the safety of all, every team should be aware of safety issues around them and every employee should get help when heavy lifting is required (don't be a hero – be safe!). Also, employees should get approval before bringing in any electrical equipment, devices, or appliances to use on the premises to ensure safety for all.

Listed below are some general safety rules (keep your eyes open for others). Other safety procedures may be required in your department or work area:

- Avoid overloading electrical outlets
- Use flammable items such as cleaning fluids with caution
- Walk; do not run
- Use stairs one at a time
- Report to your supervisor if you or another employee is injured or becomes ill, or if you spot a hazard on the job
- Observe the no smoking policy
- Keep file cabinet and desk drawers closed when not in use
- Sit firmly and squarely in chairs that roll or tilt; don't try to stand on these
- Always wear or use the appropriate safety equipment, as required
- Keep your work area clean and orderly, make sure aisles are clear
- Stack materials only to safe heights
- Use the right tools for the job and use them appropriately
- Should you feel inadequately trained to perform a certain procedure, seek immediate assistance
- Use of motorized equipment only with training, certification, and authorization
- Do not operate machinery or motorized equipment without another employee present

It is ***everyone's responsibility to help prevent accidents***. If you see a potential safety hazard, take corrective action immediately, where possible, and be sure to warn other employees. If immediate corrective action is not possible, contact a member of management and warn fellow employees of the potential hazard.

Report any non-life-threatening work-related injury to management immediately.

Where Severe: Call 911 immediately in cases of a severe and/or life-threatening injury, then notify management. All potential or real hazards/injuries will be investigated; a written injury report may be required as well.

All hazardous substances present in the workplace, if any, will be evaluated and any information concerning physical and health hazards will be communicated to related employees.

Education and training will be provided to promote awareness and safe work practices, where applicable.

Employee Medical and Exposure Records: All employee medical and exposure records will be maintained in a confidential area or at an off-site occupational health clinic that employee and designated company representatives will be allowed to access with written request.

Employees may be required to have drug/alcohol testing for accidents based on reasonable cause or behaviors noted.

Where severe weather exists, the facility may be closed or delayed in opening. We will do our best to advise our employees when this happens ahead of time. All employees should use their discretion when traveling in hazardous weather and available PTO hours can be used, when necessary.

General Rules for the Office

- 1.) Open doors promote team building and enhance communication. Office doors should remain open unless confidentiality is required temporarily.
- 2.) Recycling is good for the environment and is a basic principle/expectation of the Company. Everyone should participate in recycling efforts.
- 3.) Clean desks are a sign of professionalism and organization. Everyone is expected to tidy their desk before leaving work and should do their best to maintain an orderly workspace during the work day.
- 4.) The Company break rooms are everyone's responsibility. These are common areas to eat, relax and socialize. Everyone is expected to keep these areas clean, neat and orderly.

Operating Motor Vehicles

Clean Seal, Inc. strictly enforces rules governing use of Company owned, personal, leased, or rented motor vehicles on Company business.

- Drivers must have a current and valid license
- Drivers of corporate vehicles are responsible for the safe operation and cleanliness of the vehicle
- Seat belts must be worn at all times
- Texting or using electronic devices that require visual distraction and/or the use of hands/fingers while driving is not allowed
- Speed limits and other traffic laws must be obeyed, including railroad crossing signals/barriers
- No driving while under the influence of alcohol, illegal drugs, or medications that reduce alertness, response times, or ability to think/focus
- No alcohol, illegal drugs, or abused prescription drugs are allowed in a vehicle in use for Company business
- Accidents involving a corporate vehicle must be reported to your manager and the appropriate law enforcement agency immediately

Visitors

To protect our employees and our Company, all visitors should wait in the reception area for the Employee whom they are scheduled to see. If an employee has scheduled a visit from a client or supplier, it is that employee's responsibility to notify the receptionist. They are to provide a name and an estimated time of arrival. The receptionist will page the employee when their guest arrives. This will not only allow us to properly welcome our visitors but, because of safety and security reasons, allow us to respond to emergency situations, where necessary.

