IMPORTANT

ABOUT THE TEAM MEMBER HANDBOOK

THIS HANDBOOK IS INTENDED FOR THE EMPLOYEES OF MASTER MAGNETICS, INC. AND ITS SUBSIDIARIES: ADS ON MAGNETS AND NEW FORCE MAGNETICS. IT IS DESIGNED TO PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH MASTER MAGNETICS, INC. IS AT-WILL. TEAM MEMBERS HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY ANY COACH ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF MASTER MAGNETICS, INC., OTHER THAN THE PRESIDENT OR CEO OF THE ORGANIZATION, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE TEAM MEMBER.

NO HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE ANY QUESTIONS PLEASE TALK WITH YOUR IMMEDIATE COACH OR THE HUMAN RESOURCES DEPARTMENT. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT. THE COMPANY THEREFORE RESERVES THE RIGHT TO INTERPRET OR CHANGE THE PROVISIONS OF THIS HANDBOOK WITHOUT PRIOR NOTICE.

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Welcome!

On behalf of your team members, welcome to MMI's team and we wish you every success here. You're encouraged to read *Leadership and the One Minute Manager* book written by Ken Blanchard as it describes Situational Self-Leadership, which is practiced at MMI through our Performance Enhancement Process (PEP).

MMI refers to its employees as "team members" and its managers or supervisors as "coaches." We believe each team member contributes directly to MMI's growth and success, and we hope you will take pride in being a member of our team.

This handbook was prepared to describe some of the expectations we have for our team members and to outline the guidelines, programs, and benefits available to eligible team members. Team members should familiarize themselves with the contents of this handbook as soon as possible because it answers many questions about employment with MMI.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Jack Nellessen <mark>CEO</mark>

ABOUT MASTER MAGNETICS, INC.

I. Products

MMI is a family and team member owned, privately held company that manufactures and distributes various magnets and magnetic devices to customers world-wide. We have three main product groups: (1) industrial application, (2) flexible applications, and (3) resale. Industrial customers include companies that use magnets in the products they make, and magnetic devices used for material handling in manufacturing facilities. Flexible magnetic customers include screen printers producing advertising specialty magnets and sign manufacturers making signs and point-of-purchase display makers. Resale customers include distributors, dealers, and wholesalers who resell magnets and magnetic assemblies via a website, storefront, or catalog.

II. Facilities and Locations

MMI has three locations: Castle Rock, Colorado and Elbert, Colorado; and Marietta, Ohio. Our corporate headquarters is located in Castle Rock along with the manufacturing and distribution of industrial and retail products. Flexible magnetic material is processed and shipped from both the Castle Rock and Marietta locations. The Elbert location is a wholly owned subsidiary that processes and distributes flexible magnetic material.

III. The History of MMI

MMI was incorporated in 1976 by John (Jack) Nellessen, active CEO and Owner. The Company has evolved from a single-person operation with a 4,000 square foot factory to a multi-facility operation with 120,000 square feet of office, warehouse, and manufacturing space.

IV. Organizational Structure

The organization chart was inverted in May 2000 and the external customer is at the top of it. Contrary to traditional organization charts, the president and the leadership team are at the bottom and their role is to support team members in serving the customer.

V. Company Philosophy

To support MMI's core purpose, we have identified the following key elements of our work environment: open communication, teamwork, personal growth, productivity, recognition, and opportunities for sharing success. To achieve results which exceed our customers' expectations, MMI's approach is to proactively solve problems through process improvement or by problem-solving teams.

MMI has identified the following company core purpose:

MMI CORE PURPOSE

WE ENHANCE THE QUALITY OF LIFE BY PROVIDING RESPONSIVE SOLUTIONS FOR OUR STAKEHOLDERS*.

*Stakeholders are anyone who is touched by Master Magnetics, Inc., including team members and their families, customers, vendors, community, government, etc.

MMI has also identified three core values by which our company, coaches and team members strive to work. When we have difficult decisions to make or difficult encounters to address, we use these values as guidance. The values should not be compromised.

MMI CORE VALUES

INTEGRITY

TEAMWORK

RESPONSIVENESS



EMPLOYMENT

EEO / Unlawful Harassment

Unlawful EEO Harassment

MMI is dedicated to the principles of equal employment opportunity (EEO) in any term, condition, or privilege of employment. MMI is committed to maintaining a positive working environment free of unlawful harassment and which is sensitive to the diversity of its team members. In doing so, MMI prohibits sexual harassment and unlawful discrimination against applicants or team members because of aged 40 or over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex (including sexual orientation and gender identity/expression), color, religion, national origin, disability, genetic information, pregnancy, military status, or any other legally protected status.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Prohibited behavior includes but is not limited to the following:

- Written form such as cartoons, email, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

MMI prohibits retaliation against a team member for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined below. The situation will be promptly investigated.

ADA and Religious Accommodation

MMI will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Company or cause a direct threat to health or safety. The company will make reasonable accommodations for team members whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the company. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. Team members should notify their supervisor and HR if they have a need for an accommodation so an interactive process can commence.

This policy applies to all team members, including coaches (managers or supervisors) and non-team members, e.g., customers, clients, vendors, consultants, etc.

Pregnancy Accommodation

Team members have the right to be free from discrimination or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Team members who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If a team member requests an accommodation, the Company will engage in a timely, good faith, and interactive process with the team member to determine whether there is an effective, reasonable accommodation that will enable the team member to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Company's business operations.

The Company may require that a team member provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Team members who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

The Company will not deny employment opportunities or retaliate against a team member because of a team member's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. A team member will not be required to take leave or accept an accommodation that is unnecessary for the team member to perform the essential functions of the job.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, MMI believes it warrants separate emphasis.

MMI strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All team members are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in: 1) written form, such as cartoons, posters, notes, letters, email; 2) verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates; 3) physical gestures and other nonverbal behavior such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

EEO / Harassment Complaint Procedures

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. MMI expects team members to make a timely complaint to enable the Company to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to Human Resources who will investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practical. To help ensure confidentiality, documentation of the investigation is the property of Master Magnetics, Inc. and will not generally be released or distributed to parties.

The Company prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in an investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If MMI determines that a team member's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending team member, up to and including termination of employment.

Business Ethics and Conduct

The successful business operation and reputation of MMI is built upon the principles of ethical conduct of our team members. One reason for MMI's continued success is the trust our customers have in us, and we are dedicated to preserving that trust. Team members should continue to act in a way that will merit the trust and confidence of customers, the public and each other.

MMI has also defined three values, which it strives to use when dealing with its stakeholders. These values are integrity, teamwork, and responsiveness. Following these values in accordance with the guidelines will help keep us on track as far as ethical conduct is concerned.

All team members are expected to obey the law. Team members should review the Company's Code of Ethics (Addendum 1) to ensure complete understanding of all areas covered. Questions regarding the Company's Code of Ethics should be discussed with one's immediate coach or other member of management.

