



EMPLOYEE HANDBOOK

January 2026

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Core Policies

1.0 Welcome

1.1 A Warm Welcome

Welcome to EQ United!

We are confident that you will find our company an exciting, family-oriented place in which to work, and we look forward to helping you develop into a person that can accomplish what you want in your career. We consider the employees of EQ to be one of our most valuable resources, and we look forward to a productive and successful relationship with you. We sincerely hope that your position with us is both rewarding and enjoyable. You can make a difference!

EQ United complies with all federal and state employment laws, and this handbook generally reflects those laws. EQ United also complies with any applicable local laws, although there may not be an expressly written policy regarding those laws contained in the handbook. The employment policies and/or benefits summaries in this handbook are written for all employees.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree with the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. EQ United reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the work place. If you have questions about your employment or any provisions in this handbook, contact the Director of Human Resources.

We wish you success in your employment here at EQ United! We are proud you joined our team and extend to you a warm WELCOME TO EQ!

All the best,

Nate Carpenter, Jason Loose, and the whole EQ Team

1.2 At-Will Employment

Your employment with EQ United is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Chief Operating Officer (COO) or the Chief Financial Officer (CFO) has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the COO or CFO.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 Company Facilities

EQ United Locations and contact information:

Corporate Office

19300 Grange Street
Cassopolis, MI 49031
- Operations
- Accounting
- Human Resources
- Marketing -

EQ Systems

19300 Grange Street
Cassopolis, MI 49031
-Operations/Administration
-Engineering
- Quality
-Sales
- Service/ Warranty

EQ Logistics:

3304 Reedy Drive
Elkhart, IN 46514
Operations:-
Customer Service:

EQ Logistics:

28812 Phillips St
Elkhart, IN 46514
- Operations
- Customer Service

.EQ Logistics

55169 CR 3 N
Elkhart, IN 46514
Crating
Maintenance

EQ Logistics

2040 Toledo Rd.
Elkhart, IN 46516

2.2 Mission Statement

MISSION:

We innovate quality solutions that make life better for our customers, employees and community.

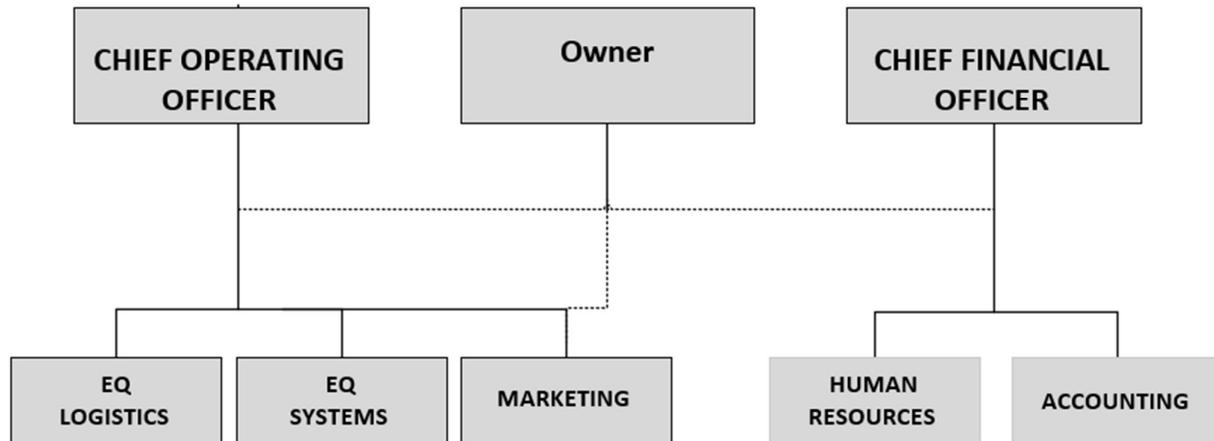
CORE VALUES:

- Quality: We provide dependable products and services you can count on.
- Innovation: We creatively solve problems and do not settle for the easy or obvious.
- Family-Oriented: We respect our differences, sacrifice for each other and what is most important.
- Development: We invest in people, honor hard work and provide life-long opportunity.

If you are reading this, we believe that you are a perfect addition to our team to help us achieve that mission. Our success is based on the personal attention and contributions of our employees. As a member of the EQ team, you will make a difference, and we will depend on YOU.

2.3 Our Organization

EQ UNITED



2.4 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including EQ United's policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

EQ United recognizes the importance of supporting employees experiencing limitations related to pregnancy, childbirth, or related medical conditions by providing reasonable accommodations. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.

- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require an accommodation, notify your supervisor. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed.
- A description of the proposed accommodation.
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious.
- If the Company is already aware of the limitation due to previous disclosures.
- When requesting accommodations such as additional restroom breaks, fluid intake, food breaks, or seating arrangements, which are considered presumptively reasonable.
- For any lactation accommodations.
- When a similar accommodation has been provided to other employees without requiring documentation.

The Company will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if it results in undue hardship to the Company. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The Company strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

3.2 Conflicts of Interest

EQ United is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to EQ United, you must disclose it to your Supervisor and you must conduct business in accordance with all relevant laws and refrain from any illegal, dishonest, or unethical conduct. You should exercise good judgment based on high ethical standards when conducting business. If a situation arises where it is difficult to determine the proper course of action, discuss the matter openly with your supervisor and, if necessary, with the designated individual for advice and consultation. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict. Common conflicts of interest include:

- Use of company information or equipment for personal gain
- Moonlighting
- Receiving gifts from persons with whom the company does business
- Reporting to a family member
- Employees are strictly prohibited from exchanging gifts, meals, or entertainment with vendors or potential vendors unless such exchanges are appropriate to the circumstances of the business relationship, are of nominal value, and do not influence or give the appearance of influencing the recipient's business judgment. Any such exchanges must not be construed as a bribe, kickback, or payoff. Under no circumstances may cash or cash equivalents, such as gift cards or vouchers, be given to or received from

any vendor or potential vendor. Violation of this policy may result in disciplinary action up to and including termination of employment.