Employees are responsible for the conduct and safety of their business visitors. If an unauthorized individual is observed on the premises, employees must immediately notify their manager.

To provide for the safety and security of employees and the facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee's well-being, and avoids potential distractions and disturbances.

Emergency Action Plan – Evacuations

It is the Company's policy that in the event an evacuation of the building becomes necessary, it is of the utmost importance that everyone remains as calm as possible and exits the building through the nearest exit. Under no circumstances should any employee re-enter the building for personal belongings or any other reason.

When you are required to evacuate the building: the area in the front of the building, next to the pond, has been designated as the assembly point. A head count will be taken to check for missing employees. Use the buddy system to ensure the person that sits or stands near you is in this assembly area.

Do not go back into a dangerous situation to look for anyone. If someone is missing, notify responding emergency personnel immediately when they arrive. Building maps have been posted strategically throughout the facility. It shows the location of exits, fire extinguishers, first aid kits, weather shelter, and where to assemble outside. Note the designated outside meeting areas on these postings. These areas are the least likely to be occupied by emergency response vehicles and personnel - and are far enough away from the facility to eliminate the possibility of additional injuries.

A detailed safety orientation will be provided to you during your first week of employment.

Smoking Policy

Smoking of cigarettes, e-cigarettes, pipes, cigars, or any other use of tobacco products, including smokeless tobacco products such as chewing tobacco and e-cigarettes, can only be done outside of the building, and at least 8 feet away from all Company, client, or associated business doorways.

Personal Phone Calls and Cell Phone Use

The Company expects the full attention of its employees during work time; however, making and receiving personal phone calls may be allowed in exceptional circumstances for emergency situations only. Contact your supervisor if assistance is needed. Use of personal cell phones is not permitted during work hours, but they can be used during scheduled breaks and lunch. However, under no circumstances are cellular telephones with camera or video capability to be used to take or make images of Company products, processes, personnel, or facilities in the workplace. Employees who drive during the course of their work for the Company are prohibited from using a cell phone that requires visual distraction or use of hands/fingers.

Electronics/Communications/Internet Use

The following guidelines have been established for using the Internet, company-provided cell phones/devices and e-mail in an appropriate, ethical, and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers), and services are available to be able to meet our business goals effectively.

- **Employees should use this equipment for business purposes only and must keep any private emails/pictures separate from company equipment, files, email, etc.** Employees should also only use their company passwords/codes as authorized in secure settings. Any transmitting, retrieving, or storing of communications that is defamatory, discriminatory, harassing, or pornographic in nature is obviously unacceptable.
- **Overall communication should be professional and respectful while in the course and scope of Company business.** Just to be sure we are all clear on this, using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the Company or be contrary to the Company's best interests; and engaging in any other illegal activities, including piracy, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops is not acceptable.
- **Employees should respect all copyright and other intellectual property laws.** For the Company's protection, it is critical that employees show respect for these laws as it relates to the fair use of copyrighted materials owned by others, trademarks, and other intellectual property, including the Company's copyrights, trademarks, and brands. To minimize risk of a violation of law, the employee should provide references to the sources of information used in communications. Employees should not infringe on the Company's logos, brand names, taglines, slogans, or other trademarks.
- **Employees will not download programs without management approval or use the business systems in a way that disrupts their use for others.** Employees may not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- **Employees should not open suspicious e-mails, pop-ups, or downloads.** Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- **Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation.**

Protection for the Company

All company-supplied technology should only be used for business purposes. Company-related work records belong to the company and need to be protected. Employees should have no expectation of privacy with respect to the technological resources of the Company. Also, the Company may routinely monitor use of company-supplied technology and transmissions to ensure the security and integrity of our systems and related activities. ***Clean Seal, Inc. has a zero-tolerance policy toward unacceptable computer/internet/email usage.***

Email and Texting Etiquette

Email and texting can be a great tool to provide concise communication in a convenient way. Yet, sometimes our messaging can come across to others as unprofessional or inappropriate. Some quick tips to remember are as follows:

