Great Hire, Inc.

EMPLOYEE HANDBOOK

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Table of Contents

Introduction 4
- **Co-Employment** 4

Our Commitments 5
- **Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation** 5
- **Sexual Harassment Policy** 6
- **Immigration Law Compliance** 11

Our Expectations 14
- **Code of Conduct** 14
- **Punctuality and Attendance** 16
- **Dress Code** 17
- **Conflict of Interest** 17
- **Workweek and Work Schedules** 18
- **Workplace Safety Policy** 19
- **Workplace Violence** 19
- **Smoking Policy** 20
- **Drug and Alcohol Abuse** 20
- **Cannabis Policy** 21
- **Workplace Relationship / Fraternization Policy** 21
- **Company Property** 22
- **Technology Systems** 22
- **Social Media** 23
- **Confidentiality and Trade Secrets** 25

Our Relationship 27
- **At-Will Employment** 27
- **Employment Verification** 27
- **Employee Classification Policy** 27
- **Americans with Disabilities Act and Accommodations Policy** 28
- **Religious Accommodations Policy** 30
- **Lactation Accommodation** 31
- **Timekeeping Requirements for Non-Exempt Employees** 31
- **Overtime** 32
- **Salary Pay for Exempt Employees** 32
- **Payroll Deductions** 32
- **Payment of Wages** 32
- **Internal Pay Transparency Policy** 33
- **Personnel Files** 33
- **Social Security Number Privacy Policy** 33
- **Employee Benefits** 34
- **COBRA Policy** 34
- **Termination of Employment** 37

Time Off 39
- **Holidays** 39
- **Leave of Absence** 40
- **Workers' Compensation** 41
- **Federal Family and Medical Leave Act (FMLA)** 41
- **Military Service Leave** 46

Handbook Acknowledgement and Agreement 49

California 50
- **Equal Employment and Anti-Discrimination Policy** 50
- **Health and Safety** 51

Sexual Harassment Policy 51
Paid Sick Leave (CA-SICK) 51
Los Angeles, CA Paid Sick Leave (CA-LA-SICK) 53
Overtime 55
Workweek and Work Schedules 55
Pay Transparency 55
Lactation Accommodation 55
Meal and Rest Breaks 56
Bereavement Leave 56
Pregnancy Leave 57
Jury Duty Leave 59
Witness Duty Leave 59
Crime Victim Leave 60
Domestic Violence, Sexual Assault, and Stalking Leave 60
Adult Illiteracy Leave 62
Alcohol and Drug Rehabilitation Leave 62
Civil Service/Emergency Responder and Civil Air Patrol Leave 63
California Unpaid Family and Medical Leave 63
California Paid Family and Medical Leave Insurance 65
Military Service Leave 66
Organ and Bone Marrow Donor Leave 66
School Activities Leave 67
School Suspension Leave 68
Suitable Seating Policy 68
Whistleblower Protection 68
CA Workplace Know Your Rights 73
Biometric Data Retention & Destruction 74

Introduction

This Employee Handbook was created to be a resource for our employees. We have tried to write it so that it is easy to understand and organize it so that employees can quickly find what they are looking for. **THIS HANDBOOK DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT**, but employees should read and understand it. It replaces any prior handbooks and inconsistent policies or statements. In the future, we may need to revise this handbook, and we will strive to make our employees aware of changes. This handbook should be read and interpreted to be consistent with applicable laws.

We have divided the handbook into four sections: Our Commitments, Our Expectations, Our Relationship, and Time Off. “Our Commitments” outlines the principles our organization is committed to. “Our Expectations” explains the expectations we have for our employees. “Our Relationship” describes our relationship with our employees. “Time Off” explains when employees can take time off of work. This handbook also has a State Addenda which contains policies that apply to employees who work in certain states. The State Addenda modifies language in the Handbook, so if there are conflicts between the Handbook and Addenda, the Addenda should be followed.

Co-Employment

Trion Solutions, Inc. (“Trion”) and **Great Hire, Inc.** (“The Company”) have entered into an agreement which creates a co−employment relationship between them and their worksite employees. Trion Solutions is a Professional Employer Organization (PEO) which provides payroll, human resource management, workplace safety, and benefits management services to its clients. Questions as they apply to the policies within this handbook may be directed to the Trion Solutions Human Resources Department at hr@trionworks.com or 248−498−8512.

Our Commitments

This section outlines our principles.

Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation

The Company is an equal opportunity employer and makes employment decisions on the basis of current need and merit. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is a core value here. the Company does not discriminate against or tolerate harassment by anyone on the basis of the following Protected Characteristics:

- Federally: race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 and older), military status, disability, and genetic information (including family medical history)

The company also prohibits discrimination and harassment based on the perception that an employee falls within one of the categories of Protected Characteristics, or based on the employee's association with a person who falls within, or is perceived to fall within, one of the categories of Protected Characteristics. These prohibitions apply in the workplace, on business trips, during business meetings, at business−related social events, and at any other location where a Company−sponsored event takes place.

Harassment

Harassment is prohibited and can be unlawful when based on a protected characteristic. Harassment may take many forms, including: *verbal harassment* (e.g., jokes, epithets, slurs, negative stereotyping, gossiping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices); *physical harassment* (e.g., physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or *visual harassment* (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material in the workplace that denigrates or shows hostility toward an individual because of a protected characteristic).

Retaliation

Retaliation taken against any person for reporting incidents, making a complaint, or participating in an investigation of harassment or discrimination, or perceived harassment or discrimination, is strictly prohibited.

Complaint and Investigation of Discrimination, Harassment, and/or Retaliation

If employees believe they have been subjected to harassment, discrimination, or retaliation of any kind, they must immediately report the conduct to their supervisor, Human Resources, or both. If employees do not feel comfortable discussing the matter with their supervisor, employees should bring the matter to the attention of Human Resources, their second−tier supervisor, or other superior they trust. Employees should bring the matter to the attention of the Company promptly so that it can be investigated and addressed appropriately. Supervisors must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Human Resources or a sufficiently empowered Company employee or officer as soon as possible so the Company can attempt to resolve the claims internally.

All complaints will be promptly and thoroughly investigated by qualified personnel in a fair and impartial manner. The investigation will be documented and tracked. The Company will keep confidential all information disclosed during the investigation, except as necessary to conduct the investigation, take any remedial action, or follow the law. All employees and supervisors have a duty to cooperate in the investigation of alleged harassment, discrimination, or retaliation. Failing to cooperate or deliberately providing false information during an investigation can result in termination of employment. If the Company determines a violation of this policy has occurred, it will take effective remedial action and steps to prevent any further violations.

Additional Enforcement Information

In addition to the Company's internal complaint procedure, employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) and other independent state agencies investigate and prosecute complaints of harassment, discrimination, and retaliation.

- Information about the EEOC's complaint procedure can be found at www.eeoc.gov or by calling 1−800−669−4000 (English) or 1−800−669−6820 (TTY).

Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA. https://www.nlrb.gov/about−nlrb/rights−we−protect/your− rights/employee−rights.

Sexual Harassment Policy

The company is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is offensive, a violation of the Company policies, and unlawful. The company will penalize people who engage in sexual harassment or allow such behavior to continue. Employees who commit sexual harassment will be subject to discipline from the Company, up to and including termination.

This policy is one component of the Company's overall policy on equal employment opportunity and the prohibition of sexual harassment and retaliation. Any questions about this policy can be directed to Human Resources.

Scope

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), contractors, vendors, and any other people conducting business with the Company ("Covered Individuals").

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful. It is unlawful and a violation of Company policy to harass a person because of that person's sex, including the person's sexual orientation, gender identity, or pregnancy.

Sexual harassment includes any unwanted verbal or physical advances, sexually explicit derogatory statements, and sexually discriminatory remarks that are offensive or objectionable and cause the recipient discomfort or humiliation or otherwise interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade any job benefits for sexual favors. Sexual harassment also includes sexual misconduct, which means any behavior of a sexual nature that involves coercion or abuse of authority.

Harassment does not have to be of a sexual nature, and can include offensive remarks about a person's sex if:

- The conduct creates a hostile work environment, including offhand comments that are minor by themselves but, as a whole, create a hostile work environment;
- The conduct interferes with a person's work performance or creates a hostile work environment;
- The conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the conduct is used as the basis for employment decisions
  affecting a person's employment.

Examples of Sexual Harassment

Here are some examples of sexual harassment that are strictly prohibited:

- Physical acts of a sexual nature like touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body, poking another person's body, rape, sexual battery, molestation, or attempts to commit these assaults.

- Unwanted sexual advances or propositions like requests for sexual favors accompanied by implied or overt threats concerning a person's job performance evaluation, promotion, or other job benefits.

- Sexually oriented gestures, noises, lewd remarks, jokes, or comments that create a hostile work environment.

- Sex stereotyping like when a person's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas about how people of a particular sex should act or look.

- Sexual or discriminatory material in the workplace that is sexually demeaning or pornographic, including sexual displays on computers or cell phones in the workplace.

- Hostile actions against a person because of their sex, sexual orientation, gender identity, or for being transgender, including bullying, yelling, name−calling, or interfering with the person's ability to perform the job; or bullying, yelling, or name−calling.

- Retaliation for complaining about sexual harassment.

Targets of Sexual Harassment

Sexual harassment can occur between anyone, regardless of their sex or gender. Harassers can be a superior, subordinate, coworker, or anyone in the workplace, including an independent contractor, contract worker, vendor, intern, client, customer, or visitor.

Locations of Sexual Harassment

Unlawful sexual harassment is not limited to the physical workplace. It can occur in a remote work environment, while employees are traveling for business, or at Company−sponsored events or parties. Calls, texts, emails, and social media usage by employees on work or personal devices during work or non−work hours can constitute unlawful workplace harassment, even if they occur away from the workplace.

Reporting Sexual Harassment

Any Covered Individual who is subject to sexual harassment is encouraged to report that to their supervisor or Human Resources. Employees who want their report to be confidential should inform their supervisor or Human Resources of that fact when making their report. Anyone who knows about potential instances of sexual harassment should report that immediately to their supervisor or Human Resources. Reports of sexual harassment may be made verbally or in writing.

Victims of sexual harassment may also seek assistance outside of the Company, as explained below in the section on Legal Protections and External Remedies.