3.3 Disability Accommodation

EQ United complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship to the business.

If you require an accommodation because of your disability, it is your responsibility to notify Human Resources. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Where state or local law provides greater protection to employees than federal law, the Company will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against employees for requesting accommodation.

3.4 EEO Statement and Nonharassment Policy

Equal Opportunity Statement

EQ United is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company

prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunities with your Supervisor or any other designated member of management.

Policy Against Workplace Harassment

EQ United has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors.
- Lewd or derogatory comments or jokes.
- Comments regarding sexual behavior or another person's body.
- Sexual innuendo and other vocal activity such as catcalls or whistles.
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- Repeated requests for dates after being informed that interest is unwelcome.
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency.
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories.
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify your Supervisor, Human Resources, or any member of management.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination has occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

3.5 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with EQ United. If you are currently employed and have not complied with this requirement or if your status has changed, inform Human Resources.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

In addition to the requirements outlined above, if the Company is notified by a governmental agency of a Social Security Number no-match or potential identity theft issue, the Company will respond to such notifications in a consistent manner, following all required procedures to address and resolve the matter. Employees are expected to cooperate fully with any requests for information or documentation related to these processes. Failure to comply with these requirements may result in disciplinary action, up to and including termination of employment.

3.6 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at EQ United. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

3.7 Job Descriptions

EQ United attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Supervisor.

Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Supervisor.

3.8 New Hires and Introductory Periods

The first 60 days of your employment is considered an evaluation period. During this period, you will become familiar with EQ United and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this evaluation period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the at-will employment relationship.

3.9 Posting of Openings

EQ United desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings will generally be posted on the TVs, as well as on our Internet site. You may be eligible for a referral bonus when you refer a new employee, however new employees must inform Human Resources prior to their start date.

3.10 Religious Accommodation

EQ United recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Company complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Company will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with Human Resources. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Company will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Company encourages you to suggest specific reasonable accommodations. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent that any reasonable accommodation can be made without imposing an undue hardship on the Company .

The Company will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

3.11 Training Program

In most cases, and for most departments, training employees is done on an individual basis by the department Supervisor. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Supervisor.

4.0 Wage and Hour Policies

4.1 Accommodations for Nursing Mothers

EQ United will provide nursing mothers with reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in company refrigerators, located in breakrooms or other areas throughout the facilities. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out/record the start and end time for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts not to disrupt Company operations.

You are encouraged to discuss the length and frequency of these breaks with your Supervisor.

The Company will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

4.2 Attendance

EQ United requires regular and punctual attendance by employees. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

All employees are required to use PTO hours with all preplanned absences, unless time off is covered under another benefit such as short/long-term disability or approved by senior management.

If you are not going to arrive at work or return from a break on time, production, warehousemen, and drivers must use the call-off line. Office employees should notify their immediate supervisor by phone or text. Failure to notify the company within the required timeframe could result in the absence being considered a no call/no show.

If you must miss work due to an emergency or another unexpected circumstance, production, warehousemen, and drivers must notify the company using the call-off line as soon as possible, but no later than 2 hours after your scheduled start time. Messages should include name, department and immediate supervisor's name along with the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your supervisor immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with the Company policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. Scheduled time off work will not count as an absence/late arrival/leaving early occurrence if scheduled and approved in advance. This policy applies to all absences, including full or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The Company maintains tardiness and absenteeism records for each employee. These records are kept on a point-system basis, with points assigned depending on the nature of absence or tardiness. Regular, full and part-

time, non-exempt employees who are employed as production, warehouse or driver will be assigned a set number of points for each attendance occurrence, as permitted by law, as indicated below:
Each unexcused absence = 1 point
Each no call/no show = 2 points
Each unscheduled late arrival = 0.5 points
Each unscheduled early departure = 0.5 points
The Company will apply unused Paid Time Off (PTO) to unplanned absences but will still be assigned 1 point.
Absences resulting from approved leave, or legal requirements are exceptions to this policy.

If you fail to report to work for three or more consecutive days and have not provided proper notification, the Company will assume that you have voluntarily resigned your position and will proceed with the termination process.

Occurrences of absenteeism and tardiness are combined for purposes of determining whether disciplinary action is warranted. When you reach various point levels, certain steps will be used to correct excessive absenteeism and tardiness:

- 2 to 3 points in a prior 3-month period = Verbal Written Warning
- 3.5 to 4.5 points in a prior 3-month period = Written Warning
- 5 to 5.5 points in a prior 3-month period = Final Written Warning
- 6 points in a prior 3-month period = Termination

You will receive a verbal written warning, a written warning, a final written warning, or will be terminated depending upon the number of points you have accumulated during the immediately preceding 3 months.

Employees in the first 60 days of employment are allowed an accumulation of 2 points. Any points exceeding the allowed amount may result in disciplinary action up to and including termination.

4.3 Business Expenses

The purpose of this policy is to define approved non-travel business expenses and the authority for incurring and approving such expenses at EQ United.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Company procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The Company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other employees. The most senior employee present is responsible for paying for and reporting all expenses.

The Company will make every effort to have a master account set up for Company -wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The Company pays for entertainment expenses only when they clearly benefit the Company, include customers, and are promotional in nature. The most senior individual present is responsible for paying for and reporting all expenses.