Report violations of the Company's Code of Ethics to a member of management. The Company prohibits retaliation against a team member for filing a report or for assisting in an investigation.

Violation of the Company's Code of Ethics will not be tolerated.

Communications and Problem Solving

Any team member who disagrees or is dissatisfied with a Company practice or policy should promptly discuss the matter with their immediate coach. Complaints should be brought to the attention of the immediate coach as soon as possible. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while fresh in everyone's minds. Most misunderstandings can be resolved at this level.

If the solution offered is not satisfactory or if it is inappropriate to go to the coach, then team members are encouraged to take the problem to Human Resources.

In addition to this guideline, MMI has suggested steps to resolve other types of problems as identified throughout the handbook.

Confidentiality / Non-Solicitation

The protection of confidential business information and trade secrets is vital to the interests and the success of MMI. Such confidential information includes, but is not limited to, the following examples:

- Customer lists
- Customer preferences
- Financial information
- Marketing strategies
- New materials research
- Pending projects and proposals
- Pricing information
- Proprietary production processes
- Research and development strategies

All team members are required to sign a confidentiality and non-solicitation agreement as a condition of employment. Improper use or disclosure of trade secrets or confidential business information will not be tolerated even if the team member does not actually benefit from the disclosed information.

Our customers often have NDA and confidentiality agreements with MMI which requires that we keep their information confidential as well.

The protection of confidential team member information is also important to the success of MMI. Team members who have access to sensitive information about other team members are expected to treat this information confidentially. Improper use or disclosure of confidential team member information will not be tolerated, regardless of whether the team member has been asked to sign a separate confidentiality agreement.

Employment Reference Checks

The Human Resources department is responsible for responding to all reference check inquiries from other employers. If you receive an inquiry about a current or former team member, please refer it to Human Resources. Our policy is to verify job title and dates of employment only.

Employment Separation

If you decide to terminate your employment relationship with MMI, the company asks that you give written notice to your coach stating the reason(s) for your resignation as a courtesy. Nothing in this provision is meant to modify the at-will nature of any team member's employment with MMI, and you may terminate your employment at any time, for any reason, with or without notice.

MMI generally schedules exit meetings at the time of employment separation. The exit meeting provides an opportunity to discuss such issues as team member benefits, insurance conversion privileges, or return of Company-owned property. Suggestions, complaints, and questions can also be voiced.

Team members in good standing who retire or resign from their positions may be eligible for re-hire.

Upon separation, you may only return to the premises with an appointment and a company escort. Terminated team members may not return to the premises.

Gift Acceptance

Master Magnetics is committed to competing solely on the merit of our products and services. Team members should avoid any actions that create a perception that favorable treatment of outside entities was sought, received, or given in exchange for personal business courtesies (including gifts, loans, discounts, or any item of substantial monetary value) from persons or companies with whom we do business.

Team members may accept occasional meals, entertainment or similar business courtesies provided they are not excessive, frequent or create the appearance of an attempt to influence business decisions. Any gift, meal, or accommodation with a value of more than \$25 must be disclosed to the Company.

Gifts/premiums received in the course of doing business will become property of the company. For example, if a vendor offers a free Broncos jacket if we purchase \$100 worth of product from them. The "gift" will become the property of MMI. In most cases, it will be given to TMRC for prizes/drawings for the whole company. However, the purchasing decision itself should not be made based solely on receiving an incentive.

Accepting Business Courtesies:

Most business courtesies offered to us in the course of our employment are offered because of our positions at Master Magnetics. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that we maintain or may establish a business relationship with.

Team members who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the Company's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when the company is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain our business.

Meals, Refreshments and Entertainment:

We may accept occasional meals, refreshments, entertainment, and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

- They are not inappropriately lavish or excessive.
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring.
- The team member accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

Gifts:

Team members may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

- Flowers, fruit baskets and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps, and t-shirts (or other novelty, advertising, or promotional items).

Generally, team members may not accept compensation or money of any amount from entities with whom the company does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from Senior management.

Team Members with questions about accepting business courtesies should talk to their coach or Human Resources.

Hiring of Relatives/Personal Relationships in the Workplace

For purposes of this section, a relative is any person who is related by blood or marriage, or whose relationship with the team member is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual relationship. This guideline applies to all team members without regard to the gender or sexual orientation of the individuals involved.

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and team member morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Relatives of current team members may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current team member may also not occupy a position that will be working directly for or supervising the team member with whom they are involved in a dating relationship. The Company also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

MMI may hire spouses/family members who are qualified for certain jobs. Should a spouse/family member be hired, or should a team member date/marry another team member, the following guidelines apply:

- A spouse or family member may not directly or indirectly supervise or be supervised by the other spouse or family member;
- Neither party may work for the same department;
- A spouse or family member may not be hired for a position that audits, verifies, receives, or is entrusted with monies received or handled by the other spouse or family member;
- Neither spouse nor family member may work in a position that handles confidential matters including payroll and employment records.

In the event two team members marry and one of the above situations applies, MMI will try to arrange a transfer to an available position. If no such transfer is available, one of the team members must terminate within 30 days from the date of the marriage. The decision as to which one resigns will be left to the two team members. If the team members are unable to reach a decision at the end of 30 days, Master Magnetics, Inc. will make that decision.

In the event of a dating relationship and one of the above situations applies, MMI will try to arrange a transfer to an available position. If no such transfer is available, one of the team members must terminate within 30 days from the date of the disclosure of the relationship. The decision as to which one resigns will be left to the two team members. If the team members are unable to reach a decision at the end of 30 days, Master Magnetics, Inc. will make that decision.

These guidelines apply to all categories of employment, including full-time, part-time, and temporary classifications. They also apply to all relatives and individuals who are not legally related, but who reside with another team member. Leadership reserves the right to make exceptions to this policy in its sole discretion.

Job Postings

MMI supports promotions from within whenever practical. Notice of all job openings will be posted internally. For more information regarding internal job openings, please see Human Resources.

MMI recognizes the benefit of developmental experiences and encourages you to talk with your coach about your career plans.

Outside Employment

You may hold a job with another company as long as you satisfactorily perform your responsibilities with MMI in accordance with this policy. Supplemental jobs must be disclosed to the company to ensure they do not create any actual conflict or the appearance of a conflict of interest with MMI and must not affect your ability to meet job requirements, perform competently or accept overtime hours.

Team Member Status

FULL-TIME TEAM MEMBER - a team member who is normally scheduled to work at least 30 hours per week. Full-time team members are currently eligible for company benefits as outlined in this handbook.

PART-TIME TEAM MEMBER - a team member who is normally scheduled to work less than a 30-hour work week. Part-time team members may be eligible for paid time off and for the ESOP program, subject to the terms, conditions, and limitations of the program.

TEMPORARY TEAM MEMBER - a team member who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary team members may not be eligible for participation in company benefits, except as required by law. Consult with Human Resources for specific information on benefits eligibility.