Supervisory Responsibilities

All supervisors who have any knowledge about instances of sexual harassment must report that to Human Resources.

Supervisors will be subject to discipline for failing to report suspected sexual harassment or allowing sexual harassment to continue. Supervisors will also be subject to discipline for engaging in any retaliation.

Retaliation

Retaliation is any action that could discourage someone from making or supporting a sexual harassment claim. The Company will not tolerate retaliation against anyone who, in good faith, reports information about suspected sexual harassment or otherwise assists in any investigation of a sexual harassment complaint. Retaliation includes job−related adverse actions or other actions outside of the workplace (e.g., threats of physical violence outside of work hours).

Retaliation is unlawful. The law generally protects any person who has engaged in a protected activity such as:

- Opposing or making a complaint of sexual harassment, either internally or with any anti− discrimination agency;
- Testifying or assisting in a sexual harassment proceeding under anti−discrimination law;
- Reporting that another person has been sexually harassed; or
- Encouraging someone to report sexual harassment.

This retaliation provision is not intended to protect people making intentionally false charges of harassment.

All Covered Individuals who believe they have been subject to retaliation should inform their supervisor or Human Resources. They may also seek relief outside of the Company, as explained below in the section on Legal Protections and External Remedies.

Complaint and Investigation of Sexual Harassment

The company will investigate all complaints of or information about sexual harassment. Investigations will be prompt and thorough, commenced immediately, and completed as soon as possible. Investigations will be confidential to the extent possible. All people involved have a right to a fair and impartial investigation.

Employees may be required to cooperate in a sexual harassment investigation.

While the process may vary from case to case, investigations will generally occur in the following steps. The company will:

- Inform the reporter of the right to file a complaint or seek external remedies.
- Immediately review the allegations and take any necessary short−term actions (e.g., instructing the accused to refrain from communications with the alleged victim), as appropriate.
- Inform the alleged victim of the steps that will be taken (including when the accused will be notified of the accusation) and how their identity will be protected.
- If the complaint is verbal, encourage the reporter to complete the Complaint Form in writing. If the reporter refuses, the Company will prepare the Complaint Form based on the verbal reporting.
- Take steps to obtain and preserve documents, emails, or phone records relevant to the investigation.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create written documentation of the investigation which contains the following:
    - The complaint;
    - A list of all documents reviewed, along with a detailed summary of relevant documents;
    - A list of names of those interviewed, along with a detailed summary of their statements;
    - A timeline of events;
    - A summary of prior relevant incidents, reported or unreported; and
    - The basis for the decision and final resolution of the complaint, together with any corrective action.
- Keep the written documentation in a secure and confidential location.
- Promptly notify the reporter and the accused of the final determination.
- Implement any corrective actions.

Legal Protections and External Remedies

Sexual harassment is prohibited by federal, state, and local law (where applicable). Aside from the Company's internal process, Covered Individuals may also pursue legal remedies with the following governmental entities such as back pay, cease and desist orders against the perpetrator, and damages. Employees may seek the legal advice of an attorney in that process.

Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission ("EEOC") enforces federal anti− discrimination laws. The EEOC generally has jurisdiction over private employers with at least 15 employees. A person can file a charge with the EEOC anytime within 180 days from the last instance of harassment (or 300 days if a state or local agency enforces a law that prohibits sexual harassment). There is no cost to file a charge with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the person to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

An employee alleging harassment at work can file a charge with the EEOC online by using the EEOC's public portal or in person at a local EEOC office. Contact the EEOC by calling 1−800−669− 4000 (TTY: 1−800−669−6820), visiting their website at www.eeoc.gov, or via email at info@eeoc.gov.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Reporters should contact the local police department.

Immigration Law Compliance

All offers of employment are contingent on verification of an employee's right to work in the
U.S. All employees must complete and sign the verification form required by federal law no later than the first day of employment. All employees must present acceptable documents verifying that an employee is authorized to work in the U.S. no later than the employee's third day of employment. If an employee cannot verify the employee's right to work in the U.S., the Company may be obligated to terminate the employee.

Background Check Policy

Background checks help the Company gain insights into applicants' backgrounds, ensure the Company hires reliable employees, verify applicants' truthfulness and accuracy, and screen candidates convicted of serious criminal behavior.

Offers of employment or promotions at the Company may be contingent upon clear results of a background check, as deemed necessary and as permitted by law. Whether a background check is required for a position or promotion will be indicated in the job posting. All final candidates for the position or promotion will be subject to a background check, without discrimination.

The Company reserves the right to modify this policy at any time without notice.

Information Included

Unless otherwise prohibited by law, background checks may include:

- Social Security number, date of birth, and former addresses;
- Prior employment (up to two employers or five years), including dates of employment; positions held; reasons for departure and eligibility for rehire;
- Personal and professional references;
- Educational information, including the years attended and the degree/diplomas received;
- Criminal history, including the number of convictions, nature of convictions; and time since convictions;
- Motor vehicle records, including driving history (if the position involves driving); and/or

Procedure

The Company will comply with all applicable legal requirements when conducting background checks. Applicants will be asked to provide written permission before the Company conducts a background check. The Company will order the background check from a reputable background check provider.

Human Resources will review the results of the check and notify the hiring manager and the applicant of the results. The hiring manager will assess the potential risks and liabilities related to the jobs requirements and determine whether the applicant should be hired.

If the Company determines not to hire or promote an applicant based on the results of a background check, the Company will comply with any applicable Fair Credit Reporting Act (FCRA) requirements. Background check information will be maintained in a file separate from employees' personnel files.

Our Expectations

This section explains the expectations we have for our employees.

Code of Conduct

The success of the Company is created by everyday interactions at work. This policy, along with the rest of the Employee Handbook, establishes appropriate work behavior. When the workplace is respectful, safe, and professional, the Company and employees can thrive. For more information on any of the topics in this policy, see the referenced policy in the Employee Handbook. Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA. https://www.nlrb.gov/about−nlrb/rights−we− protect/your−rights/employee−rights.

Respect

Respect is essential for employees to succeed at work. Employees should fulfill their job duties with integrity and respect toward others. All employees are expected to be respectful to everyone, including other employees, contractors, customers, and vendors. Communication should be friendly and collaborative. Employees should not disrupt the workplace or interfere with other employees' work or their ability to perform their jobs.

Team members must follow supervisors' and managers' instructions and complete their duties
with skill and in a timely manner. Supervisors and managers should not abuse their authority.

Harassment or discrimination of any kind is unacceptable. Employees should refer to the **Equal Employment and Policy Against Harassment, Discrimination, and Retaliation** for information about what qualifies as harassment and how to report it. For information about sexual harassment, specifically, employees should refer to the **Sexual Harassment** policy. This policy defines sexual harassment and provides examples. All employees should report harassment in the workplace, even if they are not the target. Employees who report harassment will be protected from retaliation.

Safety

Safety is essential for employees to succeed at work. The physical safety and health of employees is a top priority for the Company. Frequent cleaning and other precautionary practices can help stop the spread of disease and illness in the workplace. To promote a physically safe environment, there is zero tolerance for **Workplace Violence** of any kind. Any employee who becomes violent or threatens violence will be disciplined or terminated.

The company is concerned about employees' abuse of alcohol, illegal drugs, and controlled substances. Use of these substances, whether on or off the job, can adversely affect employees' work performance, efficiency, safety, and health. Employees should refer to the **Drug and Alcohol Abuse** policy and the **Cannabis** policy for more information.

Professionalism

Professionalism is also a prerequisite for success at work. Employees are expected to act professionally while working and representing the Company. All employees should be respectful of the Company and their colleagues' time by maintaining proper **Punctuality and Attendance**. This includes reporting to work on time and scheduling absences as soon as possible. Employees must follow the **Dress Code**, including proper grooming and personal hygiene.

Employees should act professionally when representing the Company, even while not at work. Employees' behavior outside of work hours should not damage the Company's reputation. The Company respects employees' use of social media and has guidelines about its use. Employees should refer to the **Social Media** policy for information about the use of disclaimers, confidentiality, and more.

Lawful Conduct

Employees are expected to follow any applicable laws or regulations governing the Company. Violating the law can result in significant harm to the Company, including financial penalties or damage to business relationships and reputation. The legal requirements are the minimum standard, but the Company strives to act in an ethical manner that has positive effects on people and society. Employees should pursue the best interest of the Company. Employees must not engage in any activities that could give rise to, or could be perceived to give rise to, a conflict of interest.

Client Policies

Employees are required to follow all lawful applicable client workplace rules and regulations. Failure to follow client workplace rules and regulations may lead to your removal from the work site, as well as discipline up to and including termination.

If you have any questions regarding such policies, you may address them to your client supervisor or to Great Hire's President or Management.

Company Property

Respecting property of the Company is important for it to operate efficiently. Employees have a duty to be respectful of **Company Property.** Employees shouldn't misuse the Company's equipment or use it frivolously. Any unauthorized use of the Company property is prohibited and may result in discipline.

Employees have access to a variety of technology on the Company's devices and systems. Employees' use of the Company property or systems, or use of personal devices while at the

workplace are subject to the **Technology Systems** policy. Employees should review this policy to understand their privacy rights and responsibilities while using Company technology.

Employee should also remember that they are responsible for safeguarding the Company's confidential information during and after their employment. Employees are bound by the **Confidentiality and Trade Secrets** policy which can help employees identify what information is confidential and how best to protect it.

Discipline

Employees should report any violations of this **Code of Conduct** policy to Trion Human Resources. Violations of this policy may result in discipline, including the possibility of termination.

Time Off

Employees should refer to the **Time Off** section of the Handbook for information about leave. Information about breaks can be found in the **Lactation Accommodation** policy.

Punctuality and Attendance

Your arrival at your assignment on time, and your attendance while assigned is considered a vital part of successful job performance. Accepting an assignment is a commitment to arrive at the assignment on time. It is required that you are at your assignment and prepared to begin work at the scheduled start time. Also returning from all breaks, including lunch, and remaining at your assignment until the end of your scheduled time is expected. If for any reason you are going to be late or not able to report to your assignment, you must call immediately and speak personally to a representative at Great Hire. The Company expects you to assume the responsibility of both your attendance and punctuality. If a pattern of lateness or absenteeism occurs your supervisor may discuss the matter with you in an effort to correct the situation Excessive absences, abuse of the Company's leave policies, failure to report absences on time, and excessive tardiness may lead to discipline, including termination.