Technical and Training Seminars

The Company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your Supervisor.

Credit Cards

Employees who are approved for company-issued credit cards may only use the credit card for company business unless approved by senior management, prior to purchase. Employees who are issued a credit card will receive a Corporate Credit Card Policy agreement to accept the terms for card usage. Any violation of the Company's credit card policy will result in cancelation of the credit card. The Corporate Credit Card Policy also applies to personal credit cards used for business expenses that are submitted for reimbursement.

Reporting

Company Credit Cardholders and business expenses on personal credit cards must submit proof of each credit card transaction via the electronic reporting mechanism and provide an itemized receipt when practicable. A failure to provide receipts or a credible explanation for any transactions in a timely manner could result in a deduction from the cardholder's salary or loss of a company credit card.

4.4 Direct Deposit

It is EQ United's policy that employee paychecks are electronic. Employees will enter into Paylocity, direct deposit information during their onboarding. Failure to provide requested information will result in employees receiving a Company provided pay card. Please see Human Resources for pay card details.

Employees can view their detailed paychecks in Paylocity as well as change their direct deposit information at any time.

4.5 Employment Classifications

The Company designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt Employees.** Nonexempt employees must accurately record all time worked each day and verify that the reported hours worked are complete and accurate. Nonexempt employees are entitled to an hourly wage and overtime pay. Hourly Employees are paid based on hours worked and are eligible for overtime pay.

The Company also assigns each employee to one of the following classifications:

- **Evaluation:** A person hired on a regular basis must satisfactorily complete a sixty-day (60) day evaluation period before becoming a regular employee. This evaluation period is used for training and learning about your position and company policies and procedures. During this period, the Company may terminate the employee's employment with or without cause and without advance notice.
- **Regular.** Regular full-time employees are normally scheduled to work at least 30 hours per workweek, except for approved time off and have completed their evaluation period of employment.
- **Part-Time .** Regular part-time employees are normally scheduled to work 29 hours or less per workweek.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact Human Resources. These classifications do not alter your employment at-will status.

4.6 Introduction to Wage and Hour Policies

The Company's compensation package includes a competitive pay plan and an employee benefits program. Although many of our benefits are summarized in the Handbook, the following summaries do not supersede or alter the specific terms and conditions contained in other documents, such as insurance contracts or retirement plan documents, which cover these fringe benefits. The amount and type of fringe benefits provided to all qualifying employees, as well as any required employee contributions, may be amended or changed from time to time.

Regular employees are eligible for all Company benefits.

Part-time employees are eligible for benefits such as PTO or holiday pay and will be paid based on "normally scheduled/worked" hours that would be paid at their regular rate. Part-time employees are not eligible for insurance coverage.

Evaluation employees are not eligible for benefits such as insurance coverage, PTO or holiday pay, except as expressly stated in the Handbook or in relevant plan documents.

Please contact Human Resources if you have any questions about any of our benefits.

4.7 Meal and Rest Periods Policy

EQ United strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding lunches and breaks. Check with your Supervisor regarding procedures and schedules for lunches and breaks. The Company requests that employees accurately observe and record lunches and breaks. If you know in advance that you may not be able to take your scheduled break or lunch, let your Supervisor know; in addition, notify your Supervisor as soon as possible if you were unable to or prohibited from taking a lunch or break.

4.8 Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, by your Supervisor .

At certain times EQ United may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays and Paid Time Off (PTO) days do not count as time worked for computing overtime.

4.9 Pay Periods

At EQ United, the standard pay period is weekly for all employees, issued normally on Fridays. If a pay date falls on a holiday, you will be paid on the preceding workday.

Review your paycheck for accuracy in the Human Resources information System (Paylocity). If you find an issue, or need assistance logging into Paylocity, contact your Supervisor or Human Resources immediately.

4.10 Paycheck Deductions

EQ United is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state

unemployment taxes, applicable local county income tax and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your paycheck that is available for viewing on Paylocity. If you have any questions about deductions from your pay, contact Human Resources.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Supervisor or Human Resources.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

4.11 Recording Time

EQ United is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Company has complete and accurate time records and that employees are paid for all hours worked, nonexempt production, drivers, warehouse employees are required to record all working time using Company timeclocks and nonexempt office employees are to record work time in Paylocity on Company-issued computers. Select positions will have the ability to clock in on their mobile device. Speak with your Supervisor for specific instructions.

You must accurately record all of your time each day to ensure you are paid for all hours worked and must follow established company procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your lunch period.
- Immediately before resuming work, after your lunch period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.

Notify your Supervisor or Human Resources of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.12 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at EQ United.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved EQ United business trips. Travel is limited to business activities for which other means of communication are inadequate and for which prior approval from your Supervisor has been received.

Advances

The Company does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The EQ United pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Air Travel

Use economy or tourist class airfares when traveling on EQ United business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used.

Airfares are to be charged to company credit cards and a receipt submitted on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved business expenses.

Insurance

EQ United does not pay for personal travel insurance for employees.

Rental Cars

Available reasonable transportation is to be used.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Airline travel, rental cars, and hotels must be booked by the employee.

4.13 Use of Employer Credit Cards

All employees who are issued a Company credit card will abide by the terms of the Corporate Credit Card Policy, to be reviewed and signed prior to issuance.

Cardholders must submit proof of each credit card transaction weekly via the expense tracking website. Your Company credit card may not be used for personal reasons unless prior written approval from senior management is given.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse all such purchases to the Company.

Immediately report lost or stolen Company cards to your supervisor. Failure to follow this policy may result in disciplinary action up to and including termination.