- **The Company has corporate communication standards that all employees must follow.**
- **Type in easy-to-read font** that is not in “caps”. Avoid using excessive exclamation points, questions marks, etc.
- **Keep the background clean and the message concise** and to the point (sensitive or detailed subjects should be done in person or via another communication method).
- **Only include people and attachments that are business appropriate and concern the people who are copied.** Asking for a return receipt or copying your supervisor should only be used for critical situations where this makes sense.
- **Be careful to not open or click on an attachment from someone who you don’t know or that looks odd in nature.**
- **If you receive an email or text where the tone may be inappropriate, take a few minutes to determine the best way to respond (in person and/or in a calm manner).**

Social Media & Professional Use

The Company respects and sees value in employees maintaining a blog or website or participating in social networking on or through websites or services such as Twitter, Facebook, or similar sites/services (collectively “social media”) either for personal reasons or to promote the Company. Yet, as everyone knows, everything posted can spread quickly, be easily found or misinterpreted.

To help provide some parameters regarding our views at it relates to Clean Seal, Inc., we have included some key things to remember:

- Employees should only engage in social media activity during work time as part of their business role and when approved by their manager. We want to be sure that designated employees are trained effectively on our communications, brand, and focus.
- Employees should only identify or reference company clients, customers, employees, or vendors with express written permission to maintain our industry and internal relationships. **See your manager for further advisement.**
- All guidelines regarding confidential, proprietary/customer business, and other personal business/personnel information apply in full to social media. Any information that is confidential from disclosure through a conversation, a note, or an e-mail is also confidential from disclosure through any social media outlets.

- If an employee mentions the Company and expresses either a political opinion or an opinion regarding the Company's actions, the post should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's goodwill in the marketplace.
- It's also important to be truthful, professional, and respectful of potential readers and colleagues. Any use of profanity, false or discriminatory comments, or engaging in libel or slander when commenting about the Company, superiors, co-workers, or our competitors is unacceptable as it could hurt our business and relationships. If you published something in error – own it, send out a correction, and follow up as needed to ensure the matter is taken care of for your credibility as well as that of the Company.
- If you want to publish multimedia content, ensure that this is protected in all regards by copyright law or by other legal means. In addition, only publish content (including photos, videos, and sound recordings) that you created yourself and for which you received written approval of the respective rights holder(s).
- Employees should only use the Company's logos or trademarks for approved business purposes or to endorse a product, service, or partner with specific permission.
- Any conduct which is impermissible under law if expressed in any other form or forum is also impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous, or threatening does not represent the Company or you well, and is not permissible in any form.

Company policies apply equally to social media. The Company encourages all employees to keep in mind the speed and manner in which information posted through social media can be relayed (and often misunderstood) by readers. Employees must use their best judgment in how they use social media. Employees with any questions should review the guidelines above and/or consult with their manager. When in doubt, do not post!

Confidentiality

Employees are entrusted with important information about our Company and our clients. As an employee of Clean Seal, Inc. it is important that you not reveal or disclose, nor permit to be revealed or disclosed, to any firm, person or entity, any nonpublic information or data concerning the Company or its customers, suppliers, representatives, subcontracts, products, services, business and finances, or use any nonpublic information, except as required and authorized to perform your job duties for the Company.

If an employee questions whether certain Company proprietary information (business secrets) is considered confidential, they should first check with their immediate supervisor or the General Manager "GM". The employee must ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving the work area each day. During the work day, employees should not leave any sensitive information lying about or unguarded. The Company will respond to the news media in a timely and professional manner only through Company designated spokespersons. Any inquiry from the media that pertains specifically to the Company should be referred to the GM or President to ensure only accurate and public information is reported.

Conflicts of Interest

We count on our employees to avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Company may conflict with the employee's own personal interests.

To keep it simple, Company property, business secrets and/or information, or business opportunities should not be used for personal gain. Employees with a conflict-of-interest question should seek advice from management to be sure that unbiased decisions are being made appropriately.