EXEMPT TEAM MEMBER – Team members whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

NON-EXEMPT TEAM MEMBER – Team members whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of: (1) forty hours per workweek; (2) twelve hours per workday, or (3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

BENEFITS

401(k) Savings Plan

Master Magnetics, Inc. 401(k) Profit Sharing Plan and Trust has been adopted to provide team members with the opportunity to save for retirement on a tax-advantaged basis. Participants in the plan may elect to contribute a portion of their compensation to the plan.

You may begin participating in the plan once you have satisfied the eligibility requirements and reached your entry date.

Complete details of the 401(k) savings plan are provided to eligible team members prior to enrollment. In the case of a discrepancy between the information presented in this handbook and the plan documents, the plan documents prevail. *No MMI representative can advise team members regarding financial planning*. If you have a question about the operation of the plan, contact the Accounting coach.

Credit Union Membership

MMI (CO) team members are currently eligible to join the Air Academy Federal Credit Union. For details concerning this benefit, contact the Human Resources department. If you have questions about the credit union, please call them at 1-800-223-1983.

MME (OH) team members are currently eligible to join the Riverside Credit Union in Belpre, Ohio. For details concerning this benefit, contact the Human Resources Department. If you have questions about the credit union, please call them at 740-423-4260.

Dependent Care Reimbursement

MMI currently offers a dependent care reimbursement benefit to all full-time team members beginning the first of the month after they have completed 30 days of employment or as part of the open enrollment process. Team members who have dependent care expenses may elect to have the expense deducted from their paycheck on a pre-tax basis. Details of this program are provided in advance of enrollment to eligible team members. For more information, contact the Human Resources department.

Employee Stock Ownership Plan (ESOP)

Eligible team members may participate in the Master Magnetics Employee Stock Ownership Plan (ESOP) once they have satisfied the eligibility requirements.

As the Company experiences growth and prosperity, team members have the opportunity to share in that growth through ownership in the company's stock. For details on the ESOP, please contact Human Resources or the Accounting coach.

Group Insurance

MMI's group insurance plan currently provides eligible team members and their dependents access to medical, dental, vision, life, prepaid legal insurance, and identity theft protection. Currently, eligible team members can participate in the group insurance plan beginning the first of the month after they have completed 30 days of employment. If team members choose not to enroll at that time, MMI currently offers an annual open enrollment period.

Eligible team members may participate in any or all of the insurance plans subject to all terms and conditions of the agreement between MMI and the insurance carrier.

Under some circumstances, a change that results in loss of eligibility to participate in the medical, dental and vision insurance plans may qualify a team member and their qualified dependents for health insurance benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Benefits will terminate at the end of the month during which your employment is terminated, or your eligibility status changes to part-time.

Details of the group insurance plan and information concerning the cost of coverage are provided prior to enrollment to eligible team members. Contact the Human Resources department for more information about health insurance benefits. If the handbook information conflicts with the actual terms of coverage, the latter governs.

Health Maintenance Bonus

MMI currently reimburses eligible team members a flat dollar amount toward eligible fees for an *individual* annual, semi-annual, or quarterly membership at an approved fitness facility. We also offer a reduced reimbursement for online fitness and healthy lifestyle subscriptions. All team members who have completed six months of employment are eligible for this benefit.

If you have questions about <mark>the details of</mark> MMI's health maintenance bonus program, please contact the Human Resources department.

Holidays

MMI currently provides paid holiday time off to eligible full-time team members on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas (December 25)

Holiday pay is calculated based on the team member's straight time pay rate (as of the date of the holiday) multiplied by the number of hours the team member would otherwise have worked on that day.

To be eligible for holiday pay, team members must work the last scheduled workday immediately preceding and the first scheduled workday immediately following the holiday. Team members who are on extended leaves of absence are not eligible for holiday pay for holidays that occur within their leave of absence. **Team members may use PPT in conjunction with a holiday**. To be eligible for holiday pay, they must work the last scheduled workday preceding their vacation/holiday and the first scheduled workday immediately following their vacation/holiday. For example, if a holiday falls on Friday and the team member wants to take the preceding Thursday and the following Monday as a vacation, the team member must work the preceding Wednesday and the following Tuesday in order to be paid for the Friday holiday.

If a recognized holiday falls during an eligible team member's vacation, holiday pay is provided instead of vacation pay that would otherwise have applied.

With their coach's approval, team members may be excused *IN ADVANCE* from attendance for up to four hours on a day preceding *or* following a holiday subject to the needs of the business. When this occurs, the absence is counted towards the team member's 40 hours of Unscheduled absence if no paid time off is available (see Attendance and Punctuality).

A recognized holiday that falls on a Saturday is generally observed on the preceding Friday. A recognized holiday that falls on a Sunday is generally observed on the following Monday.

Paid Personal Time

MMI currently provides <mark>48</mark> hours of Paid Personal Time (PPT) benefits to full-time team members after 1 year of service. PPT benefits are calculated on the basis of the team member's "anniversary year," the 12-month period beginning when the team member starts employment. If the team member's anniversary date is adjusted, PPT resets on the adjusted anniversary date.

PPT may be used for a team member's absence due to the team member's illness or injury or that of a family member. PPT may also be used to conduct personal business that cannot be conducted outside of normal business hours.

As it is important for full-time team members to ensure they have worked their assigned shifts each workday, UNS (Unscheduled) will be used to supplement any hours under 40 per week unless PPT is requested.

PPT is recorded in actual time missed. For example, if a team member must use 45 minutes of PPT, it is recorded as 45 minutes. PPT benefits are calculated based on the team member's base pay at the time of absence and do not include any special forms of compensation, such as incentives or bonuses. Commissioned team members receive credit for commissions earned while they are on a PPT absence.

Unused PPT is not carried over to the next anniversary year; it is paid out at the team member's regular rate of pay at the end of each anniversary year. Team members classified as Exempt 44 are not eligible for a PPT pay out. Unused PPT benefits are not paid to team members upon termination of employment. PPT cannot be used once resignation notice has been received.

PPT requests should be done in advance when possible. To request PPT, team members must complete a "Time Off Request" form. Requests for a planned PPT absence are reviewed based on a number of factors, including business needs and staffing requirements and are subject to approval.

When PPT is used for an illness or emergency the team member must complete a "Time Off Request" form upon returning to work. If a team member uses four consecutive days for illness, s/he must provide a medical certification from a health care provider.

PPT is not counted as hours worked in calculating overtime.

Paid Sick Leave - as of implementation of the Healthy Families and Workplaces Act (HFWA) January 1, 2021

All team members accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in their first year. Paid sick leave (HFWA) may be used if a team member:

has a mental or physical illness, injury, or health condition that prevents them from working

needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition

needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs to get preventive medical care, a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition

the team member or the team member's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or

 due to a public health emergency, a public official having closed either (A) the team member's place of business, or (B) the school or place of care of the team member's child, requiring the team member needing to be absent from work to care for the child.

Paid sick leave may be used in any time increments. Team members begin accruing sick time upon hire.