4.14 Workday/Workweek

EQ United's first shift workweek runs from Monday to Friday, while the third shift runs Sunday to Thursday. The workday start time varies, depending on an employee's assigned department. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

EQ United will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Company, whether on or off Company property, may result in disciplinary action including suspension or termination of employment.

Employees are required to immediately disclose criminal convictions and felony arrests to Human Resources. A reported conviction or felony arrest does not automatically preclude continued employment. The Company will independently review and investigate the incident that resulted in the conviction or felony arrests to determine the potential impact on the company and the employee's role. Once a review has been completed, the Company will determine whether the individual will be permitted to continue to perform in his/her role.

Employees that fail to disclose criminal convictions or felony arrests or fail to provide accurate or complete details regarding a conviction or felony arrest may be subject to disciplinary action up to and including immediate termination of employment.

5.2 Disciplinary Process

A high level of job performance and professionalism is expected from each employee. If an employee's job performance does not meet the standards established for the position, they violate company policies or procedures, or their behavior is otherwise unacceptable, corrective action may be necessary. Corrective action may include, but is not limited to coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion and the Company is not required to take any disciplinary action before making an adverse employment decision, including termination.

5.3 Employment Verification

EQ United's policy is to confirm dates of employment, job title, and compensation (where permissible under applicable law). The Company will only provide such information with your written authorization. Requests for employment verification should be forwarded to Human Resources.

5.4 Exit Interview

You may be asked to participate in an exit interview when you leave EQ United. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify

any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.5 Open Door/Conflict Resolution Process

EQ United strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Supervisor and, if necessary, to Human Resources or upper-level management. To help manage conflict resolution, we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its employees, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your Supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Supervisor. If you have already brought this matter to the attention of your Supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper-level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.6 Outside Employment

Outside employment that creates a conflict of interest or affects the quality or value of your work performance or availability at EQ United is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Company should be reported to your Supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

While on a leave of absence, you may not work or be gainfully employed for yourself or by another employer. If you are on a leave of absence and are found to be in violation of this policy, you will be subject to disciplinary action up to and including termination.

5.7 Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with EQ United's profitability, job performance, and the consumer price index. The Company may also make individual pay raises based on merit or due to a change of job position.

5.8 Promotions

To match you with the job for which you are best suited and to meet the business needs of EQ United, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, length of service, and other qualifications that are required for the job. Employees interested in a promotion may express their interest to the designated person.

All employees promoted into new job positions will undergo an evaluation period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Company benefits for which they are eligible.

5.9 Resignation Policy

EQ United hopes that your employment with the Company will be a mutually rewarding experience; however, the Company acknowledges that varying circumstances can cause you to resign from employment. The Company intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The Company requests that you provide a minimum of two weeks' notice of your resignation and work through their applicable notice period. Employees who do not provide a 2-week notice and/or work the 2-week period will not be paid for accrued PTO.

Subject to Senior Management approval, the use of PTO will generally not be permitted to be used during an employee's notice period.

Position Elimination

There are times when employment may be terminated due to restructuring, lack of work or other changing business needs. In these circumstances, efforts will be made to provide employees with as much advanced notice as possible or required by law.

Job Abandonment

Unless otherwise precluded by law, employees who fail to report to work or contact their supervisor for 3 consecutive workdays may be considered to have abandoned the job without notice and to have voluntarily resigned effective at the end of their normal shift on the third day. The supervisor shall notify Human Resources at the expiration of the third workday and at that time may initiate the paperwork to process the employee's voluntary termination.

Termination

Employees are employed on an at-will basis, and the Company retains the right to terminate an employee at any time, with or without cause.

Final Pay

The Company will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the Company if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

COBRA

Health insurance terminates in accordance with applicable Plan documents. Information for continuing health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be mailed to a separating employee's home by our 3rd party vendor.

Return of Property

The return of all Company property is required at the time of separation, including uniforms, keys, tools, laptops, credit and gas cards, and door and/or time clock badges. Failure to return some items may result

in deductions from your final paycheck as state law allows. In some circumstances, the Company may pursue criminal charges for failure to return Company property.

5.10 Standards of Conduct

EQ United wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Company property.
- Possession of firearms, ammunition, or weapons, chemicals, etc., that are not placed out of sight in the employee's vehicle AND locked securely within the employee's vehicle.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Threatening, intimidating or coercing any employee or member of management.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working hours.
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.11 Transfers

The Company may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final, and your paycheck may be increased or decreased consistent with the pay scale for your new position. Employees requesting a transfer must have completed their evaluation period and have been in their current position for six (6) months.

5.12 Workforce Reductions (Layoffs)

If necessary, based upon business needs, EQ United's management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce. Factors considered in determining which employees will be laid off include the remaining work or job requirements, the skill, ability, attendance, past performance, and length of service of the employees involved, and the anticipated needs of the Company or customers.

6.0 General Policies

6.1 Access to Personnel and Medical Records Files

EQ United maintains separate medical records files and personnel files for all employees. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Employees, supervisors and others in management may have limited access to employment file information maintained by Human Resources as the Company deems necessary for business-related purposes and to the extent permitted by applicable law. Upon request, HR will provide employees access to their employment files within a reasonable timeframe, as required by state law.

All requests by an outside party for information contained in your personnel file will be directed to Human Resources, which is the only department authorized to give out such information.

6.2 Authorization for Use of Personal Vehicle

All employees who are required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. EQ United may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Company.

If you use your personal vehicle in the course and scope of employment, you may not operate such a vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device

Employees receiving an Auto stipend for the use of their personal vehicle will be required to abide by the Vehicle Driver Agreement, given to them prior to the stipend beginning. Violations of the Vehicle Drive Agreement may be subject to disciplinary action up to and including termination from employment.