Outside Employment

Employees should be sure that any outside activities and conduct away from the job do not compete with, conflict with, or compromise the company interests or adversely affect their job performance and the ability to fulfill all of their position responsibilities. This includes performing services for customers that are normally performed by the Company.

Solicitation and Distribution

To ensure a productive work environment, employees (and non-employees) may not solicit or distribute literature in the workplace at any time for any purpose, without prior consent of Management. All postings on bulletin boards will be handled by Management and HR Representative only.

Use of Company Property

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using company property, employees are expected to exercise care, ensure required maintenance is performed, and follow all operating instructions, safety standards, and guidelines.

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

Return of Company Property

Employees are responsible for all Clean Seal, Inc. property, materials, or written information issued to them or in their possession or control. Employees must return all materials and property or copies of such, belonging to the Company, or its customers, suppliers, and subcontractors, including but not limited to, all originals and copies of sales information, files, reports, telephone directories, manuals, procedures, visual aids, or customer lists, **immediately upon request or upon termination of employment.**

Any electronic documents must be provided to the Company and removed from other personal-use devices.

Employee Information, Files, and Other Verifications

Personal information such as an employee's address and telephone number are contained in a confidential employee file with the appropriate management. Employees will be provided with access to and copies of their performance, medical, or exposure files, as requested.

Employee files, however, may not be removed or taken out of the confidential area in which they are held. If the employee objects to anything contained in his or her file, the employee may contribute a memo to the file presenting the employee's point of view, as it relates to other business/work documents in the file. Please consult with your HR Representative or the GM for further information.

Employees should keep their employee file up to date by informing management of any changes to their personal information. Employees should also inform their supervisor and/or their HR Representative of any specialized training or skills acquired that can be utilized in their career with the Company.

Unreported changes of address, marital status, etc. can affect withholding tax, benefit coverage or beneficiary information. Further, an "out of date" emergency contact or an inability to reach an employee in a crisis may be extremely problematic.

To ensure appropriate and confidential communication channels, any pertinent employee background checks, references, or verifications will be completed by the HR Representative.

Drug & Alcohol-Free Environment

Clean Seal, Inc. wants to provide an alcohol/drug-free, healthful, and safe workplace. To promote this goal, the Company may conduct drug testing where reasonable cause exists, and at its discretion, the Company may conduct random screenings. Employees are required to report to work in a full mental and physical condition to effectively perform their jobs in a safe and satisfactory manner for the benefit of all employees.

To ensure this is the case, Clean Seal, Inc. has a zero-tolerance policy for any use, manufacture, possession, distribution, selling, purchasing, or being under the influence of illegal drugs, drug paraphernalia, and/or alcohol on Company premises, while conducting business on or off the premises, while driving a Company vehicle or driving a personal vehicle for Company business, or while representing the Company.

For the purpose of this policy, "illegal drugs" includes the misuse or abuse of prescriptions or over the counter medications. **The legal use of prescribed or over the counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of his/her position.**

It must also not endanger the employee or other individuals when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

However, to the extent permitted by and in accordance with applicable law, this exception does not extend any right to report to work under the influence of medical marijuana.

Violations of this policy may lead to counseling, more progressive actions up to and including termination, and/or require participation in a substance abuse rehabilitation or treatment program.

Creating a Safe & Respectful Environment

We are strongly committed to providing a safe and respectful workplace for all related to our Company. This policy is to minimize the risk of intimidation, harassment, and the risk of personal injury to our employees, customers, vendors, and visitors, along with any damage to Company and personal property. Clean Seal, Inc. values and respects their employees and has a ***zero-tolerance policy against any sexual or other forms of harassment, bullying, or workplace violence*** as this behavior is inappropriate, potentially discriminatory, and illegal.

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee or person on the premises 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/devices/substances, stalking or any other hostile, aggressive, and injurious and/or destructive action undertaken for the purpose of domination or intimidation. The Company also will not tolerate conduct such as:

- Destruction of property, equipment or goods belonging to the company or another employee.
- Fighting or provoking a fight involving physical contact on company property for whatever reason.

Weapons are prohibited within Company facilities unless such prohibition is restricted by applicable law.