It is the team member's responsibility to notify their manager each day at the beginning of the shift when unable come to work because of an illness, injury, medical care, or domestic violence. Also, they must let the manager know when they are expected to return to work. In the event of an absence of four or more days, medical or legal certification is required. This certification should indicate that the team member was unable to work due to medical or domestic violence reasons and the length of time this restriction lasted.

The HFWA accrual will occur in a team member's first year. Upon the anniversary date team members will receive 48 hours PPT to comply with HFWA.

Paid sick time will not be used in the calculation of overtime. Also, unused sick time is not paid upon leaving employment.

Additional rules will apply in the case of a public health emergency (PHE).

Team Member Discounts

MMI currently offers team member discounts on products it manufactures or distributes. Contact the Accounting coach for additional information regarding team member discounts.

Tuition Reimbursement

MMI recognizes that the skills and knowledge of its team members are critical to the success of the organization. The tuition reimbursement program encourages personal development through formal education so team members can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within MMI.

Full-time team members who have completed six months of service are currently eligible for tuition reimbursement. MMI currently reimburses up to \$2,000 per year towards tuition (excludes books and fees) to eligible team members who successfully complete pre-approved courses. Any courses not included in a degreed program must be approved by Human Resources *prior* to enrolling. To maintain eligibility team members must remain on the active payroll and be performing their job satisfactorily when the reimbursement is made.

Team members should contact the Human Resources department for details or questions about the tuition reimbursement program.

While tuition reimbursement is expected to enhance team members' performance and professional abilities, MMI does not guarantee that participation in formal education will automatically advance or entitle team members to different job assignments or pay increases.

Vacation

Full time team members are eligible to earn and use vacation time as described below:

The amount of paid vacation time you currently receive depends upon the length of your employment as shown in the following schedule:

- After 1 year of eligible service, you are granted 5 vacation days (40 hours) each year.
- After 2 years of eligible service, you are granted 10 vacation days (80 hours) each year.
- After 6 years of eligible service, you are granted 15 vacation days (120 hours) each year.
- After 25 years of eligible service, you are granted 20 vacation days (160 hours) each year.

The length of eligible service is calculated based on your "anniversary year." This is the 12-month period that begins when you start full-time employment. If the team member's anniversary date is adjusted, vacation is calculated based on the adjusted anniversary date.

Paid vacation time can be used in minimum increments of one-half day (4 hours). To request vacation, you must complete a "Time Off Request" form. These forms are available in the Public drive (P/HR/Forms), or from your coach or Human Resources. Vacation requests should be completed in advance and requires approval from your coach. Requests are reviewed based on a number of factors, including business needs, and staffing requirements.

Vacation is paid at the team member's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. However, commissioned team members generally receive credit for commissions earned while they are on vacation. Vacation hours are not counted as hours worked for the purposes of calculating overtime.

You are strongly encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. However, if available vacation is not used by the end of your anniversary year, you are paid for unused vacation at your regular rate of pay.

Upon termination of employment, eligible team members are paid for unused vacation time that was earned during the anniversary year at their regular rate of pay.

Work Shirts

MMI currently provides work shirts to full-time Castle Rock production and warehouse team members who wish to utilize them (optional). After completing 90 days of employment, Castle rock team members are eligible to receive work shirts for their use while employed with MMI. The work shirts are laundered and maintained at MMI's expense.

If a team member leaves MMI for any reason and does not return their work shirts, the cost of the work shirts is deducted from the team member's final check.

TIMEKEEPING/PAYROLL

Pay and Paydays

Team members are currently paid bi-weekly every other Thursday (exact pay dates are posted in the break rooms and emailed annually). Paychecks are distributed prior to lunch. Each paycheck includes earnings for all work performed through the end of the previous payroll period.

In order to avoid delay, team members are encouraged to use automatic deposit. Team members using this benefit have the net amount of their paychecks automatically deposited into the account(s) they designate. The funds are deposited on pay date (Thursday) mornings. Team members may have pay directly deposited into their bank accounts by providing advance written authorization to MMI. Team members receive an itemized statement of wages when MMI makes direct deposits. Contact the Human Resources department if you are interested in this program.

If a regular payday falls during a team member's vacation, the team member's paycheck is available upon his/her return from vacation, or the team member may make arrangements with the Human Resources to pick it up on payday.

Paychecks will not be given to anyone other than the team member to whom it is payable unless the team member provides written permission to Human Resources prior to payday.

MMI does not provide pay advances to team members.

MMI takes all reasonable steps to ensure that team members receive the correct amount of pay in each paycheck and that team members are paid promptly on the scheduled pay day. In the unlikely event that there is an error in your pay, you should promptly bring the discrepancy to the attention of your coach or Human Resources so that the discrepancy can be investigated. If it's determined that an error has occurred, it will be promptly corrected.

Pay for Exempt Team Members

Exempt team members must be paid on a salary basis. This means exempt team members will regularly receive a predetermined amount of compensation each pay period on a bi-weekly basis. MMI is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to your coach or Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will promptly be reimbursed.

Pay Increases

Merit-based pay adjustments may be awarded by MMI in an effort to recognize superior team member performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the Performance Enhancement Process.

Discussions concerning pay increases are separate from "One-on-One" discussions. Keeping the discussions separate allows the team member and the coach to focus the tasks/goals.

Time Reporting

Accurately recording time worked is the responsibility of every non-exempt team member. "Time worked" is all of the time *actually spent on the job performing assigned duties*.

All non-exempt team members are required to properly record their time each day. This includes lunch breaks, and any time team members leave company premises for non-business reasons during regular work hours. Time is recorded using time clocks and a swipe card assigned to each team member or via a web timesheet.

Frequently reporting for work after the scheduled start time or leaving work before the scheduled end time is not acceptable. It is important for full-time team members to ensure they have worked their assigned shifts each workday to avoid unintentional use of Unscheduled time. Team members should clock in no sooner than 10 minutes prior to their scheduled shift.

If a team member works fewer than 8 hours in a day, they may make up the time, to a maximum weekly total of 30 minutes, on the remaining days of the work week subject to their coach's approval, the needs of the department, and the availability of supervisory coverage. However, if the time cannot be made up within the same work week, available PPT or Unscheduled will have to be used.

Altering, falsifying, tampering with time records, or recording time on another team member's swipe card will not be tolerated.

Overtime work must be approved before it is performed.

Overtime for Employers Subject to Colorado Minimum Wage Order

From time to time, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical.

For nonexempt employees, hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday, or 40 hours per workweek (excluding duty-free meal breaks), whichever results in the greater payment of wages, are paid at one and one-half (1 1/2) times the employee's regular rate. When a nonexempt employee has daily overtime and weekly overtime hours, the payment of daily overtime counts toward the payment of the weekly overtime. For purposes of calculating overtime, the established workday begins at 12:00 a.m. midnight until 11:59 p.m., and the workweek begins at 12:00 a.m. midnight on Monday and ends at 11:59 p.m. on Sunday. For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted.