If employees know in advance that they will be absent, employees must schedule the absence in accordance with the applicable leave or time off policy. If employees are absent for 3 consecutive work days without contacting their supervisor or a Great Hire representative, employees will be considered to have voluntarily terminated their employment.

Personal appointments should be scheduled during non−work hours unless approved in advance by your supervisor.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy.

Dress Code

Employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours that presents an image that represents the Company well. Apparel, personal grooming, and hygiene practices should not distract others. Employees should avoid extremes in dress and grooming. If employees report to work dressed or groomed inappropriately, they may be asked to return home and return to work well−groomed and wearing proper attire.

Conflict of Interest

All employees should avoid any actual, potential, or apparent conflict of interest between their personal interests and the best interests of the Company. An employee may have a conflict of interest if they:

a. Participate in any organization that competes, does business, or desires to do business with the Company;

b. Have any financial involvement with any organization that competes with or does business with the Company;

c. Enter into contracts on behalf of the Company with the employee's relatives or household members;

d. Take personal advantage of the Company's business opportunities;

e. Help someone sell products or services to the Company; or

f. Assist the Company's competitors.

This list illustrates some possible conflicts of interest and isn't a complete list. It is each employee's responsibility to avoid any situation that could be an actual, potential, or apparent conflict of interest. Some conflicts of interests can also be violations of federal, state, and local law.

Employees should carefully review their situations for any conflict of interest and should disclose potential conflicts to their supervisor. Supervisors will review the situation and decide any necessary approvals from the Company's management or legal team. This policy is not intended to prohibit the acceptance of occasional business−related meals or promotional items of nominal or minor value.

Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA. https://www.nlrb.gov/about−nlrb/rights−we−protect/your− rights/employee−rights.

For any questions about this policy, employees should contact Human Resources.

Workweek and Work Schedules

See the State Addenda for any work schedule rules specific to your state.

When Great Hire has an assignment that matches your skills we will attempt to reach you and tell you about the position. At that time you can either accept or decline the position. If you accept, we have the following expectations:

- **Show up on time**
    - If you accept an assignment or an interview through Great Hire, we expect you to keep your commitment and to arrive on time. The assignment or interview you have accepted is an important role within our clients' business. If you do not show up or are late, you not only reflect poorly on Great Hire , but you cause our clients' business to suffer. We cannot accept this behavior. If you no call no show to your assignment or to a scheduled interview we may not offer you any more assignments.
- **Call in to let us know your availability**
    - If you are not on assignment, you should call Great Hire at least twice per week to let us know you are available. Priority consideration will be given to those people who call in their availability. IF YOU HAVE PREVIOUSLY BEEN ON AN ASSIGNMENT THROUGH GREAT HIRE YOU MUST CONTACT GREAT HIRE UPON COMPLETION OF THE ASSIGNMENT PROVIDED BY GREAT HIRE. We require that all employees contact us every 48 hours by telephone or email, furthermore, if we attempt to contact you, and you do not return our calls, we will deem you unavailable and not actively seeking work.
- **Accepting Short-term Assignments**
    - We give priority consideration to those employees who are most eager to work. The best way to show that you are eager to work is to accept shorter−term assignments if they are offered to you. Not all assignments you work on will turn into an opportunity to be hired by the client, and NO ASSIGNMENT IS EVER GUARANTEED TO PROVIDE A HIRING OPPORTUNITY BY THE CLIENT COMPANY, however, even a short assignment is an opportunity for you to show what you can do. Many great opportunities have arisen out of short−term assignments.
- **Be Prepared**
    - Make sure you have time sheets/cards when you arrive at your assignment. If you cannot find your timesheets at the time you may stop by our office and pick them up at any time. Many worksites utilize a digitial or manual time punch in/out system or software. You will be setup on such time systems to identify your time worked based on your accurate punch times. If there are any discrepancies due to system outages, mistaken punches, or other unforeseen circumstances that would cause

your clock in or clock out time records to differ from your weekly pay and pay stub you must promptly report this to both the job assignment supervisor as well as your direct Great Hire contact within 48 hours so that we may take corrective action. At all times Great Hire will take corrective action to ensure that you are paid accurately if such a discrepancy occurs immediately. However, it is only through your prompt communication that we can identify and know of any circumstance that would not be known otherwise.

- **Accepting a Client's Offer of Employment**
    - If our client offers you permanent work, please call us immediately so that we may handle the arrangements to expedite this transition for you.

Workplace Safety Policy

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices.

The following safety rules of conduct should be observed by all:

- Comply with safety policies and supervisor instructions
- Use all safety equipment and devices provided
- Complete all required safety training processes
- Report unsafe or illegal activities
- Report unsafe conditions and equipment
- Do not act in a manner that endangers self or others
- Assume responsibility for your conduct and actions
- Ask questions when unsure of proper and safe work procedures
- Understand all equipment operations within your job function
- Do not jeopardize the safety of self or others by use of drugs or alcohol on the job
- Demonstrate a positive verbal and visual example for others in all actions
- Report all injuries and close calls to a supervisor immediately
- Complete all required paperwork for safety related matters
- Submit to company−provided medical care and treatment as needed

IN THE EVENT OF MEDICAL EMERGENCY OR FIRE, CALL 911

Workplace Violence

The Company has no tolerance for acts and threats of violence among employees or on the Company’s premises. All violent acts, even those made in jest, will be taken seriously and could lead to termination. Threats may be direct or indirect, and they may be made verbally or

nonverbally. It is every employee's responsibility to assist in establishing and maintaining a violence−free work environment. Employees are expected to report to a supervisor all threatening or violent incidents involving employees or occurring in the workplace. Employees working at client work−sites who have any workplace violence concerns report such concerns to Great Hire's Executive team. The company will review all reports of workplace violence and conduct investigations as appropriate. The company will take appropriate remedial action to remedy any workplace violence.

Smoking Policy

The company is committed to providing a safe and healthy work environment for its employees, contractors, customers, and visitors. The company recognizes that smoke and secondhand smoke is known to cause a variety of serious health conditions, including cancer. The company provides a limited−smoking environment for all employees, contractors, customers, and visitors to keep a safe and healthy workplace environment. This policy covers the use of any tobacco product producing aerosolized particles, including, but not limited to, cigarettes, cigars, pipes, vape pens, e−cigarettes, and other similar products. This policy applies to employees, contractors, customers, and visitors present on or using the Company property.

Smoking is restricted indoors on Company property. Smoking must be confined only to Company− designated smoking areas, subject to any other applicable law, building code, or building policy.

If a customer attempts to use a cigar, cigarette, pipe, vape pen, e−cigarette, or similar product on Company property in a restricted area, employees should politely request that the customer stop smoking or relocate to a designated smoking area.

All smoking−related items must be properly stored and disposed of in appropriate waste receptacles. For safety reasons, smoking is prohibited in all areas where paint and flammable materials are present.

Enforcement

All violations of this policy will be handled according to the Company's standard disciplinary
procedures, which may include termination of employment.

Drug and Alcohol Abuse

The company is concerned about the use of alcohol, illegal drugs, and controlled substances and their effect on the workplace. Use of these substances, whether on or off the job, can adversely affect employees' work performance, efficiency, safety, and health, and seriously impair employees' value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other people.

The Company strictly prohibits: (1) being impaired by alcohol while performing work for the Company; (2) driving a Company vehicle while under the influence of alcohol or a controlled substance; (3) distributing, selling, or purchasing an illegal or controlled substance while performing work for the Company or on Company property; (4) possessing, using, or being under the influence of an illegal or controlled substance while on the Company premises or while performing work for the Company; and (5) working while impaired by a prescription or over−the−counter drug if that impairment affects the employee's ability to safely or sufficiently perform the job or affects the safety of others.

The Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, unless undue hardship would result, or as otherwise required by applicable federal or state law.

Violation of this policy may result in disciplinary action, including termination. The company may also bring the matter to the attention of appropriate law enforcement authorities.

Cannabis Policy

The company is concerned about employees' use of cannabis because it can affect the workplace. Being under the influence of cannabis in the workplace can adversely affect employees' work performance, efficiency, safety, and health, and therefore seriously impair employees' value to the Company. In addition, the use or possession of cannabis on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other people.

Employees may not report to or perform work for the Company while under the influence of cannabis.

Employees may not ingest, distribute, or possess cannabis or cannabis−related paraphernalia at any Company workplace or during work hours, including during meal and rest breaks. The company complies with all state and federal laws and regulations regarding cannabis use.

Failure to follow this policy may result in discipline, including termination.

Workplace Relationship / Fraternization Policy

To avoid the appearance of any conflict of interest, influence, or favoritism, and to ensure objectivity in the workplace, the Company prohibits personal relationships (e.g., romantic or dating relationships, cohabitation, marriage, or otherwise becoming related) between employees in a reporting relationship.

If a personal relationship develops between employees in a reporting relationship, the employees must disclose the relationship immediately to Human Resources. The Company will work with the employees to devise a working solution.

Any failure to disclose such personal relationships between employees in a reporting relationship may result in discipline, up to and including termination.

All steps will be taken to eliminate any real or perceived appearance of authority one employee has over the other employee. Continued employment is possible provided that no direct reporting relationship exists. In situations where it is not possible to eliminate a real or perceived conflict of interest, transfer or termination of employment with the Company may be required.

Company Property

All property of the Company must be maintained in good working order and in accordance with the Company's rules and regulations. The Company may inspect all property to ensure compliance with its rules and regulations without notice to employees or in employees' absence. Prior authorization must be obtained before any Company property may be removed from the premises. Personal property brought onto the Company premises is subject to inspection as permitted by applicable law.

Upon termination of employment or upon request by the Company, employees must (i) return all Company property immediately and (ii) conduct a thorough search of their homes, personal computers and phones, cars, cloud accounts, tablets, external drives, personal emails, and any other place where the Company property may reside and return Company property immediately. Employees who fail to comply with this policy may be subject to discipline or legal action.

Technology Systems

The company provides employees with access to the Company's email system, internet access, telephones and voicemail systems, printers, photocopiers, scanners, fax machines, e−fax systems, computer networks, and other technology systems to assist employees in conducting the Company business. Everything created, received, sent, or stored in these systems is the property of the Company.