Clean Seal, Inc. employees are considered representatives of the Company and are required to report all potentially dangerous situations, including violence or hazardous conditions, to their supervisor.

If the supervisor is unavailable, or the employee believes it would be inappropriate to contact that supervisor, the employee should immediately contact the HR Representative to document the incident and initiate an investigation for immediate action.

In addition, every employee has a right to privacy and protection of their personal matters. If an employee does not wish to discuss certain personal issues, others should respect their right to privacy. If Supervisors need to discuss sensitive issues with employees, they will do this in a private setting.

In addition, for the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. These behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her race, color, creed, religion, national origin, ancestry, citizenship status, sex, gender/ gender identity, political affiliation, sexual orientation, age, disability, marital status, veteran status, genetic information or any other characteristic protected by law that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; degrading jokes; and written or graphic material that degrades or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Anti-Bullying

Clean Seal, Inc. defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the Company's core values and the expectation that all employees will be treated with dignity and respect. **Clean Seal, Inc. will not, in any instance, tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.**

Bullying may be intentional or unintentional. **However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when determining disciplinary action. As in sexual harassment, it is the effect of the behavior on the individual that is important.** Clean Seal Inc. considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening and obscene gestures that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Individuals and Conduct Covered

These policies apply to all applicants, employees and those not directly connected to Clean Seal, Inc. (ex. an outside vendor, consultant, or customer). **Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace**, such as during business trips, business meetings, and business-related social events.

What You Should Do & How We Will Respond

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with their Supervisor, GM, or HR Representative.

When possible, Clean Seal, Inc. encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop. Often this action alone will resolve the problem. However, Clean Seal, Inc. also recognizes that an individual may prefer to pursue the matter through other less intimidating measures.

The Company always encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of threatening behavior, harassment, discrimination, bullying, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. ***Confidentiality will be maintained throughout the investigatory process to the extent possible within the investigation and appropriate corrective action.***

Retaliation against an individual for reporting policy/legal issues, threats, harassment or discrimination, bullying, or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and will be subject to immediate disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Any misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. ***Also, any false and malicious complaints of harassment, discrimination or retaliation may be subject to disciplinary action as well.***

Employees threatened by an outside party should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices.

The Company will promptly and thoroughly investigate all reports of actual or threatened violence, as well as suspicious individuals or activities, and take immediate action. ***The identity of the individual making a report will be protected to the extent practical. We will take all effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.***

Benefits & Perks

Health & Wellness Benefits & 401k Plans

In addition to a family-oriented atmosphere, entrepreneurial work environment, flexible work/life balance and competitive pay, it is the Company's practice to provide competitive benefit and retirement plans to all eligible employees to enhance their current and future well-being as the Company continues to grow.

The specific provisions of the plans or practices, including eligibility and benefits provisions, are summarized in corresponding summary plan descriptions ("SPD's"), where applicable, or will be communicated with you during onboarding. Eligible employees can begin participating in the insurance programs on the 1st of the month following 60 days of employment. Eligible employees will have the ability to participate in the Company sponsored 401k Plan upon successful completion of 1 year of employment.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason. Questions regarding benefits may be directed to your supervisor or the HR Representative.

PTO, Holiday Pay, Leave Time & More

PTO

Clean Seal, Inc. understands that employees need time away from work for special events, medical reasons, and relaxation. A healthy balance between work and nonwork activities is essential to maintain quality performance, a positive work atmosphere, and the employee's overall well-being. To support this philosophy, the company has designed a paid time off (PTO) plan that incorporates vacation, personal and sick time into one program.

Upon completion of 90 days of employment, full-time employees are eligible for pro-rated PTO accrual. Additional PTO hours are granted at the milestone anniversaries of 1 year, 3 years, 5 years, and 10 years. PTO hours reset on January 1st of each year. Please see Clean Seal's Human Resources Department for a copy of the company's current PTO accrual policy.