Employees who are authorized to use their personal vehicles for Company business shall be reimbursed for such use in accordance with the prevailing federal mileage reimbursement guidelines. To receive reimbursement, employees must maintain an accurate record of the total number of miles traveled for business purposes, clearly state the purpose of each trip, and calculate the total reimbursement amount due. All reimbursement requests must be submitted using the Company's designated reimbursement form and must be accompanied by supporting documentation. Completed forms and documentation must be submitted to the employee's supervisor for review and approval prior to processing any reimbursement. Failure to comply with these requirements may result in denial of reimbursement.

6.3 Computer Security and Copying of Software

Software programs purchased and provided by EQ United are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems, you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company or developed by Company employees or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party. Senior Management is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Company must be purchased through Senior Management.

You may not duplicate, copy, or give software to any outsiders, including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

6.4 Employer Sponsored Social Events

EQ United holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a supervisor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so responsibly. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.5 Employer-Provided Cell Phones/Mobile Devices

EQ United may issue certain employees a Company cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

The Company owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Company in operable condition.

Violation of this policy may result in discipline, up to and including termination of employment.

6.6 Nonsolicitation/Nondistribution Policy

EQ United prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our non-solicitation/non-distribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. **Working hours** refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities.

Distribution

To ensure cleanliness, organization, and safety, the distribution of non-work-related literature or items within working areas is prohibited at all times. Employees must maintain clean and orderly work areas, keep aisles uncluttered, exits unimpaired, and ensure general neatness and orderliness. Littering at work sites is prohibited. No distribution of literature of any kind is permitted in any work area at any time. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the EQ United's equal employment opportunity (EEO) and non-harassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on company premises, including Company's parking lots, under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Supervisors.

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.7 Off-Duty Use of Employer Property or Premises

Company equipment and vehicles are to be used exclusively for Company-related business. Any exception to this policy requires prior approval from both the employee's Division Manager and senior management. In such cases, the employee must request a Corporate Borrowed Vehicle Driver Agreement and complete a Pre- and Post-Trip report with a Company-authorized individual, ensuring all parties sign off. The employee is responsible for covering the cost of any fuel used during personal use.

When using a Company vehicle with proper authorization, the employee must replace all fuel and fluids used. Any damage incurred during personal use will be the employee's responsibility. Unauthorized personal use of a Company vehicle may result in immediate termination. All terms and conditions outlined in the Corporate Borrowed Vehicle Driver Agreement must be followed without exception.

If you drive a Company vehicle, you are required to immediately report any driving infractions, violations, or restrictions, suspensions, or revocations to your supervisor.

If a Company vehicle is unsafe to operate, damaged, or otherwise cannot be used, notify your supervisor immediately.

As the driver of a Company vehicle, you are responsible for the vehicle during your use. This includes ensuring no unauthorized individuals operate the vehicle and maintaining its cleanliness and orderliness.

Under no circumstances should you operate a motor vehicle while under the influence of alcohol, drugs, or any substance that impairs judgment. You are also prohibited from texting, emailing, or using a mobile phone or other handheld device while driving, unless using a hands-free device.

Multiple moving violations on your annual Motor Vehicles report (MVR) may result in the suspension of your rights to drive a Company vehicle or use a personal vehicle for Company business. This suspension will remain in effect until one year passes without any further infractions. If driving violations persist and driving is essential to the successful performance of your job, termination may be considered.

6.8 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of EQ United. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Company, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Company. Contact Human Resources to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.9 Personal Cell Phone/Mobile Device Use

While EQ United permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and earbuds/air pods/headphones are not permitted on the EQ Systems plant floor and EQ Logistics warehouse unless they are specifically needed for work purposes. This includes texting while walking in the plant/warehouse, walking to another department/warehouse and walking to and from breaks and lunch.

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Company requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that follows applicable state laws.

You may connect your personal device to the Company network or to Company equipment (computers, printers, etc.).

If you are authorized to use a personal device, you will receive a monthly stipend based on the estimated use of the device. If you obtain or currently have a plan that exceeds the monthly stipend, the Company will not be liable for the cost difference.

6.10 Personal Data Changes

It is your obligation to provide the Company with your current contact information, including current mailing address and telephone number. You should also inform the Company of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, you may log into the HRIS (Human Resource Information System), Paylocity and update your information. You may also contact Human Resources.

6.11 Security

All employees play a crucial role in maintaining a secure work environment at EQ United. Unauthorized persons are not allowed on Company premises. Authorized visitors are vendors, suppliers, and customers

who are invited onto Company property. Guests must sign in and out at each facility's reception or office. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. When leaving work, ensure all desks, lockers, and doors protecting valuable or sensitive materials are locked. Report any lost or stolen keys, passes, or similar devices to your supervisor immediately. Avoid discussing details about the company's security systems, alarms, passwords, etc., with anyone outside the company.

Promptly inform your supervisor of any known or potential security risks or suspicious behavior from employees, customers, or guests. Safety and security are everyone's responsibility, and we depend on you to help keep our premises secure.

6.12 Social Media

EQ United acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to the Company's confidential and proprietary information, reputation, and brand;
- Expose the Company to discrimination, harassment, and other claims; and
- Jeopardize the Company's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Company's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Company or not.

Use Good Judgment

While the Company respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Company as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Company .
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the Company as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the Company's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of the Company on your personal account and are posting about the Company, make it clear that your views are your own and that you are not speaking on behalf of the Company .