WORK ENVIRONMENT

Anti-Violence

MMI takes a strong and unequivocal position against intimidation, threats, or violence in the workplace. We will investigate complaints of intimidation, threats, or violence. Any behavior, which in the coach's opinion constitutes a violation of this guideline, will not be tolerated. Our anti-violence policy extends to persons connected with our business including customers, vendors or others who interact with our team members.

Team members must not engage in intimidation, threats, or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, bullying, carrying weapons onto Company property, or any other act, which in management's opinion, is inappropriate to the workplace. In addition, team members must refrain from making offensive comments regarding violent events and/or behavior which in the opinion of management are offensive. Team members are expected to report any prohibited conduct to management or Human Resources. **Team members should contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.**

The Company prohibits the possession or use of concealed or unconcealed weapons on Company property, regardless of whether or not the person is licensed to carry the weapon. This guideline applies to all team members, contract and temporary team members, visitors, and customers on company property.

Searches and Inspections

MMI reserves the right to conduct searches and inspections to help maintain a safe, healthful, and efficient working environment for the benefit and protection of all MMI team members and to protect MMI property, equipment, operations, and customers. Cooperation in the conduct of inspections is required as a condition of employment.

MMI reserves the right to conduct at any time, without notice, searches and inspections of team members, team members' personal effects or employer-provided material. This may include but is not limited to lunch boxes/pails, thermoses, purses, backpacks, lockers, desks, personal computer files, cabinets, file drawers, packages, or vehicles. Your coach may specify a storage location for personal belongings. If you have personal items that you would not like subjected to such inspection, these items *should not be brought onto MMI's premises*.

Any illegal or unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives. Any team member who refuses to submit to a search will be subject to disciplinary action up to and including termination.

A Company initiated search does not necessarily imply an accusation of theft or that a team member has broken a rule. Refusing to cooperate with or submit to a search will not be tolerated.

Attendance and Punctuality

To maintain a safe and productive work environment, MMI expects team members to be reliable and punctual in reporting for work. Absenteeism and tardiness place a burden on other team members and MMI.

When team members cannot avoid being late or are unable to work as scheduled, they should notify their coach as soon as possible **prior** to their scheduled start time. If their coach is unavailable, they should contact Human Resources. If team members have to leave a message on voice mail, they are expected to call again that same day and talk personally with their coach, if available, or another coach. Text messaging and leaving messages with other team members is not acceptable.

Absences without notice will not be tolerated. Team members who are absent for three consecutive working days without notifying their coach or Human Resources will be terminated.

If a team member is absent four consecutive days due to illness or injury, s/he must provide a medical certification from a health care provider in order to return to work.

MMI offers eligible team members HFWA or Paid Personal Time for personal/family illness and for personal business that cannot be conducted outside of normal business hours. If team members exceed their Paid Personal Time, they are permitted to use up to 40 hours of unpaid, Unscheduled absence within their anniversary year. Available Paid Personal Time must be used before Unscheduled time.

Absences exceeding team members Paid Personal Time and 40 hours of Unscheduled absence are considered excessive unless the absence is a result of jury/witness duty, military leave, or leave under the Family Medical Leave Act (FMLA) or Colorado Paid Family and Medical Leave (FAMLI). Excessive absences and tardiness are disruptive and will not be tolerated.

Business Travel Expenses

During the course of business, some team members may be required to travel. MMI reimburses team members for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the sales coach, operations coach, or president.

Travel arrangements, for team members with approved travel plans, are made by the sales coach, operations coach, or president.

Team members should contact their coach or Accounting coach for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Team members using their personal vehicles for approved company business are reimbursed at the current Company approved rate. A completed "Mileage Reimbursement Form" must be signed by their coach and submitted to the Accounting department for reimbursement.

Team members must be able to provide proof of insurance prior to using their vehicle for approved Company business.

Abuses of the business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the team member will not be tolerated.

Communications Systems

The Company's computer network, access to internet, email and voice mail systems are business tools intended for team members to use in performing their job duties. Therefore, all documents and files are the property of the Company. All information regarding access to the Company's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Company information and may not be disclosed to non-Company personnel. All Company equipment and user accounts are subject to non-disclosed monitoring and recording.

All computer files, documents, and software created or stored on the Company's computer systems are subject to review and inspection at any time. In this regard, team members should not assume that any such information is confidential, including email either sent or received and personal information saved to the domain. None of the information on the Company domain may be copied or saved to an external device including but not limited to flash drives, cell phones, personal computers/devices, and the Cloud.

Computer equipment (excluding laptops, tablets, and cellular devices issued by the company) should not be removed from the Company premises without express approval from the Company president. Assigned equipment becomes the responsibility of the user beyond normal wear and tear. Upon separation of employment, all communication tools must be returned to the Company. The Company does not allow the use of personal devices to access the domain.

All portable equipment assigned to any staff is property of MMI. The equipment should only be used by the assigned staff member for MMI business purposes.

Team members are prohibited from unauthorized use of other team members' encryption keys or passwords to gain access to another team member's equipment or accounts.

MMI uses a Multi-Factor Authentication (MFA) to authorize users on the Company's network which requires an access code be sent to a personal cell phone or email (not work email). If you are in a position where you work on a computer and gain access to the network, you will be required to comply with this process. MMI reserves the right to utilize biometric data — including fingerprints, voice prints, and hand or face geometry for identification and authentication purposes which may be used for providing secure building access, tracking employee time and attendance, activating machinery, and authenticating users' identities for increased computer and mobile device login security.

Personal Use of the Internet

Some team members need to access information through the internet in order to do their job. Use of the internet is for business purposes during the time team members are working. Personal use of the internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Company prohibits the display, transmittal or downloading of material that is in violation of Company guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

Software and Copyright

The Company fully supports copyright laws. Team members may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the team member has the legal right to do so. Team members must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Team members may not use unauthorized copies of software on personal computers housed in Company facilities.

Unauthorized Use

Only software that has been authorized and/or purchased by MMI, authorized, and approved by the Technology Department, should be loaded, or used on any Company computer. Personal or loaded software may contain computer viruses that could be potentially damaging to MMI's systems and databases. Team members are not permitted to download freeware or shareware from the internet.

Team members may not attempt to gain access to another team member's personal file of email messages or send a message under someone else's name without the latter's express permission.

Team members are strictly prohibited from using the communication systems in ways that management deems to be inappropriate.

If you have any questions whether your behavior would constitute unauthorized use, contact your immediate coach before engaging in such conduct.

Email

Electronic mail is to be used for business purposes and should not be used for personal business. The Company prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. Other than occasional fund raising for non-profit organizations, no one may solicit, promote, or advertise any outside organization, product, or service through the use of electronic mail. Management may monitor email at any time. Team members are prohibited from unauthorized use of other team members' encryption keys or passwords to gain access to another team member's email messages.

Voice Mail

The Company voice mail system is intended for transmitting business-related information. Although the Company does not monitor voice messages as a routine matter, the Company reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Team members must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum

Telephones/Cell Phones

MMI has limited phone lines for its customers' use. Team member work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Team members should use their break or lunch period for personal phone calls and should practice discretion when making local personal calls and keep them to a minimum.