Paid time off needs to be approved in advance, where reasonable, by your immediate supervisor, so we can be sure our work gets done to meet our customer's expectations. The request should be submitted to your supervisor at least 2 days (48 hours) in advance when possible. To ensure you have the time needed for rest and regeneration, PTO time will not accumulate year over year and should be taken in the year it is earned.

PTO time is not counted as hours worked for purposes of calculating overtime.

Holidays

The Company has designated paid holidays each year when the facility will be closed. The holiday closings and pay schedule will be posted on the bulletin boards or announced by management. Full-time employees are eligible for paid holidays after 90 days of employment. To be eligible to receive pay for a Holiday, you must work the full day before and the full day after that Holiday. If you have pre-planned and supervisor-approved time off on the day before and/or the day after the Holiday, then you must have enough PTO hours available to fully cover the amount of requested time off. If you do not have enough PTO hours left to fully cover the requested time off before and/or after the Holiday, then you will *not* receive the Holiday pay. Active part-time employees with an established weekly work schedule may be eligible for a pro-rated version of holiday pay.

Holiday pay is not counted as hours worked for purposes of calculating overtime.

Please see Clean Seal's Employee PTO & Benefits Internal Policy for more detailed information. Ask your supervisor or the Human Resources Department for a current copy of the policy.

Leave Time

Employees on personal or medical leaves will need to have their leave time approved (5) five days in advance, where possible. A doctor's note regarding a medical leave must be provided by the Employee to indicate the tentative number of days away from work so that we can make other arrangements. The employee must also provide a return to work note from their physician, indicating with or without restrictions, to ensure they can safely return to work and meet their position expectations.

The Company will provide restricted or limited work, where designated by the physician and where available, to help employees get acclimated as needed into their full position capacity. Approved leave time will be provided without pay, based on leave eligibility, after all available PTO hours have been exhausted. Employees on approved leave time may be eligible to continue the health insurance plan, based on the Plan Document and continuation of coverage guidelines. **If you have questions regarding the Leave policy or require the need for leave, please see your HR Representative right away for more information.**

Employees who serve in the US Uniformed Services are entitled to certain re-employment and leave rights and are subject to certain obligations that limit these rights. All military leaves of absence are governed by the Uniformed Service Employment and Re-employment Act of 1994 ("USERRA"), as amended, and any applicable state or local laws.

Bereavement Pay

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Bereavement leave with pay, up to three consecutive days, will be granted to all employees who lose an immediate family member. One day of bereavement leave with pay will be granted for extended family members.

Employees needing additional time off may use available PTO hours as necessary with their supervisors' approval. ***In administering this policy, the Company may require verification of death and relation to the deceased.***

Jury Duty & Voting

The Company realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so and to meet their voting privileges. All employees summoned for jury duty or needing to vote will receive time off, where their work prevents them from attending to these duties, according to applicable state laws and regulations. Please consult with your immediate supervisor and/or your Human Resources Representative as soon as you are aware of an event. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Management should be informed of the expected length of jury duty service; and employees should return to work if excused from jury duty during regular work hours.

Employees on jury duty leave are not paid by Clean Seal, Inc. for time spent on jury duty service. Available PTO hours may be used if desired. The employee should provide the Company with verification of service. Jury Duty or time off to vote is not counted as hours worked for purposes of calculating overtime.

Hiring at Clean Seal, Inc.

At Clean Seal, Inc., adding individuals that are a good fit with the Company can influence our success in various ways. Adding a great person, who has the core values and behaviors that drive our business means easier acclimation for the new person to our team – and greater success for us collectively.

Who do you know?

If you know of someone who would be a good fit for the Clean Seal, Inc. team and if they meet the qualifications for an existing job opening, you may be eligible for our **Employee Referral Bonus Program** if you refer them for employment and they are hired. Ask your immediate supervisor and/or your HR Representative for details.

Employment with Clean Seal, Inc. is contingent upon successful completion of all pre-employment screenings, up to, but not limited to: verification of all background, education and employment, I-9, and other information, along with accepted agreements. The Company may conduct background checks in compliance with the Fair Credit Report Act. All employment with Clean Seal, Inc. is “at-will” and may be terminated by either party, at any time, with or without cause and with or without notice.