Using Social Media at Work

Do not use social media while on work, unless it is work related as authorized by your supervisor or consistent with policies that cover equipment owned by the Company.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to the Chief Operating Officer or Chief Financial Officer.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

6.13 Suggestion Policy

.At EQ United, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. Discuss your ideas with your supervisor or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with the Company tools or property are considered to be the property of the Company.

6.14 Telecommuting

Telecommuting is defined as regularly working a full or partial workday from home or some other alternate work site.

EQ United will make telecommuting available to employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

6.15 Third Party Disclosures

From time to time, EQ United may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to Senior Management or Human Resources. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Human Resources.

6.16 Use of Company Technology

This policy is intended to provide EQ United employees with the guidelines associated with the use of the employees information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Company, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, and smartphones,
- Printers, photocopiers, and scanners.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

The Company's IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Company IT resources and communications systems are the property of the Company. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Company electronic information and communications systems.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Company IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without prior consent.

The interests of the Company in monitoring and intercepting data include but are not limited to: protection of Company trade secrets, proprietary information, and similar confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Company IT resources and communications systems.

Do not use Company IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

6.17 Workplace Privacy and Right to Inspect

EQ United's property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises, including that kept in lockers and desks.

7.0 Benefits

7.1 401(k) Plan

Eligible employees may participate in EQ United's 401(k) plan after completing any applicable waiting period as defined in the plan. Refer to your Summary Plan Description (SPD) for specific information.

The Company will notify you if you are eligible to participate in the 401(k) plan. Contact Human Resources to understand your eligibility requirements. This benefit may be canceled or changed at the discretion of the Company, unless otherwise required by law.

7.2 Bereavement Leave

EQ United recognizes the importance of taking leave when there is a death in the family.

All regular employees are eligible for bereavement leave and will be paid based on an eight (8) hour day up to three (3) scheduled workdays with pay, at their regular rate, during the standard work week. Part-time employees are eligible for bereavement leave and will be paid based on "normally" scheduled/worked hours that would be paid up to three (3) days, at their regular rate, during the standard work week. A relationship below must exist to qualify:

Mother	Father	Step-Parent
Sister	Brother	Grandparent
Grandparent-in Law	Spouse	Daughter
Son	Step Son	Step Daughter
Father-in-Law	Mother-in-Law	Son-in-Law
Daughter-in-Law	Grandchildren	Step-Grandchildren

Satisfactory proof of death and relationship must be submitted by the employee.

Accrued but unused Paid Time Off (PTO) is to be used if additional time is needed. Additional unpaid time off may be granted at the discretion of the Company on a case-by-case basis.

7.3 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the Company's health plan when a "qualifying event" could result in loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

7.4 Employer-Sponsored Disability Benefits

EQ United offers the following employer-sponsored disability insurance benefits to eligible employees, after the plan's defined waiting period, when they miss work due to non-work-related disabilities.

Short-Term Disability

Short-term disability insurance generally pays a weekly benefit if you cannot work because of a covered illness or injury. The benefit replaces a portion of your weekly income, providing funds directly to you to help pay your bills and living expenses. Check your plan documents for details about benefit payments and duration.

Long-Term Disability Insurance

Long-term disability insurance generally pays a monthly benefit to you if you cannot work because of a covered illness or injury. The benefit replaces a portion of your income, thus helping to meet your financial commitment in a time of need. Check your plan documents for details about benefit payments and duration.

Additional Information

The terms and conditions for the disability insurance program are outlined in the Summary Plan Description (SPD). Contact Human Resources for a copy of the plan provisions, required forms, and additional information about these benefits.

7.5 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), EQ United provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must:

- Have worked for the Company for at least 12 months, although that time need not be consecutive.
- Have worked at least 1,250 hours in the last 12 months; and
- Be employed at a worksite that has 50 or more employees within 75 miles.

Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is any rolling 12-month period (counting backwards from the date an employee uses any FMLA leave, for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition.
- To care for your own serious health condition that makes you unable to perform the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a 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).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave, to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

Notice

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must first consult with the Company regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Company.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including requests for absences under this policy. Failure to provide appropriate notice may result in the delay or denial of leave.

Contact Human Resources to request Family Medical Leave paperwork.

Certification

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from Human Resources. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Company may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical re-certification may also be required. Failure to provide requested certification within 15 days, when practical, may delay further leave until it is provided.

The Company also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you will be required to use available paid leave e.g., PTO, during FMLA leave as permitted by law.

FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in you receiving more than 100% of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during personal medical leave, you will not be required to use accrued paid leave.

Leave Increments

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Company may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child must be taken in a single block. It may not be taken on an intermittent or reduced leave basis except with express written consent of the Company. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Health Insurance

Maintaining Coverage During Leave

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Payment of Premiums

Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both you and your spouse work at the Company, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

Consistent with the Company's Outside Employment Policy, you may not work or be gainfully employed for yourself or another employer while on a leave of absence unless express, written permission to perform such work has been granted by the Company. If you are on a leave of absence and are found to be in violation of this policy, you will be subject to disciplinary action up to and including termination.

Interaction with State and Local Laws

Where state or local laws intersect with the FMLA, the Company will comply with the law that is the most favorable to you.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action, up to and including termination.

Designation of Leave

If the Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. You may not refuse FMLA designation under this policy.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Required Notice

The Company is required to provide you with a copy of the *Your Employee Rights Under the Family and Medical Leave Act* notice, which is attached as an addendum at the end of this handbook.

7.6 Health Insurance

EQ United offers group health insurance benefits to all eligible employees and their eligible dependents after the plan's defined waiting period. Health insurance benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from Human Resources.

Your group health benefits are paid in part by the Company. The remainder of the costs are paid by you through deductions from your paycheck.