To ensure effective telephone communications, team members should always use an appropriate greeting and speak in a courteous and professional manner.

Confidential Company information should not be discussed on a cell phone. Cell/camera phones should not be used in a way that violates other Company guidelines such as, but not limited to EEO/Sexual Harassment and Confidentiality and Non-solicitation.

FOR SAFETY REASONS, TEAM MEMBERS MUST NOT USE CELL PHONES WHILE DRIVING. TEAM MEMBERS MUST PARK THE VEHICLE IN A SAFE LOCATION WHENEVER THEY NEED TO USE A CELL PHONE. GENERALLY, STOPPING ALONG THE SIDE OF THE ROAD IS NOT AN ACCEPTABLE SAFE LOCATION.

The Company telephone lines should not be used for personal long-distance calls. Team members will be required to reimburse MMI for any charges resulting from their personal use of the telephone.

Personal texting on cell phones or other electronic devices during work hours should be kept to a minimum unless an emergency should arise. Cell phones should never be used when operating equipment.

Data Disposal Policy

During the course of your employment, the Company will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The Company may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Company will either (a) destroy the records or (b) arrange for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

Social Media

At Master Magnetics, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for Master Magnetics, or one of its subsidiary companies. Nothing in this guideline is meant to interfere with team members' right under federal law to engage in protected and concerted activity, including team members' ability to discuss terms and conditions of their employment.

GUIDELINES

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Master Magnetics, as well as any other form of electronic communication. The same principles and guidelines found in Master Magnetics policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow team members or otherwise adversely affects team members, customers, suppliers, people who work on behalf of Master Magnetics legitimate business will not be tolerated.

Know and follow the rules

Carefully read these guidelines and be aware that inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow team members, customers, suppliers, or people who work on behalf of Master Magnetics. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, team members or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or Company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Master Magnetics, fellow team members, customers, suppliers, people working on behalf of Master Magnetics or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Master Magnetics trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
- Do not create a link from your blog, website, or other social networking site to a Master Magnetics website without identifying yourself as a Master Magnetics associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Master Magnetics. If Master Magnetics is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Master Magnetics, fellow associates, members, customers, suppliers, or people working on behalf of Master Magnetics. If you do publish a blog or post online related to the work you do, or subjects associated with Master Magnetics, make it clear that you are not speaking on behalf of Master Magnetics. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Master Magnetics."

Using social media at work

Refrain from using social media while on work time or on equipment we provide unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use a Master Magnetics email address to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

Master Magnetics prohibits taking negative action against any team member for reporting a possible deviation from this policy or for cooperating in an investigation or exercising other legal rights.

Media Contacts

Team members should not speak to the media on Master Magnetics' behalf. All media inquiries should be directed to the Marketing Manager or President.

Discipline / Discharge

Occasionally, performance or other behavior falls short of our standards and/or expectations. When this occurs, a coach takes disciplinary action, which, in his/her opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the team member about the matter to immediate discharge. Action taken by a coach in an individual case does not establish a precedent in other circumstances.

Drug and Alcohol Use

MMI is committed to a safe, healthy, and productive work environment for all team members, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters team member judgment resulting in increased safety risks, team member injuries, and faulty decision-making. Therefore, the possession, use, sale of controlled substances or alcohol on MMI's premises or during Company time is strictly prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the apparent use of alcohol, a controlled substance or abuse of any other substances is prohibited.

Exceptions to this policy are allowed for Company related activities; however, a team member may only consume alcoholic beverages when in conjunction with job-related situations where alcoholic beverages are available or supplied as long as the consumption of such alcohol is consistent with the safe and responsible performance of the team member's job duties and is approved by management. This applies, for example, to entertaining after tradeshows. It is your personal responsibility to ensure that you do not drive or operate equipment while you might be impaired because of consumption of alcohol. It is also your responsibility to conduct yourself in such a way that does not negatively reflect on the Company or on you as a Company representative.

Testing is an important element in MMI's efforts to ensure a safe and productive work environment. MMI has issued a separate statement detailing the Company's drug and alcohol policy, which you are responsible to read and understand.

Any team member who is convicted or pleads guilty or no contest under a criminal drug statute for a violation occurring in the workplace must notify MMI within five (5) days of such conviction or plea.

Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event of an emergency, a banner will be displayed on the Company website (https://www.magnetsource.com/employee-information).

In the event of a weather-related closure or delay at the Castle Rock office, please check announcements on 9News (**9news.com**) as well. Remote offices should confirm the local procedure with the supervisor.

When operations are officially closed due to emergency conditions, the time off from scheduled work is unpaid for non-exempt team members. However, the time off will not count against attendance. Team members who wish to use available Paid Personal Time or Vacation should complete a "Time Off Request" form for their coach's signature.

Performance Enhancement Process (PEP)

The Performance Enhancement Process (PEP) is part of Situational Self-Leadership. Unlike traditional performance appraisals that review performance over a previous period of time, the PEP is a look *forward* at goals/tasks team members are to accomplish. If you have questions regarding the PEP process, please talk with your coach or Human Resources.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all team members and affect the image MMI presents to the community and its customers.

Team members are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Office team members may dress in appropriate casual attire. Production and Warehouse team members should dress in a safe manner. When team members have contact with the public, they should dress in a professional manner. Team members who appear for work dressed inappropriately will be asked to change into appropriate attire. If this means they have to go home, they will not be compensated for the time it takes them to travel and change clothing, unless they use Paid Personal Time.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, and exercise sessions may not be appropriate for a professional, casual appearance at work.

Clothing that reveals your cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. In our work environment, clothing that is torn, dirty, or frayed is unacceptable.

Team members may wear jeans that fit properly and do not show skin. T-shirts must not convey offensive, **political**, obscene, or suggestive messages. Shorts, skirts, skorts, and dresses measuring more than 3" above the knee are not appropriate.

In Production and the Warehouse, safety is especially important so please keep this in mind when deciding what you are going to wear. Hemmed shorts may be worn. Closed-toed shoes are required.

In the office areas, air-conditioning and heating temperatures will remain at the current settings, so please keep this in mind when deciding what to wear.

Consult your coach or Human Resources if you have questions about appropriate attire.

Rest and Meal Periods

Non-exempt employees who work five or more consecutive hours will be provided at least one unpaid 30minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees are allowed a paid ten-minute rest period for every four hours of work. Rest periods should be as close to the middle of an employee's shift as practical.

There is some flexibility for the length and timing of rest breaks. It is allowed to take two five-minute breaks in certain circumstances with a written waiver. Failure to authorize and permit rest breaks as required by Colorado law will be treated as if an employee was required to work an extra ten minutes without pay.

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify Human Resources.