All the Company policies apply to the conduct of employees on the internet and when using Company technology systems. The display of any kind of sexually explicit material on any the Company system or through any electronic communication method operated by the Company is a violation of the Company's policy against sexual harassment. Employees who are aware of the misuse of technology systems by other employees should report the misuse to Human Resources immediately.

The company has software and systems that are capable of monitoring and recording all network traffic to and from any computer used by employees. the Company may access, review, copy, and delete anything accessed through these systems with or without notice to employees or in employees' absence. The company may also review internet and technology

systems activity and analyze use patterns and may choose to publicize this data. **Employees should have no expectation of privacy regarding their internet or technology systems use** and should not use the Company systems for information they wish to keep private.

Social Media

The Company respects the right of employees to maintain blogs or web pages or participate in social media, including X.com, Facebook, Instagram, LinkedIn, and similar sites. However, to protect the Company's interests, employees must adhere to the guidelines below that apply to all social media activity by employees.

Definitions

- **Internal Media Sites**: Any internal social media maintained by the Company for its employees to communicate (e.g., Slack, Microsoft Teams, etc.).
- **Social Media**: Any internet−based media created through social interaction, where users primarily produce and contribute to (rather than just consume) the content. Social Media includes social or professional networking websites, blogs, virtual worlds, photo− sharing websites, and video−sharing websites.
- **Social Media Activity**: Any form of communication through Social Media that the employee controls that relates in any way to the Company's operations, employees, customers, suppliers, or competitors.

Company Policies

All the Company's policies – including protection of confidential and proprietary information, unlawful harassment and discrimination, workplace violence, standards of conduct, and acceptable use of computing resources – apply to employees' Social Media Activity.

Using a Disclaimer

Employees should make clear that the views they are expressing are theirs alone and do not reflect the views of the Company when engaging in Social Media Activity that gives the appearance that such activity is on the Company's behalf, except when expressly authorized by the Company. If employees' Social Media Activity gives the appearance that it is expressly authorized by the Company, employees should specifically state: "The content I have contributed to this site is my own and does not necessarily represent the views or opinions of my employer."

Employees may reference the Company as their employer and include contact information on social and professional networking sites only, such as LinkedIn and Facebook, without posting a disclaimer.

Confidentiality Obligations

Employees are obligated to adhere to their confidentiality obligations to the Company, subject to their rights to engage in protected activity under Section 7 of the National Labor Relations Act or any other legally protected activity under applicable law. Employees should not discuss confidential intellectual property information, financial information, customer details, or anything else that is subject to confidentiality obligations.

Others' Privacy

Employees should not disclose personal or non−public contact information or post photographs or videos of employees, suppliers, or competitors without their prior written permission and the Company's prior written approval.

Additional Considerations

Employees should not allow Social Media use to interfere with work performance. Employees should not use their Company email address to register for Social Media.

Internal Media Use

The purpose of Internal Media Sites is to give employees an opportunity to better collaborate and communicate with each other and to access information, developments, and announcements related to the Company. Employees using Internal Media Sites should use their best personal and professional judgment before contributing content.

The following guidelines apply to the use of Internal Media Sites:

- Do not post confidential information, including information about finances, strategy, trade secrets, and any other information that has not been released to the public or the Company at large.
- Use professional judgment when linking to external web sites, text, pictures, or videos.
- Be professional.
- Do not use Internal Social Media Sites for spamming, for personal or commercial advertisements, or to transmit junk mail or bulk communications.
- Do not use Internal Media Sites to promote any outside business ventures, charities, political campaigns, religious groups, or other membership organizations. The use of Internal Social Media Sites to promote approved activities requires the prior approval of the Company.

The Company will monitor all content posted on Internal Media Sites and may make editorial decisions regarding the content. The Company may edit or remove content from the Internal Media Sites that it determines to be harassing, discriminatory, unlawful, or otherwise in violation of this or any other policy. The Company may also edit or remove content that contains spam, is inaccurate, or includes unauthorized disclosure of confidential information.

Enforcement

Employees will be held accountable for engaging in Social Media Activity that violates this policy. Failure to comply with this policy may result in disciplinary action, including termination. The Company may report suspected unlawful conduct to law enforcement.

Limitations

This policy will not be applied in a manner that interferes with employees' rights under Section 7 of the National Labor Relations Act or with their right to engage in any other legally protected activity. Nothing in this policy will prohibit employees from discussing their wages, benefits, or other terms and conditions of their employment. Furthermore, nothing in this policy will in any way limit or prohibit employees from disclosing information pertaining to sexual harassment or any other unlawful conduct in the workplace.

Confidentiality and Trade Secrets

Employees are responsible for safeguarding the Company's confidential information during and after their employment. Confidential information includes non−public information that relates to the business, products, services, the Company research or development, or the Company's technical data, trade secrets, or know−how, including research, product plans, or other information regarding the Company's products or services, markets for those products or services, customer lists and customers, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, marketing, and finances.

Confidential information does not include any information which an employee can establish:

- Was publicly known or made generally available prior to the time of disclosure by the Company to the employee;
- Becomes publicly known or made generally available after disclosure by the Company to the employee through no wrongful act or omission by the employee; or
- Is in the employee's rightful possession, without confidentiality obligations, at the time of disclosure by the Company as shown by the employee's then−contemporaneous written records.

Subject to their right to engage in activities protected by law, employees may not divulge

any confidential information unless it is necessary for them to perform their job. Employees may

not transmit Company confidential information to themselves for use with future employers. For example, employees may not email the Company property to their personal email accounts, save it to their personal cloud accounts, or save it to external drives or other sources without the written permission of the Company.

Employees may not work for the Company if any agreements with third parties, including prior employers, prevent them from performing the duties of their position. Employees must notify the Company immediately if they learn that the Company is unaware of any such existing agreement. Employees may also not work for the Company if they have retained any property of their prior or concurrent employers without written permission from their prior or concurrent employer. Employees are prohibited from bringing any third−party confidential information to the Company or using it in their work at the Company without the Company's written permission. Employees who use such information will be subject to disciplinary action, including possible termination. Violation of this policy may also result in legal action. Unless required by applicable law, the Company will not indemnify employees who have misused the trade secrets or confidential information of others. If employees are asked during the course of their employment at the Company for information relating to any of their prior employers' business and cannot answer that without providing non−public information, employees must refrain from providing that information.

The Company may, to the extent permitted by law, inspect employees' electronic equipment, including the Company−provided computers, at any time to ensure compliance with the Company policies.

Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA.
https://www.nlrb.gov/about−nlrb/rights−we−protect/your− rights/employee−rights.

Our Relationship

This section describes our relationship with our employees.

At-Will Employment

Employment is at−will. This means that both the Company and employees may terminate their employment relationship for any reason and without notice. The company requests at least two weeks' notice from employees before their resignation.

Nothing in this Handbook or in any other document, policy, or agreement limits the right of the Company and employees to terminate employment at−will. With the exception of certain authorized individuals at the Company, employees have no authority to enter into any agreement for employment for a specified period of time or to make any agreement or representation contrary to the Company's policy of at−will employment.

Employment Verification

All inquiries pertaining to verification of your employment should be sent via email to voe@vensure.com. This will help expedite the verification more effectively and efficiently. Verification of Employment requests should be submitted in writing on the original form requesting the information. The Company will respond directly to the requestor and if necessary, provide a copy of the verification to the employee. Verbal verifications will not be accepted to ensure quality of privacy protection for the worksite employee.

Employee Classification Policy

This policy summarizes the different categories of employment. An employee's category determines benefit eligibility and which policies and laws apply to the employee. Employees will be informed of their classification when hired and notified of any change to their classification.

Employees are categorized as either "exempt" or "nonexempt" for purposes of federal and
state wage and hour laws.

- **Nonexempt Employees**: Employees whose work is covered by the Fair Labor Standards Act (FLSA) for minimum wage and overtime.
- **Exempt Employees**: Employees who do not receive overtime pay and generally receive the same weekly salary regardless of hours worked.

In addition, employees fall within one of the classifications below:

- **Full-Time Employees**: Employees who regularly work the Company's full−time schedule who were not hired on a temporary or short−term basis to work on a job assignment at a contracted client's worksite. Full−time employees are generally eligible for all the Company benefits.

- **Part-Time Employees:** Employees who regularly work fewer hours than the Company's full−time schedule who were not hired on a temporary or short−term basis. Part−time employees may be eligible for some of the benefits offered by the Company, subject to the terms and conditions of each benefit program.

- **Short-Term or Temporary Employees:** Employees who were hired for a specific, short− term project, or on a short−term freelance, per diem, or temporary basis. Short−term or temporary employees generally are not eligible for Company benefits. Employment beyond any initially stated period does not imply a change in employment status.

- **On-Call Employees:** Employees who work only when called. On−call employees are generally not eligible for Company benefits.

Americans with Disabilities Act and Accommodations Policy

The company is committed to supporting people with disabilities and providing reasonable accommodations. The Americans with Disabilities Act ("ADA") prohibits discrimination against applicants and employees with disabilities, and requires a company to provide reasonable accommodations for qualified employees with disabilities, unless doing so would cause undue hardship for the Company. The company complies with all federal and state laws concerning the employment of people with disabilities and follows all regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

The company complies with all federal and state laws concerning the employment of persons with disabilities and follows all regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The company is also committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), the Company will provide reasonable accommodations to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the Company, an undue hardship.

Definitions

A "disability" refers to a person who has a physical or mental impairment that substantially limits one or more major life activities, a person with a history or record of such impairment, or a person who is perceived by others as having such impairment.

A “qualified employee” means an employee who satisfies the skill, experience, education, and other job−related requirements of the position and can perform the essential job functions of the position, with or without reasonable accommodation.

Reasonable Accommodations

A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that provides a qualified person with a disability an opportunity to perform at the same level of performance or to enjoy equal benefits and privileges that are available to an average similarly situated employee without a disability. A reasonable accommodation could include making existing facilities accessible, job restructuring, part−time or modified work schedules, acquiring or modifying equipment, or reassignment to a vacant position. A reasonable accommodation does not include removing essential job functions, creating new jobs, or providing personal items. In the case of a pregnancy related accommodation, an accommodation may include eliminating one or more essential job function for up to 40 weeks during pregnancy and additional time after its conclusion, as necessary.