We Always Want Your Feedback - Talk to Us

Employees can bring their questions, suggestions, and complaints to our attention at any time. We value your input and collaboration to help our group grow. If you feel you have a problem, you can present the situation to your immediate supervisor at any time so we can help remove any obstacles you are facing or enhance our current practices. If you still have questions or hurdles, you can go to your senior management or HR Representative, so the situation can be resolved.

Your suggestions and comments on any subject, idea, or concern are important and we appreciate it when employees take the opportunity to discuss them with us. To help encourage your suggestions, there is a secured suggestion box in the upstairs breakroom. We value your input and may offer a reward for employees that provide cost-saving ideas for the Company.

Where Do You Want to Grow?

Our employees are constantly working together towards our ever-changing goals to create a better tomorrow for all of us. And we are confident that you can grow and add continuing value as well! ***We are excited to see where you take us!*** The focused work, ideas, and dedication that you bring will not only create meaningful value for our customers – but will create meaningful success for you and our team!

So, Welcome Aboard – and Let's Get Started!!!!

CLEAN SEAL[®], INC.

Revision 2-6-19: Pages 11 and 26; Clarification of vacation hours paid upon separation policy.

Revision 1-20-2020: Page 4; Clarification and rewording of Quality section, page 26; revision to Vacation weeks table.

Revision 11-4-2022: Page 26; Clarification of and additional wording to Holiday Pay section to reflect historical Internal Policy, addition of directive to see Employee Benefits Internal Policy for more details.

Revision Nov 2023 for 1-1-2024: Page 26 - New PTO Policy, Pages 9,26- Probationary Period 90 days vs 60.

Revision 2-12-25; Page 12: Clarification of wording for rule #14 (as we now use retinal scan technology for clock in/out).

DISCLAIMER AND EMPLOYEE ACKNOWLEDGMENT & RECEIPT OF EMPLOYEE INFORMATION GUIDE

The Clean Seal, Inc. Employee Information Guide (or Handbook) contains information about the general employment policies and practices of the organization. You should read the Employee Information Guide carefully, as it is a valuable reference for understanding the organization and our parameters for behaviors. **Because the Company is a growing and changing organization, the Company reserves the discretion to expand or modify this employee guide at any time without advance notice. The Employee Information Guide supersedes and replaces any and all prior inconsistent verbal or written information or statements. The Employee Information Guide may be supplemented by additional policies and procedures formulated by the Company or Department. In addition, some states may have differing legal requirements that supersede the provisions of this Employee Information Guide. Please consult your General Manager "GM" or HR Representative for further information.**

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Information Guide:

My signature below confirms that I have received the Employee Information Guide for Clean Seal, Inc. I understand that I am responsible for reading and understanding the guidelines (policies, procedures, and practices) included in this guide, as well as those provided outside of this information. I understand that I will be expected to comply with these guidelines and with any amendments that may be made.

If I have questions about any existing policy at any time, I understand that I can consult a supervisor, a senior manager, GM, or the HR Representative to get the necessary guidance. I understand that violation of any of the requirements, practices, or policies set forth in this Employee Information Guide may subject me to counseling/discipline, up to and including termination from the Company.

I understand that the Company reserves the right to change the policies, procedures, practices, and/or benefits contained in this Guide at its sole discretion. When the Company implements new policies or modifies existing policies, the changes may be communicated in any or all of the following various methods: electronic communication, paper distribution, posting on bulletin boards and any other reasonable method that the Company deems appropriate.

I further understand that my employment is terminable at will, either by myself or the Company, regardless of the length of my employment or the granting of benefits, booklets, guides, or information of any kind. I understand that no contract of employment other than "at will" has been expressed or implied, and that no representative of the Company other than Senior Management is authorized to provide any employee or employees with an employment contract or special arrangement concerning terms or conditions of employment and that any such agreement must be in writing and signed by the President or General Manager.

Employee Signature

Printed Employee Name

Date

The signed original copy of this receipt should be given to management - it will be filed in your employee file.