Return of Property

Team members are responsible for all MMI property, materials, or written information issued to them or in their possession or control. All MMI property must be returned by team members on or before their last day of work. Where permitted by applicable laws, MMI may withhold from the team member's check or final paycheck the cost of items that are not returned when required. MMI may also take all action deemed appropriate to recover or protect its property.

Safety / Reporting of Injury

MMI's goal is to provide a safe and healthy work environment. The biggest single factor in ensuring your safety on the job is you. It is your responsibility, to both yourself and those working in your area, to practice safe work habits. You should report any unsafe practices and conditions to your coach immediately so that corrective action can be taken.

In some areas, safety glasses and ear protection are required. Be sure to read the safety guidelines for MMI, as you are responsible for knowing their content. Willful failure to follow safety rules or use appropriate safety devices may result in a reduction of workers' compensation benefits in the event of injury.

No matter how minor, report all accidents to your coach and Human Resources immediately. We want to provide you with prompt medical treatment from our designated physicians. Treatment for on-the-job injuries must be obtained from one of these physicians or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident helps us take steps to reduce the possibility of future accidents.

Remember that safety rules are only as effective as you make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all that you do on the job. Then, we all can enjoy an excellent safety record.

Smoke-free and Tobacco-free Workplace

In accordance with Colorado's Clean Indoor Air Act, it is our objective to provide a smoke-free, tobacco-free environment within our Company. This prohibition includes all forms of tobacco, e-cigarettes, and vaping. Smoking is prohibited inside all areas of the building and within 15 feet of any entrance into the building. This restriction applies to all team members and visitors, at all times, including non-business hours. In the event of an emergency evacuation or drill, smoking is prohibited on any of the Company premises.

Team Member <mark>Personal</mark> Data Changes

It is your responsibility to promptly notify MMI of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, emergency contacts, educational accomplishments, and other such information should be accurate and current at all times. Personnel Action Forms should be used to report personnel changes. These forms are available from the Human Resources department.

Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using equipment, team members are expected to exercise care, perform appropriate maintenance, and follow all operating instructions, safety standards, and guidelines.

Some production equipment requires formal training prior to operating.

Please notify the coach if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent possible injury to team members or others and deterioration of equipment. Ask your coach if you have any questions about your responsibility for maintenance and care of equipment used on the job.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment will not be tolerated.

Visitors in the Workplace

For security reasons, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, promotes team member welfare, and avoids potential distractions and disturbances.

All visitors should enter MMI at the reception area. Authorized visitors will be issued a numbered badge upon check-in which must remain visible at all times and returned to the front desk upon departure. The appropriate team members are responsible for escorting visitors to their destination as well as the conduct and safety of their visitors.

If an unauthorized individual is observed on MMI's premises, team members should immediately notify any MMI coach.

Work Schedules

The normal work schedule for all non-exempt full-time team members is eight hours a day, five days a week. Coaches advise team members of the times their schedules normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Workplace Privacy

Master Magnetics reserves the right to utilize video cameras for business reasons, such as security or theft protection, and may find it necessary to monitor work areas. Team members do not have an expectation of privacy in public places on MMI's premises.

LEAVES OF ABSENCE

Bereavement Leave

Team members needing to take time off due to the death of an immediate family member should notify their coach as soon as possible. MMI defines "immediate family" as the team member's spouse, domestic partner, partner in a civil union, parent, child, sibling, and the team member's current spouse's parent, child, or sibling. Up to three days of paid bereavement leave is provided to full-time team members.

In the case of team members' or the team members' current spouses' grandparents or grandchildren, they may take up to three days unpaid bereavement leave and use available vacation or Paid Personal Time in order to be paid.

Bereavement pay is calculated based on the base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, bonuses, or commissions.

With their coach's approval, team members may use any available vacation, Paid Personal Time, or Unscheduled time for additional time off as necessary.

Colorado Paid Family and Medical Leave (FAMLI)

FAMLI benefits provide partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. FAMLI provides up to 12 weeks of partially paid leave or up to 16 weeks under certain circumstances related to pregnancy and childbirth.

Contributions to the FAMLI fund are a shared responsibility between the employer and the employee. Therefore, as a participating company, the Company remits the full 0.9% of your wages to the FAMLI fund in accordance with the law and regulations, half of which is a payroll deduction of 0.45% from your earned wages taken from each paycheck, with the Company contributing the other half (0.45% of your wage) on your behalf. For more information about this important state-facilitated program, including eligibility, required documentation, and process, please see <u>famli.colorado.gov</u>. Contributions by employers and employees begin January 1, 2023, and benefits become available January 1, 2024.

Domestic Abuse Leave

Team members in Colorado and Florida subject to domestic abuse, <mark>stalking, or sexual assault</mark> may be eligible for a leave of absence (per state law). Please see the Human Resource department for more information.

Family and Medical Leave (FMLA Leave)

Master Magnetics, Inc. (MMI) provides up to 12 weeks of unpaid, job-protected leave to eligible team members for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the team member's child after birth, or placement for adoption or foster care;
- To care for the team member's spouse, eligible son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the team member unable to perform the team member's job.

Military Family Leave Entitlements

Eligible team members with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperations injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, MMI maintains the team member's health coverage under any currently enrolled group health plan on the same terms as if the team member had continued to work. Team members must continue to pay their portion of any insurance premium while on leave. If the team member is able but does not return to work after the expiration of the leave, the team member will be required to reimburse MMI for payment of insurance premiums during leave. Upon return from FMLA leave, most team members are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated team members (key team members) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that was earned prior to the start of a team member's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave. As with other types of leave, commissions are not paid during periods of unpaid leave.

Eligibility Requirements

Team members are eligible if they have worked for MMI for at least 12 months and worked a minimum of 1,250 hours over the previous 12 months. FMLA regulations also state that there must be at least 50 team members within 75 miles. At the time of writing, only Colorado locations qualify for FMLA coverage.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the team member from performing the functions of the team member's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA Leave is either 12 weeks in the 12-month period as defined by MMI, or 26 weeks as explained above. Master Magnetics, Inc uses the 12-month period measured forward from the date of your first FMLA leave usage.

A team member does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Team members must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt MMI's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Team members taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the MMI's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

MMI requires team members to use **available** earned vacation, HFWA (**if applicable**), and Paid Personal Time concurrent with FMLA leave. Paid leave used at the same time as FMLA leave, must be taken in compliance with the Company's normal paid leave policies. FMLA leave is without pay when paid leave benefits are exhausted, with the exception of 24 hours of vacation time that team members may reserve for later use.

Team members receiving Workers' Compensation benefits may not use vacation, HFWA, or Paid Personal Time to supplement their workers' compensation benefits.

Team Member Responsibilities

Team members must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the team member must provide notice as soon as practicable and generally must comply with the MMI's normal call-in procedures. Additionally, Human Resources must be notified whenever an absence is related to an open FMLA claim.

Team members must provide sufficient information for MMI to determine if the leave qualifies for FMLA protection, and the anticipated timing and duration of the leave. Sufficient information may include that the team member is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Team members must also inform MMI if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Team members also may be required to provide periodic recertification supporting the need for leave. MMI may require second and third medical opinions at the Company's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied.