The Company is not required to provide a reasonable accommodation if it would cause an undue hardship to the Company. An undue hardship means significant difficulty or expense to the Company like financial difficulty, an unduly extensive, substantial, or disruptive change, or a fundamental alteration of the operation of the Company. Whether a reasonable accommodation creates an undue hardship is evaluated on a case−by−case basis, and the Company will consider several relevant factors when evaluating an accommodation request.

Requesting a Reasonable Accommodation

The company cannot provide reasonable accommodations unless it knows about an employee’s disability. Reasonable accommodations can be requested at any time during the application process or employment. Individuals should contact Trion Human Resources at hr@trionworks.com or (248) 498−8512 to request a reasonable accommodation. Employees can also contact Human Resources to request an adjustment at work for a reason related to a medical condition. The request does not need to mention the ADA or use the phrase "reasonable accommodation."

Once the accommodation is requested, the Company will act promptly to engage in an informal process to clarify the employee’s needs and identify the appropriate reasonable accommodation. If the disability or need for accommodation is not obvious, the Company may require that the employee provide medical documentation to establish that the employee has a disability, to show that the employee needs the requested accommodation, or to help determine effective accommodation options. In the case of a pregnancy related accommodation, the Company will only request reasonable documentation and will not request documentation related to lactation accommodations requests. The company may offer

alternate suggestions for reasonable accommodations or choose among possible accommodations.

Employees who are denied an accommodation will be notified of the denial and the basis for the denial. Employees can appeal accommodation rulings.

Confidentiality

All information obtained by the Company concerning an employee's medical condition or disability will be kept confidential and maintained in accordance with law. That information will be kept separately from employee personnel files. It may be necessary to share some information with supervisors or other team members to facilitate the accommodation.

Retaliation

The company will not retaliate against employees for requesting or receiving a reasonable accommodation.

Questions

Contact Trion Human Resources at hr@trionworks.com or (248) 498−8512 for any questions about this policy.

Religious Accommodations Policy

The company values the religious beliefs and practices of all our employees, and we are committed to providing reasonable accommodation for religious observances if they do not impose an undue burden on the company's operations.

Employees who experience a conflict between their religious, ethical, or moral beliefs or practices and their job responsibilities, work schedule, company policies or guidelines, or any other aspect of their employment, can request a religious accommodation. Employees should submit a written request to their direct supervisor, detailing the nature of the conflict and their proposed accommodation.

Upon receiving a request for a religious accommodation, the supervisor will review the request to determine whether a reasonable accommodation can be provided without causing undue hardship to the Company's operations. Possible accommodations include changes to job responsibilities, schedule changes, using paid or unpaid leave, exemptions to dress and appearance standards that do not compromise safety, or adjustments to other aspects of employment.

The supervisor and the employee will meet to discuss the accommodation request and the decision made. If the employee agrees with the proposed accommodation, the supervisor will put it into effect. If the employee does not accept the proposed accommodation, they may

pursue an appeal through the company's established grievance policy and procedure. If employees have any questions about this policy, they should contact Human Resources.

Lactation Accommodation

Employees may request a lactation accommodation by contacting their supervisor and/or Human Resources. The company will respond to those requests and provide the employee with reasonable accommodations as required by law. Generally, this means that the Company will provide all employees who wish to express breast milk at work with a reasonable amount of break time and space to do so. This break time will run concurrently, if possible, with any paid break time already provided to the employee. In the event it's not possible for the time to express milk to run concurrently with the paid break time already provided, the break time for expressing milk will be unpaid (except as prohibited by law).

Employees will be provided with a place to express milk, other than a bathroom, which has an electrical outlet, is shielded from view, and is free from intrusion from coworkers and the public. The space will include a place for the nursing employee to sit, and a flat surface, other than the floor, to place a pump. Employees will be allowed to safely store milk while at work, such as in an insulated food container, personal cooler, or refrigerator. The company will make efforts to provide such a location near an employee's work area. An employee's normal work area may be used if it allows the employee to express milk in private.

The company is committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), the Company will provide reasonable accommodations to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the Company an undue hardship. The Company will not discriminate against an employee because of the employee's sex, pregnancy, or lactation.

The state where the employee works may set forth additional lactation accommodation requirements, which the Company will provide, as applicable.

Timekeeping Requirements for Non-Exempt Employees

The Company is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Company has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time.

Employees must keep accurate time records and make sure they are complete and finalized at the end of each week. Time cards are to be turned in to your supervisor or other authorized Company representative no later than Monday at 5 pm.

Some clients have a customized method of reporting your time including but not limited to electronic time recording. It is your responsibility to correctly clock in/out at the beginning and end of each shift and for each meal break or other unpaid break.

Any corrections to an employee's time records must be approved by the employee's supervisor and confirmed by the employee. Clocking in or out for another employee or falsifying one's own or another employee's time records is dishonest and may lead to immediate termination of employment.

Overtime

As necessary, employees may be required to work overtime, though only non−exempt employees qualify for overtime pay. Before working overtime, non−exempt employees must obtain written permission from their supervisor. If non−exempt employees work overtime without permission, they may be subject to discipline, possibly including termination of employment. The company will provide compensation for all overtime hours worked by non− exempt employees in accordance with applicable law.

Non−exempt employees earn overtime of 1.5x their regular wage for each hour over 40 that they work in one week. Other overtime and double time premium pay are also applicable for applicable daily time limits and days worked per week. Please see the current employee rights posters detailing such guidelines that are updated at minimum on a yearly basis or as such changes are enacted. Updated notices are continually updated and can be found at https://bit.ly/iipp2.

Salary Pay for Exempt Employees

Subject to any exceptions provided by law, salaried exempt employees will receive their salary for any week in which they perform any work. An exempt employee's salary is intended to pay for all hours worked during each pay period, regardless of the employee's scheduled or tracked hours. The company will comply with the salary requirement of the Fair Labor Standards Act and applicable state law.

Payroll Deductions

The law requires the Company to withhold pay when legally required, such as for federal income tax, state income tax, the Federal Insurance Contributions Act (FICA), Social Security, Medicare, and state disability insurance. Employees should contact management to change their exemptions or marital status for income tax withholding purposes.

Employees who believe that an improper deduction has been made to their salary should immediately report this information to their direct supervisor or to management. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction was made, employees will be promptly reimbursed.

Payment of Wages

Employees will be paid every Friday for work performed during the previous week, or on a less frequent period if contemplated in the employee's offer letter or employment agreement and as permitted by applicable law. If a regular payday falls on a holiday, employees will be paid on the preceding workday. The company does not permit advances against paychecks.

Internal Pay Transparency Policy

The company complies with state requirements to disclose rates of compensation, including wage ranges, pay scales, and salary ranges. Employees may be entitled to this information for their current position or a new position or promotion they are applying for. When not legally required, requests for wage ranges will be determined on a case−by−case basis. Employees will not be prohibited from discussing or disclosing their wages. Employees should contact Human Resources with any questions or to submit a request under this policy. Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA. https://www.nlrb.gov/about−nlrb/rights−we−protect/your−rights/employee−rights.

Personnel Files

An employee's personnel files may contain the employee's personal information, emergency contact information, job application, resume, offer letter, employment contract, employee benefit forms, tax withholding forms, handbook acknowledgments, annual reviews, accomplishments and awards, trainings and workshops or seminars completed, conduct and attendance issues, complaints, disciplinary actions, and other information.

Personnel files are managed and maintained by the Company. Employees should keep their personnel file up to date by informing management of any changes and immediately respond to any requests by the Company to update or review the employee's personal information.
However, some personal information can be updated by employees directly using Trion's Employee Portal, https://payontime.trionworks.com/uex/#/auth/login

Employees who need assistance navigating or updating the Trion Employee Portal can contact customerservice@trionworks.com or (248) 498−8517 for additional assistance. Unreported changes can affect withholdings and benefit coverage, and outdated emergency contact information can cause serious health or safety risks.

Personnel files are confidential and will be maintained in accordance with federal and state law, including being discarded once retention time limits have passed. As required by law, personnel files will be maintained separately from protected or non−work−related data, including medical records. Employees should contact management with questions or concerns about the contents of their personnel files or to review their files.

Social Security Number Privacy Policy

All employees must provide their Social Security numbers (SSNs) for the Company to satisfy payroll, state, and federal tax and insurance coverage requirements. Consistent with Michigan law, the Company takes reasonable steps to maintain the confidentiality of SSNs.

All documents and records containing SSNs and personal identification information are kept in a secure environment. Only authorized personnel with a legitimate business need may access

records and documents (both internal and external) that contain employee SSNs and identification information.

In addition to the Company's policy protecting against the disclosure of confidential information, employees are prohibited from accessing, viewing, or using other employees' Social Security information maintained by the Company unless authorized and for lawful purposes.

When necessary, documents containing the SSNs of employees will be properly destroyed through shredding or other means before disposal.

Any employees who unlawfully or without authorization access Social Security data will be disciplined up to and including termination of employment and may be referred to authorities for possible prosecution.

Employee Benefits

The company provides eligible employees with the ability to participate in the following employee benefits: health, dental, vision, and life insurance. Please check the Summary Plan Description(s), which can be obtained from the Trion Benefits Department at benefits@trionworks.com or (248) 498−8514, for more information. If there is any conflict between this Handbook and plan documents, the plan documents will govern. The company may cancel or change the benefits at any time.

COBRA Policy

The Consolidated Omnibus Budget Reconciliation Act (“COBRA”) requires organizations to offer continued group health insurance coverage to “qualified beneficiaries” if their coverage ends due to a “qualifying event.” COBRA continuation coverage is the same coverage available to other participants or beneficiaries under the Company’s group health insurance plan.

If employees do not elect for COBRA continuation coverage, their coverage under the group health insurance plan will end on the date they would otherwise lose coverage. COBRA sets rules for how and when organizations must offer and provide continuation coverage, how employees and their families may elect continuation coverage, and when continuation coverage may be terminated.

Qualifying Events

Qualifying events are actions that cause employees or their spouses, domestic partners, or dependent children to lose coverage, including:

- Termination of the employee's employment for reasons other than gross misconduct;
- Reduction in the employee’s work hours;

- Death of the employee;
- Divorce or legal separation of a dependent spouse or domestic partner from an employee;
- Loss of dependent status of a child of an employee; or
- Employee becomes eligible for Medicare.