Benefits may be canceled or changed at the discretion of the Company, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with the Company, you may have the right to continue your health benefits under federal or state law. In such event, the Company will provide you with information about your rights to continue your benefits coverage.

7.7 Holidays

EQ United offers the following paid holidays each year to regular and part-time employees:

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

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular day off, ask your supervisor how it affects you.

In order to receive holiday pay, an employee must work (or use PTO) their last scheduled day before and their first scheduled day after the holiday. Employees who are on a leave of absence do not receive holiday pay.

Part-time employees will receive holiday pay if the holiday falls on their regularly scheduled day.

7.8 Jury Duty Leave

EQ United encourages employees to fulfill their civic duties related to federal jury duty service. If you are summoned for jury duty, notify your supervisor as soon as possible to make scheduling arrangements. Employees are required to provide a copy of the notice to his/her supervisor promptly after the employee receives the notice. Upon return to work, the employee is required to provide his/her supervisor with a copy of the written notification from the court including the dates and times that the employee appeared for jury duty. The employee is expected to work whatever portion of the workday he/she is not in court with reasonable allowances for travel time.

Time spent for jury duty service is unpaid for employees in the evaluation period. Regular and part-time employees are eligible for paid jury duty leave for a maximum of straight time-hours in accordance with your schedule per day, ten (10) days per calendar year, provided the jury duty falls during the regular work schedule. If you are called for service and dismissed before noon, you must report to work for the rest of the scheduled working day.

The Company will not discriminate or retaliate against employees for missing work due to federal jury service. Upon return to work, you will be reinstated to your prior position without loss of seniority and will be treated as if you have been on a leave of absence or furlough.

7.9 Life Insurance

EQ United provides life insurance to all eligible employees after the plan's defined waiting period. You will be required to notify Human Resources of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit.

7.10 Military Leave (USERRA)

EQ United complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on the requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

7.11 Paid Time Off (PTO)

EQ United provides employees with paid time off (PTO) and is yours to use as you see fit. PTO is to help you find time for rest and relaxation and to meet your personal obligations.

The PTO accrual schedule is based on length of service. New hires will begin accruing PTO immediately upon hire (available after evaluation period). All employees will accrue PTO hours each pay period based on the PTO schedule below. Employees advancing to the next amount will do so on their anniversary date.

Years of Service	Weekly PTO Hours Earned	Annual Amount
0 – 1	1.54 hours	2 weeks
1 - 2	2.31 hours	3 weeks
2 - 5	3.08 hours	4 weeks
5 – 10	3.85 hours	5 weeks
10 +	4.62 hours	6 weeks

PTO can be rolled over each year, for a maximum balance of 480 hours. If a balance reaches 480 hours, employees will not accrue additional PTO until the balance is under the maximum allowable amount. PTO may only be taken in one-hour increments and will not count towards time worked for purposes of overtime.

Leave Usage and Requests for Leave

The Company encourages you to use your PTO time. You are eligible to begin using accrued PTO upon completion of your evaluation period.

You must request PTO through Paylocity, as far in advance as possible. The Company will generally grant requests for PTO when possible, taking business needs into consideration.

During a Leave of Absence

The Company requires you to use any accrued PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, or federal law.

You will not accrue PTO during unpaid leaves of absence or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

Separation of Employment

Employees with 1 year of service or more who resign and provide and work a 2-week notice will be paid out their accrued PTO balance up to their annual amount. Once a resignation is given, employees will no longer accrue PTO. Employees with less than 1 year of service or employees who are terminated, forfeit their PTO and will not be paid for any unused accrued PTO.

7.12 Personal Leave of Absence

EQ United recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

All regular and part-time employees are eligible to apply for an unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted to your supervisor and/or Human Resources in writing in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Company.

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence.

PTO will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

Benefits While on Leave

Your Company provided [health] benefits will be continued at the same level and under the same conditions as prior to the leave, for up to 30 days . You are responsible for payment of your portion of the insurance premium prior to your personal leave.

If you are on a personal leave of absence that exceeds 30 days as shown in the benefit plan document, or you fail to pay your premium payment in a timely manner, the Company will provide you with information about your rights under COBRA and/or applicable state continuation coverage policies.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 1 week in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the Company denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date, Human Resources will arrange for you to resume your previous position, if available. However, the Company's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. The Company retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

Alternative Employment

While on an unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

7.13 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by EQ United and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

7.14 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at EQ United, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

8.0 Safety and Loss Prevention

8.1 Business Closure and Emergencies

EQ United recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

Notification

In an emergency, the Company will make every effort to notify you of the closing by posting a message on Paylocity. This notification effort assumes that you have access to electricity, the internet and/or phone service.

Company Closure

When the Company is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation.

If the county you live in or pass through is under a Travel Warning country, please follow the instructions below –

A "warning" is the highest level of local travel advisory, means that travel may be restricted to emergency management workers only.

During a "warning" local travel advisory, individuals are directed to:

(A) refrain from all travel.

(B) comply with necessary emergency measures.

(C) cooperate with public officials and disaster service forces in executing emergency operations plans; and

(D) obey and comply with the lawful directions of properly identified officers

You are NOT required to report to work if a County/City you MUST travel through to arrive at work is under a "travel warning". In the event Elkhart County or City is under a "travel warning", EQ Logistics WILL be CLOSED. If Cass County, Michigan is under a travel warning, EQ Systems and the Corporate office WILL be CLOSED.

Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the Company may decide to close midday. When the company closes at midday, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

Benefits Coverage

Your health insurance coverage will be maintained by the Company during the closure on the same basis as if you were still working.

Extending Leave

When the Company closure ends, you are expected to report to work. Contact your supervisor if you cannot return to work at the end of the closure. The Company recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the Company is able to remain open. The Company recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Supervisor, by any method possible.