Continued absence after denial of leave may result in disciplinary action in accordance with the MMI's attendance guideline. Team members on leave must contact the Human Resource Manager at least two days before their first day of return.

The Company's Responsibilities

MMI will inform team members requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the team members' rights and responsibilities. If they are not eligible, MMI will provide a reason for the ineligibility.

MMI will inform team members if leave will be designated as FMLA-protected and the amount of leave counted against the team member's leave entitlement. If MMI determines that the leave is not FMLA-protected, the Company will notify the team member.

Unlawful Acts

FMLA makes it unlawful for the Company to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

A team member may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Company.

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

See Medical Leave during First Year guidelines for additional information.

Jury and Witness Duty

MMI encourages team members to fulfill their civic responsibilities by serving jury duty when required. When summoned for jury duty, you are granted a leave to perform your duty as a juror. If you are excused from jury duty during your regular work hours, you are expected to promptly report to work.

Non-exempt team members are paid <mark>their regular rate of pay</mark> up to \$50 per day for the first three days of jury duty for federal, state, district, or county courts. MMI pays exempt team members their regular rate of pay for time spent in jury duty for federal, state, district, or county courts in accordance with regulations.

Jury duty beyond three days is without pay from the Company for nonexempt employees. However, beginning with the fourth day and thereafter, the juror is paid \$50.00 per day by the State of Colorado for state, district, or county courts. You may use any available vacation or Paid Personal Time during a jury duty leave of absence.

You must show the jury duty summons to your coach as soon as possible so that arrangements may be made to accommodate your absence. You must also submit a copy of the summons to the Human Resources office as well as confirmation of your service. You are expected to report for work whenever the court schedule permits.

Subject to the terms, conditions, and limitations of the applicable plans, MMI currently continues medical insurance benefits for team members on jury duty leave as it does with other team members. Team members must continue to pay their portion of any insurance premium while on jury leave.

If team members have been subpoenaed or otherwise requested to testify as witnesses by MMI, they receive paid time off for the entire period of witness duty.

Team members are granted unpaid time off to appear in court as a witness when requested by a party other than MMI. Team members may use available vacation or Paid Personal Time to be compensated for the period of this absence.

The subpoena must be shown to the team member's coach immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the team member's absence. The team member is expected to report for work whenever the court schedule permits. A copy of the subpoena must also be submitted to the HR office.

Medical Leave during First Year

Team members who need six or more consecutive days off work for medical reasons but have not yet met the eligibility requirements for FMLA leave, may be provided an unpaid medical leave of absence in limited circumstances. Such a leave may include time off for a team member's illness, pregnancy, or a team member's injury, whether on or off the job.

For an unpaid medical leave to be granted, the team member generally must have:

- Completed ninety (90) days of employment with MMI;
- Notified the immediate coach as soon as possible of the need for medical leave;
- Submitted a medical certification from the attending physician outlining the reason for the leave and the estimated time needed, (MMI reserves the right to obtain a Company doctor's opinion);
- Obtained approvals from the immediate coach and the Human Resources prior to the leave if practicable.

Leaves are limited to no longer than six calendar weeks. Team members must use available HFWA and Paid Personal Time (PPT) as part of the leave. Available Unscheduled absence time is not counted as part of this medical leave. A team member who is ready to return to work from leave should present a doctor's statement indicating ability to return to work. Any team member who fails to report to work at the expiration of the approved leave period will be terminated.

Whenever possible, you must notify Human Resources at least 30 days prior to the leave. Requests for medical leave must be in writing. Forms are available in the Human Resources department.

Because of the nature of our business, it is not always practical to hold positions open during a non-FMLA medical leave. In the event your job is filled, you will be considered along with other candidates for any vacant position for which you are qualified. There is no job guarantee.

Subject to the terms, conditions, and limitations of the applicable plans, MMI currently continues health insurance benefits for team members on leave as it does with other team members. Team members must continue to pay their portion of any insurance premium while on leave. The premium payments must be made by the designated due date, or the insurance may be suspended. If the team member does not return to work after the expiration of the leave, the team member will be required to reimburse MMI for payment of insurance premiums during the medical leave.

The team member's anniversary date is adjusted in accordance with the amount of unpaid time s/he is absent under this medical leave. The adjusted anniversary date will affect when Vacation, PPT, and Unscheduled time are available to the team member. Holidays, bereavement pay or MMI's jury duty pay are not granted during the leave.

Military Leave

Team members granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights.

Personal Leave

MMI may provide an **unpaid** personal leave of absence to eligible full-time and part-time team members who need to take six or more consecutive days off from work duties to fulfill non-medical, personal obligations. Requests for personal leave are evaluated based on a number of factors, including anticipated workload requirements, and staffing considerations during the proposed period of absence. The granting of personal leaves is entirely discretionary.

Generally, team members may request personal leave only after completing 12 months of employment. Team members must provide a minimum of 30-days' notice of the need for a planned personal leave. If the leave is due to an emergency situation, team members are expected to provide as much notice as practical.

Requests for personal leave must be in writing. Forms are available in the Human Resources department.

Personal leaves may be granted for a period of up to six weeks every two years. Team members are required to use any available vacation as part of the approved personal leave. Paid Personal Time may not be used as part of a personal leave.

So that a team member's return to work can be properly scheduled, a team member on personal leave must provide MMI with at least two days advance notice of the date the team member intends to return to work.

Subject to the terms, conditions, and limitations of the applicable plans, MMI currently continues health insurance benefits for team members on personal leave; however, team members are responsible for *all* of their health insurance premiums while on personal leave *including* MMI's portion.

The team member's anniversary date is adjusted in accordance with the amount of unpaid time taken during personal leave. The adjusted anniversary date affects when vacation, PPT, and Unscheduled time are available to the team member. Holiday, bereavement, or jury duty pay is not granted during the leave. Because of the nature of our business, it is not always practical to hold positions open during a personal leave. In the event your job is filled, you will be considered along with other candidates for any vacant position for which you are qualified. There is no job guarantee.

Any team member who fails to report to work promptly at the expiration of the approved leave period will be terminated.

Time Off to Vote

MMI encourages you to exercise your voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for team members to vote either before or after work or by mail. If it is necessary for you to arrive late or leave work early to vote in any election, you should notify your coach in writing no later than the day prior to Election Day. You may choose to use PPT or VAC if you wish to be paid.

Team Member Acknowledgement Form

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE TEAM MEMBER HANDBOOK REVISED 03/2022. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. I FURTHER UNDERSTAND:

I UNDERSTAND EMPLOYMENT WITH MASTER MAGNETICS, INC. IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF COACHES <mark>OR MANAGEMENT</mark> ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF MASTER MAGNETICS, INC., OTHER THAN THE PRESIDENT OF THE ORGANIZATION, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

TEAM MEMBER'S NAME (printed):

TEAM MEMBER'S SIGNATURE:

DATE: _____

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