Qualified beneficiaries will be eligible for COBRA continuation coverage only after the Trion Benefits Department has been notified that a qualifying event has occurred. The Company will notify the Trion Benefits Department within thirty days when the qualifying event is (1) the termination of the employee's employment for reasons other than gross misconduct, (2) reduction in the employee's work hours, (3) death of the employee, or (4) the employee becomes eligible for Medicare.

Employees must notify the Company within 60 days after the divorce or legal separation of a dependent spouse or domestic partner or upon the loss of dependent status of a child. The notice should include the employee's and any spouse or dependent's name, the name of the group health insurance plan, the date of the qualifying event, the type of qualifying event, the current address of the employee (and the address of any spouse or dependent, if different), and the signature of the person providing the notice.

Qualified Beneficiaries

Qualified beneficiaries are individuals who are entitled to COBRA continuation coverage because they were covered by a the Company group health insurance plan on the day before a "qualifying event." The following individuals may be qualified beneficiaries: an employee; an employee's spouse; an employee's dependent children; any child born to or placed for adoption with an employee during the period of COBRA continuation coverage; independent contractors; and directors of the Company.

Electing Coverage

Within 14 days after the Trion Benefits Department receives notice that a qualifying event has occurred, they will send an offer of COBRA continuation coverage along with an election form to each "qualified beneficiary." Each qualified beneficiary has a separate right to elect COBRA continuation coverage, so continuation coverage may be elected for only one, several, or for all dependent children who are qualified beneficiaries. A parent may elect to continue coverage on behalf of any dependent children.

Qualified beneficiaries will have at least 60 days to determine whether to elect COBRA continuation coverage. If a qualified beneficiary fails to complete the form within the required time, the qualified beneficiary loses all rights to COBRA continuation coverage.

Duration of Coverage

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, becoming entitled to Medicare benefits, divorce, legal separation, or the loss of dependent status of a child, COBRA continuation coverage lasts for up to 36 months. When the qualifying event is termination of the employee's employment or reduction in the employee's work hours, COBRA continuation coverage generally lasts for up to 18 months.

The 18−month period can be extended in certain circumstances, such as if the employee is disabled or experiences another qualifying event during the COBRA continuation coverage period. When the qualifying event is the termination of the employee's employment or reduction in the employee's work hours, **and** the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries (other than the employee) lasts until 36 months after the date of Medicare entitlement.

COBRA continuation coverage may be terminated before the end of the continuation period if
(1) the required premium is not paid in full in a timely manner, (2) the Company does not maintain a group health plan, (3) a qualified beneficiary becomes covered under another group health plan, or (4) a qualified beneficiary becomes entitled to Medicare benefits. Continuation coverage may also be terminated if a qualified beneficiary engages in any conduct that would justify terminating coverage of a participant or beneficiary not receiving COBRA continuation coverage (such as fraud).

Cost and Payment

Qualified beneficiaries who elect COBRA continuation coverage must pay for the entire cost of COBRA continuation coverage. The amount a qualified beneficiary may be required to pay will not exceed 102% (or, in the case of an extension of continuation coverage due to a disability, 150%) of the cost of coverage (including both employer and employee contributions) for a similarly situated participant or beneficiary who is not receiving COBRA continuation coverage.

Qualified beneficiaries who elect COBRA continuation coverage must make their first payment not later than 45 days after they elect coverage (which is the date the election form was mailed, if applicable). If a qualified beneficiary fails to make the payment within the 45−day period, they lose all rights to COBRA continuation coverage.

After the first payment for continuation coverage, employees must make periodic payments for each subsequent coverage period. Employees may pay the premiums monthly. There is a 30− day grace period for each payment.

Questions

Additional information about COBRA will be provided to qualified beneficiaries as required. For any questions about this policy or COBRA continuation coverage, contact Trion Benefits Department at benefits@trionworks.com or (248) 498−8514

Termination of Employment

The Company strives to ensure all employment terminations are handled in a professional manner with minimal disruption to the Company's operations. The company will provide departing employees with any information necessary to facilitate their transition. Departing employees may be asked to help transition work or knowledge to other employees.

Types of Termination

Employment relationships can end due to a voluntary termination, involuntary termination, or death.

Voluntary termination occurs when employees:

1. Resign from employment;
2. Retire;
3. Fail to report to work without notice for three (3) consecutive business days; or
4. Fail to return from an approved leave of absence on the specified date.

At−will employees may resign from their employment at any time, for any reason or no reason, with or without notice. The company requests at least two (2) weeks' written notice from employees before their resignation. Employees hired for a specific term must provide the appropriate notice outlined in their employment agreements. Employees can provide written notice to their supervisor. Supervisors should provide a copy of the resignation notice to Human Resources.

Involuntary termination occurs when an employee is terminated by the Company. The Company may terminate an at−will employee's employment with or without cause, for any reason or no reason, with or without notice, at any time. A termination without cause occurs when the Company determines that the employee's services are no longer needed. This could result from a layoff or reorganization of the Company, a department, or a position.

A termination for cause typically refers to a termination due to the employee's misconduct or failure to perform job duties. This could be due to the employee's (i) continued failure to adequately perform job duties; (ii) failure or refusal to comply with the Company policies, standards, and regulations; (iii) acts of personal dishonesty, fraud, embezzlement,

misrepresentation, or other acts harming the Company; (iv) violation of federal or state law applicable to the Company's business; (v) felony conviction; or (vi) breach of the employment agreement.

Employees are deemed to be terminated as of their date of death.

Benefits and Final Payment

The company will provide departing employees with information about any post−termination employee benefits and any termination notices or information required by law. If severance pay is offered to the employee, it will be communicated to the employee in writing. Employees' final wage payment will be paid to the employee in accordance with state law. In cases of an employee's death, the final wage payment will be paid to the deceased employee's estate or as otherwise required by law. In the case of a deceased employee, the Company will process all appropriate beneficiary payments for any employee benefits plans.

Return of Company Property

Upon termination of employment, employees must return all the Company property immediately in accordance with the Employer Property Policy. Employees must conduct a thorough search of their homes, personal computers, cars, personal phones, cloud accounts, tablets, external drives, personal emails, and any other place where the Company property (whether in electronic or hard copy form) may reside and return it immediately. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged property.

Employees must preserve the confidentiality of the Company's confidential information after termination of employment.

Employment References

The Company will only disclose the dates of employment and the title of the last position held if the Company is contacted to provide a reference for the employee, unless otherwise required by law or specifically agreed with the employee.

Time Off

This section explains when employees can take time off work.

Holidays

Full−time employees will receive a day off with pay for each Company−designated holiday, at their regular straight−time rate of pay or base salary. Regular part−time employees and persons in temporary or long term job assignments when performing work on behalf of Great Hire's clients do not receive holiday pay unless states in the client's contractual agreement to which the employee is assigned.

The Company recognizes the following holidays for the purpose of providing time off with pay to eligible full−time employees each calendar year:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

When a holiday falls on a Saturday, it is usually observed on the preceding Friday. If a holiday falls on a Sunday, it is usually observed on the following Monday. To be eligible for holiday pay, non−exempt full−time employees must be scheduled to work on the day the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance, in writing, by the employee's supervisor.

The Company reserves the right to require employees to work on a Company−designated holiday should business circumstances require. At the Company's discretion, an eligible non− exempt employee required to work on a Company−designated holiday will receive either pay for actual hours worked on the holiday plus an alternative day off with pay, or pay for actual hours worked on the holiday plus the holiday pay to which he or she is otherwise entitled.

Holidays are not considered hours worked for purposes of calculating overtime unless an employee actually works on the holiday.

The Company recognizes that some employees may wish to observe, as periods of worship or commemoration, certain religious days that are not included in the Company's holiday schedule. Employees may use accrued vacation time (if available) for this purpose. Otherwise,

the time off will be without pay. The Company will make a reasonable effort to accommodate an employee's religious beliefs, consistent with the Company's operating requirements and provided such accommodation does not create an undue hardship for the Company. Employees who wish to request time off for a religious holiday should provide reasonable advance notice to their supervisor.

Vacation

The Company does not offer paid vacation time to regular part−time employees and persons in temporary assignments unless stated in the client's contractual agreement where the employee is assigned. This is at the sole discretion of the job assignment client and not guaranteed or obligated to continue by Great Hire.

Leave of Absence

The Company values employee well−being and happiness. Employees may need to take time away from work to recover from physical or mental health conditions or to care for a family member. During a leave, employees remain employed by the Company but are not expected to perform their normal job duties or report to work.

Eligibility

Full−time employees who are not able to perform the core duties of their position for more than seven calendar days due to a medical or physical health condition should consult with the Company immediately about taking a leave of absence to recover. The Company will engage in an interactive process to determine how to best help the employee recover and return to work. Leave taken under this policy is separate from any available leave under the FMLA or state equivalent. Requests for a leave of absence must be made by submitting a request in writing to your manager. The request for leave must be made at least 2 weeks or as soon as practicable before the requested leave of absence will commence. The Company may approve or deny leave requests at its sole discretion.

Purpose

A leave of absence may be necessary to help employees recover and seek treatment for a mental or physical health condition that prevents them from performing the core duties of their position.

Duration and Frequency

A leave of absence may not exceed 30 days. Employees are only eligible for a leave of absence once per year following completion of the most recent leave of absence.

Payment and Benefits

Employees are not paid while on a leave of absence.

Time Off

Time off taken for approved Family and Medical Leave Act (FMLA) leave or similar state− required leave, if applicable, will not be considered when determining whether an employee is eligible for a leave of absence. Employees on a leave of absence may be required to use any paid leave but will not accrue additional paid leave during this leave.

Workers' Compensation

The company, in accordance with state law, provides insurance coverage for employees in case of work−related injury. To ensure that employees receive the workers' compensation benefits they are entitled to, employees must: (i) immediately report any work−related injury to their supervisor, including any injury that occurs while they are working from home; (ii) seek medical treatment and follow−up care if required; and (iii) complete any required employee claim forms and return them to Trion Workers' Compensation at wc@trionworks.com or (248) 498−8518.
Employees must also provide the Company with a certification from their healthcare provider regarding their need for leave and their ability to return to work from such leave.

Upon submission of a medical certification that the employee is able to return to work, the employee will be offered the same position held at the time that their leave started, unless the job has been filled in order to avoid undermining the Company's ability to operate effectively or the employee is not capable of performing the job responsibilities upon their return. If an employee's former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, filling the available position would substantially undermine the Company's ability to operate effectively, or the employee is not capable of performing the job responsibilities. Upon return from workers' compensation disability leave, if an employee is unable to perform the essential functions of the job because of a physical or mental condition, the Company may provide a reasonable accommodation, as required by applicable law.