PTO is to be used for time missed under circumstances where the Company remains open and you are unable to report to work, or it will be unpaid.

8.2 Drug and Alcohol Policy

EQ United is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The Company expressly prohibits employees from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Company does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Company Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Company may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Treatment and/or Rehabilitation

The Company may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the Company may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The Company may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.3 General Safety

It is the responsibility of all EQ United employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Company health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Company also requires that all occupational illnesses or injuries be reported to your Supervisors as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.4 Workplace Tobacco Usage

EQ United is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking and vaping are prohibited on company property, including all company buildings, facilities, parking lots, and vehicles (except in designated smoking areas). The use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems is also prohibited in these areas. This prohibition applies to employees, contractors, visitors, and all other people having access to Company property. If your work with the Company requires you to be on the property of, or at the function of, any other employer, you are also expected to observe smoking restrictions of such employers. Employees who violate this policy will be subject to disciplinary action.

8.5 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of EQ United, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, EQ United employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company, including but not limited to information about the business, activities, or facilities of the Company, software, procedures, techniques, database designs, research data, marketing, sales, the sources, costs and pricing of Company's products, supplies, services, marketing strategies and plans, product design, research and development information, the identity and needs of Company's customers and potential customers, the identity of Company's vendors and suppliers, financial data, and all know-how pertaining in any respect to Company or its customers. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Supervisors or Human Resources.

Violation of this policy may result in disciplinary action up to and including termination and may subject the violator to civil liability.

Notwithstanding the foregoing, employees may disclose Company trade secrets or other confidential information in limited circumstances where such disclosure is made (i) to a government official or law enforcement agency, (ii) to an attorney for the purpose of obtaining legal advice, or (iii) in a court proceeding, provided that such disclosure is directly related to reporting or investigating a suspected violation of law. In all such cases, employees must take reasonable steps to ensure that the information remains confidential, including, where applicable, making such disclosures under seal or pursuant to a protective order, and notifying the Company of the intended disclosure to the extent permitted by law. Any disclosure under this provision must be limited to only that information necessary for the purpose of reporting or investigating the suspected violation.

9.2 Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to EQ United, is a "work for hire" and is the property of the Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and senior management.

Additional Policies

Artificial Intelligence (AI) Policy

Artificial Intelligence (AI) Policy

Eligibility

This policy applies to all employees of EQ United and to all work associated with EQ United that those employees perform, whether on or off company premises.

Policy

As artificial intelligence becomes publicly accessible, it offers opportunities to generate value for both the company and customers. However, it is essential to establish guidelines to ensure proper usage.

The use of generative AI chatbots will largely be allowed while performing work for EQ United. Company email addresses, credentials or phone numbers can be used to create an account with these technologies. No confidential company data may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI chatbots should discuss the parameters of their use with their supervisors. Supervisors may verbally approve, deny or modify those parameters as best meets company policy, legal requirements or other business needs.

You are responsible for the tone, quality, and content conveyed as a representative of EQ United. All AI-generated content must be reviewed for accuracy before relying on it for work purposes. The content may be based on licensed work and therefore cannot be copyrighted, trademarked, or patented by EQ United. Information presented as fact should only be used if it can be verified by a reliable source.

As EQ United provides ongoing education and training, it is your responsibility to utilize these resources. This will ensure that your knowledge and skills in this area remain current.

Ethical Use

Use of AI must be in line with all EQ United's conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the company.

Monitoring

EQ United's Computer Use Policy and relevant monitoring policies still apply when using generative AI chatbots with company equipment.

Any breach of this policy may lead to disciplinary action, up to and including termination. For further clarification regarding this policy, please contact the Human Resources department.

Merit Day Program

EQ United provides to regular, full-time non-exempt employees who have completed their probationary period with the opportunity to be paid merit days throughout the year. Eligibility for the merit days for new employees will begin on the first day of the new quarter following the completion of their probationary period.

Eligibility

An hourly employee becomes eligible for one (1) paid merit day per quarter if he/she:

- Worked all scheduled hours for that quarter.

- Had no unscheduled late arrivals, early departures, or absences, regardless of whether the supervisor was notified before or after the start of the shift, **and**
- Had no missing punches (missing punches due to a known time clock malfunction are not counted against the employee for purposes of this policy).

Scheduled PTO, holidays, merit days, emergency closings due to inclement weather, jury duty, bereavement or company shut downs will not be counted against the employee for purposes of this policy.

All other absences, whether in paid status or not, will be counted against the employee for purposes of this policy.

Rate of Pay

Merit pay is based on an employees' straight-time hourly rate.

For purposes of calculating overtime, paid merit days will not count as time worked

Scheduling

Hourly employees can earn merit days during each of the following scheduled quarters:

- 1st quarter – January, February, and March
- 2nd quarter – April, May, and June
- 3rd quarter – July, August, and September
- 4th quarter – October, November & December
-

A paid merit day is to be scheduled in advance and prior approval received. It must be used as a full work day, meaning the employee will be compensated for the number of hours typically worked in a standard day.

Termination of Employment

A paid merit day for which an employee becomes eligible but is unused as of the employee's date of termination will be forfeited.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful company and a safe, productive, and pleasant workplace.

Nate Carpenter, CFO and Jason Loose, COO

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the EQ United's Employee Handbook and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by Senior Management of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) that conflicts with the terms of this handbook, I understand that the terms of the employment agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. In the event of a conflict between this handbook and any applicable law or ordinance, the Company will comply with the law or ordinance.

Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by EQ United

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

Printed Name

Signature

Date

APPENDIX

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