Federal Family and Medical Leave Act (FMLA)

The company provides family, medical, and military family leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). Any leave taken under the FMLA may run concurrently with leave taken under applicable state law where the statutes allow for leave for the same reasons.

Eligibility

Employees are eligible for FMLA leave if they: (i) have worked for the Company for at least 12 months (which do not need to be consecutive) before the leave, (ii) have worked at least 1,250

hours during the 12−month period before the leave, and (iii) are employed at a workplace that has 50 or more employees within a 75−mile radius. For remote employees, the worksite is the office to which the employee reports. Please contact Trion Human Resources at hr@trionworks.com or (248) 498−8512 with questions regarding eligibility.

Eligible Reasons and Amount of Leave

Eligible employees may take up to 12 weeks of unpaid time off in any 12−month period (except
as provided below) for the following reasons (the “Eligible Reasons”):

- To care for the employee's child within the first year after birth or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter, or parent with a serious health condition;
- For an employee’s serious health condition which renders the employee unable to perform any of the essential functions of the employee’s position; or
- Employees that have a spouse, domestic partner, child, or parent who is a current member of the U.S. Armed Forces, or who has been called to active duty status, (a “qualifying military exigency”), which includes attending certain military events, arranging for alternative (but not routine) childcare and attending to certain child−related emergencies, addressing certain financial and legal arrangements, attending certain counseling sessions, addressing certain care−related needs of the parent of a service member who is unable to care for themself, and attending post−deployment reintegration briefings. Leave also may be taken immediately prior to a service member’s short−notice deployment (up to seven days) and during a service member’s short−term rest and recuperation leave (up to 15 days)

Eligible employees may take up to 26 weeks of unpaid time off in a single 12−month period, beginning on the first day of FMLA leave to care for a spouse, son, daughter, parent, or next of kin who is a covered service member or member of the armed forces (as applicable) for any qualifying reason, including having a serious injury or illness related to active−duty service. Up to 12 of those weeks may be for an Eligible Reason other than to care for a covered servicemember. Such leave will run concurrently with any military leave the employee is eligible to take so long as the employee qualifies for leave under both the FMLA and military leave law. For leave to care for a covered servicemember, the 12−month period for that leave will start on the first day the employee takes the leave.

Please contact Trion Human Resources at hr@trionworks.com or (248) 498−8512 with any questions about limits on FMLA leave applicable to married employees.

Intermittent Leave

Employees may take FMLA leave on an intermittent (in blocks of time, or by reducing their normal weekly or daily work schedule) or reduced work−schedule basis: (i) if medically necessary because of the employee's serious health condition, to care for a covered family member with a serious health condition, or to care for a covered service member with a serious injury or illness; (ii) for the birth of a child or placement of a child for adoption or foster care; or
(iii) if the leave is due to a qualifying exigency.

The smallest increment of time that can be used for such leave is the smallest increment used for time−keeping purposes and other leaves, but in no event will the Company require employees to take this leave in increments of more than one hour. Any leave taken for the birth, adoption, or foster placement of a child must be approved by the Company and must conclude within 12 months after the birth, adoption, or placement of the child.

Calculating Leave

The Department of Labor provides the following information about calculating FMLA leave. Only the amount of leave actually taken may be counted against an employee's FMLA leave entitlement. Where an employee takes FMLA leave for less than a full workweek, the amount of FMLA leave used is determined as a proportion of the employee's actual workweek. The amount of FMLA leave taken is divided by the number of hours the employee would have worked if the employee had not taken leave of any kind (including FMLA leave) to determine the proportion of the FMLA workweek used. For example, an employee who normally works 30 hours a week but works only 20 hours in a week because of FMLA leave would use one−third of a week of FMLA leave. The Company may convert the FMLA leave usage into hours so long as it fairly reflects the employee's actual workweek.

Time that an employee is not scheduled to report for work may not be counted as FMLA leave. If the Company temporarily stops business activity and employees are not expected to report for work for one or more weeks (e.g., a school that closes two weeks for the winter holiday, or a plant that closes for a week for repairs), the days the business activities have stopped do not count against the worker's FMLA leave.

When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

When an employee's schedule varies so much that the Company is unable to determine how many hours the employee would have worked during the week the employee takes FMLA leave, the Company may use a weekly average to calculate the employee's FMLA leave entitlement. The weekly average is determined by the hours scheduled over the 12 months

prior to the beginning of the leave and includes any hours for which the employee took any type of leave.

Required overtime hours that are not worked by the employee because of an FMLA−qualifying reason may be counted as FMLA leave. However, voluntary overtime hours not worked due to an FMLA−qualifying reason may not be counted as FMLA leave.

Notice of Leave

Employees must provide at least 30 days' advance notice before the leave begins, if foreseeable. If 30 days' notice is not practicable, notice must be given as soon as practicable. Employees must consult with the Company to schedule any planned medical treatment or supervision to minimize disruption to the Company's operations, subject to the approval of the healthcare provider of the person undergoing treatment. If the leave is for a qualifying military exigency, employees must provide notice as soon as practicable, whether the need for leave is foreseeable or not.

Failure to comply with these rules may result in deferral of leave until the employee complies with this policy. If an unforeseen need for leave arises, employees must follow the Company's standard absence notice procedures, unless unusual circumstances prevent the employee from doing so. Employees who fail to follow the Company's standard absence notice procedures may be subject to discipline, possibly including termination of employment.

Certification of Leave

the Company may request that employees provide certification of leave within 15 days of their request for leave, unless impracticable. If the Company determines a medical certification is incomplete or insufficient, the Company will provide the employee with written notice of the deficiencies, and they will have seven days to repair the deficiency. If the employee does not repair the deficiency within the allocated time frame, the Company may deny the leave request.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from a health care provider that states the: (i) date of commencement of the serious health condition; (ii) probable duration of the condition; (iii) estimated amount of time the health care provider will provide care; and (iv) confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for an employee's serious health condition, the employee must provide certification from a health care provider that states: (i) the date of commencement of the serious health condition; (ii) the probable duration of the condition; and (iii) that the employee is unable to perform one or more of the essential functions of the employee's position because of the employee's serious health condition. If the Company has reason to doubt the veracity of the certification, the Company may require, at its expense, a second opinion from a health care

provider designated by the Company. If the second opinion differs from the first opinion, the Company may require, at its expense, that employees obtain the opinion of a third healthcare provider designated or approved by the Company and employees. The opinion of the third healthcare provider will be final and binding.

The Company may also request medical certification for other leave−qualifying reasons to the extent not prohibited by applicable law. The company requires certification by an employee's healthcare provider that the employee is fit to return to work. Failure to provide this certification will result in the denial of reinstatement until the certificate is obtained. If employees do not provide the certification within three business days after the employee's scheduled return date, they will be considered to have voluntarily resigned. The company may ask for recertification from the employee's health provider in accordance with applicable law. For example, if an employee's medical condition lasts longer than one year, the Company may request a new certification from the employee's healthcare provider every 12 months. If an employee is absent from work due to an ongoing medical condition covered under this policy, the Company may ask for a new certification from the employee's healthcare provider every six months.

Leave Is Unpaid

Leave under this policy is unpaid. Employees may substitute any unused paid time off for unpaid FMLA leave. The substitution of paid leave for unpaid FMLA leave does not extend the length of the FMLA leave period.

Benefits During Leave

Employees will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of FMLA leave for up to 12 weeks. Employees must continue to pay their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, premium payments may be paid in one lump sum at the beginning of FMLA leave or monthly. In some instances, the Company may recover premiums paid to maintain health coverage for employees who fail to return to work following FMLA leave. If paid leave is substituted for unpaid FMLA leave, the Company will deduct the employee's portion of the health plan premium as a regular payroll deduction.

Reinstatement

Upon return from FMLA leave, employees will be reinstated to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions subject to any exceptions to reinstatement allowed under the law. Using FMLA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before FMLA leave. Employees on FMLA leave will not continue to accrue employment benefits during FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees in the following circumstances: (i) if those employees are among the highest paid 10% of salaried employees within 75 miles of the central workplace; (ii) when the refusal to reinstate is necessary because the employee's reinstatement will cause substantial and grievous economic harm to the Company's operations; and (iii) when the employee is notified of the Company's intent to refuse reinstatement at the time the Company determines it is necessary. If leave has already begun, the Company will give the employee a reasonable opportunity to return to work following the notice described above.

Other Employment

Employees on leave are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Company. To do so will result in termination of employment.

Non-Discrimination

The company will not discriminate against employees or applicants for requesting or taking FMLA leave. The company will not interfere with, restrain, or deny employees' exercise of (or attempts to exercise) any rights provided by the FMLA.

Military Service Leave

General Applicability

The Company provides military leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Family and Medical Leave Act (FMLA) (to the extent the Company is required to provide leave under the FMLA), and any applicable state laws.

Employee Eligibility

Under USERRA, full−time, part−time, and probationary employees absent from work because of service in the uniformed services are covered by USERRA's military leave and reemployment provisions. USERRA does not cover employees whose employment before military service was for a brief, non−recurrent period, or when there was no reasonable expectation that the employment would have continued for a significant period.

All employees who are members of state uniformed services, including, but not limited to, the National Guard, Space Force, any State Militia, or any State Defense Force are eligible for leave under this policy.

The federal FMLA requires covered employers to provide eligible employees with unpaid, job− protected leave for family or medical reasons, including to care for a family member (parent, child, spouse, or next of kin) who is a qualifying covered service member with a serious injury or

illness, or for a qualifying exigency due to the employee's spouse, child, or parent being on or called to covered active duty. The FMLA defines "serious injury or illness" as one that was incurred while on active duty or an injury that was aggravated by service while on active duty and that may render the service member medically unfit to perform the duties of the service member's office, grade, rank, or rating.

All military leave is unpaid. If the Company provides other paid leave benefits that are comparable to the unpaid military leave benefits under this policy, the employee may be entitled to similar paid leave benefits for military leave.

Leave Entitlements

Employees eligible for leave under USERRA may take leave to serve in the uniformed services. Employees who are members of state uniformed services are eligible for leave for as long as they are on active duty.

Employees may take military leave for training and other non−active−duty activities in accordance with applicable law.

Military Family Leave

Employees whose family members are service members may be eligible to take leave under the FMLA or applicable state law, including:

Procedure

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, they should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if the Company receives advance notice of the employee's intent to take military leave unless giving advance notice is impossible or unreasonable.

Benefits

Employees on military leave whose service period is 30 days or less may continue their health insurance benefits and will only be required to pay their normal share of the premium. If employees must serve for longer than 30 days, they may elect to continue their health insurance benefits for a period of 24 months after the absence begins or the length of the time of the service, whichever is shorter. In the event of such longer service, employees will be required to pay the entire employer (and employee) premium. Employees will not be deprived of any accrued leave due to taking leave under this policy. Employees may choose to use any available paid leave concurrently with military leave.

Reinstatement

Upon completion of duties, unless the Company's circumstances have changed so as to make it unreasonable, a returning employee will be reinstated into their former position or another position of equal seniority, status, pay, and benefits. Employees who are no longer qualified for their jobs will be placed in another position with appropriate seniority, status, pay, and benefits. Employees may be reinstated to the seniority, status, pay, and benefits that they would have had if they had not taken leave under this policy. Employees should report back to work within a reasonable amount of time after returning from their duties or recovering from injuries sustained in the line of duty.

Handbook Acknowledgement and Agreement

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

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

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

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by the Company.

Signature: _____ *may also be read and acknowledged via separate form

Name: _____

Date: _____

STATE ADDENDA

In addition to the policies set forth in the Employee Handbook, these policies apply only to those employees working in the state(s) set forth below. Each state addendum should be read in addition to the Employee Handbook and only modifies the provisions included in the addendum.

In the event of any conflict between the Employee Handbook and the applicable Addendum, the applicable Addendum shall govern. Any questions about the Employee Handbook or the addendum can be directed to Trion Human Resources at hr@trionworks.com or (248) 498− 8512.

California

This addendum only applies to employees in California. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of the Company's complete policy with state-specific. The company *information included in italics. Please refer to the complete policy for further information.*

The company is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

The Company does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co−workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In California: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion (including religious creed, dress, and grooming practices), citizenship, marital status, age (40 and older), national origin, ancestry, mental or physical disability (including HIV and AIDS disabilities), genetic information, medical condition (as defined by applicable law, including cancer), reproductive health decision−making, U.S. (state and federal) military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, and pregnancy (including childbirth, breastfeeding, or related medical condition).*
Employees are also protected from discrimination on the basis on a combination of two or more protected characteristics. Cannabis use outside of work will not be used in employment decisions except as permitted by law. In San Francisco, Protected Characteristics also include height, weight, and place of birth.

Information about the California Department of Fair Employment and Housing can be found at www.dfeh.ca.gov or by calling 1−800−884−1684 or 1−800−700−2320 (TTY). California's Sexual Harassment Prevention Training can be found at https://calcivilrights.ca.gov/shpt/.

Health and Safety

The company takes seriously the health, safety, and welfare of its employees and any contractors or visitors who enter the workplace. Employees must comply with the Company's rules and guidelines, including any federal, state, and local laws regarding workplace safety.
Failure to follow the Company's health and safety protocols may result in discipline, including termination. In addition, the Company maintains an Injury and Illness Prevention Program, a Fire Prevention Program, an Emergency Action Plan, and a Heat Injury Prevention Plan for **California** employees.

In the case of an emergency condition, **California** employees will not be threatened or penalized for refusing to report to or leaving a workplace within the affected area of the emergency condition if the employee has a reasonable belief that the workplace is unsafe. Emergency conditions mean either (1) conditions of disaster or extreme danger to the safety of people or property at the workplace caused by a natural disaster or a crime or (2) an order to evacuate a workplace, a worker's home, or the school of a worker's child due to natural disaster or crime. Emergency conditions do not include a health pandemic.

Sexual Harassment Policy

California Training

While the Company has five or more employees, nonsupervisory employees will receive one hour, and supervisory employees will receive two hours of sexual harassment and abusive conduct prevention training within six months of starting work and again every two years.
California's Sexual Harassment Prevention Training can be found at https://calcivilrights.ca.gov/shpt/.

Paid Sick Leave (CA-SICK)

California employees who work for 30 or more days per year in California are eligible for paid sick leave under this policy.

Note that employees may also be entitled to sick leave benefits under the law of a city or county in California. Generally, if the state and local rules are different, the governing policy will be whichever is more generous to employees.

Employees receive 40 hours or 5 workdays per year of paid sick leave per calendar year. Employees may use up to 40 hours or 5 workdays per year of paid sick leave for the following reasons:

- Diagnosis, care, preventative care, or treatment of an existing health condition of an
  employee or an employee's family member;

- If the employee is a victim of a qualifying act of violence, to get a restraining order or other relief to help ensure the health, safety, or welfare of the victim or their child; and

- When the Company has 25 or more employees and the employee or their family member is a victim of a qualifying act of violence, to:

    - Ensure their own or a family member's safety and well−being by seeking restraining orders or other legal protections;

    - Obtain for themselves or a family member medical attention or assist in recovering from injuries caused by the act of violence;

    - Access or help a family member access support services, such as domestic violence shelters, rape crisis centers, or victim services agencies;

    - Seek or help a family member seek psychological counseling or mental health services related to trauma from the act of violence;

    - Participate in safety planning to prevent future incidents of violence;

    - Relocate or find new housing or enroll children in new schools due to the act of violence;

    - Provide care to a family member recovering from injuries caused by the act of violence;

    - Obtain or help a family member obtain legal services for civil or criminal matters connected to the act of violence;

    - Prepare for, attend, or participate in legal proceedings related to the act of violence;

    - Arrange childcare or care for dependent adults to ensure their safety as a result of the act of violence; or

- Other reasons provided under applicable law.

A qualifying act of violence includes domestic violence, sexual assault, stalking, or an act, conduct, or pattern of conduct where: someone causes bodily injury or death to another, someone makes a threat with or uses a dangerous weapon, or someone threatens to cause physical injury or death to another. Under this policy, "family member" means a: biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent,

stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or designated person (which is a person the employee identifies when they request sick leave; employees are limited to one designated person for each 12−month period).

Employees are entitled to use paid sick days beginning on the 90th day of employment. Employees may take sick leave in increments of no less than 2 hours. Unused paid sick leave will not be carried over to the next year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If the Company has reason to believe that an employee isn't taking leave under this policy for a valid reason it may request verification before paying out the sick leave time.

The Company may prohibit employees from using sick leave during any shutdown period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Los Angeles, CA Paid Sick Leave (CA-LA-SICK)

Employees who (i) work at least 2 hours per week in Los Angeles, (ii) are entitled to California minimum wage, and (iii) have worked for the Company for at least 30 days are eligible for paid sick leave under this policy.

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state−wide policy, the governing policy will be whichever is more generous to employees.

Employees receive 48 hours of paid sick leave per calendar year. Employees may use up to 48 hours per year of paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for,
  an employee or an employee's family member;

- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
    - Seek medical attention for injuries caused by crime or abuse;
    - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services Company or agency as a result of the crime or abuse;
    - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
    - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
    - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or person related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Employees are entitled to use paid sick days beginning on the 90th day of employment. Employees may take sick leave in increments of no less than 2 hours. Employees may carry over unused sick leave year−to−year, up to 72 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. The Company may prohibit employees from using sick leave during any shutdown period, except as prohibited by law. If employees are absent for 3 or more consecutive days, the Company may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

The Company may prohibit employees from using sick leave during any shutdown period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Overtime

California employees also earn overtime (i) if they work more than 8 hours in one day, and (ii) for the first 8 hours worked on their seventh consecutive day of work in one week. California employees will receive overtime equal to 2x their regular wage (i) if they work more than 12 hours in one day, and (2) for all hours worked in excess of 8 on their seventh consecutive day of work in one week.

Workweek and Work Schedules

Employees who work more than 30 hours per week or more than 6 hours any day of the week are entitled to one day of rest every workweek.

Pay Transparency

California employees may request the pay scale for the position they are currently employed in or for a position or promotion they are applying for. All job postings will include the pay scale for the position. Upon hire, employees must sign a wage notice, which acknowledges they received all required wage disclosures.

Lactation Accommodation

This is only an excerpt of the Company's complete policy and this paragraph is added to the end of the complete. The company *policy. Please refer to the complete policy for further information.*

For employees who work in California, this means that the room also will be safe, clean, free of hazardous materials, contain a place to sit and a surface to place a breast pump and personal items, and have access to electricity or alternative devices (including extension cords or charging stations) needed to operate an electric or battery−powered breast pump. The company will also provide access to a sink with running water and a refrigerator suitable for storing milk near the employee's workspace. If a refrigerator cannot be provided, the Company may provide another cooling device suitable for storing milk. The Company may forego the above provisions to the extent they would impose an undue hardship by causing the Company significant difficulty or expense when considered against the size, financial resources, nature, or structure of the Company's business. If the Company cannot provide break time or a location that complies with this policy, the Company will provide a written response to the employee's

request. Employees who work in California have a right to file a complaint with the Labor Commissioner for any violation of California's lactation accommodation requirements.

Meal and Rest Breaks

Non−exempt California employees who work at least five hours in their workday are entitled and expected to take an unpaid, off−duty, 30−minute meal break. Meal periods must be taken no later than the end of the fifth hour of an employee's shift. Employees who work at least five hours, but no more than six hours, may waive their meal break if both they and the Company agree in writing.

A second meal break is required if employees work more than 10 hours. The second meal break must be taken no later than the end of the tenth hour of work. If employees are scheduled to work no more than 12 hours, they may waive their second meal break if both they and the Company agree in writing, but only if the first one was not waived.

Employees will be relieved of all duties for the full 30−minute meal break(s) and are free to leave the premises during those times. Failure to take full meal breaks, without a waiver, is a violation of the Company policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non−exempt employees are also expected to take a 10−minute paid rest break on or off the Company premises for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10−minute breaks
3.5 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3

Employees may not perform any work during their rest breaks. Failure to take a rest break is a violation of the Company policy, which may subject employees to disciplinary action, possibly including termination of employment.

If an employee misses their full meal or rest break, and it is not waived, they will receive premium pay. The premium pay is treated as wages and will be reported and paid in accordance with California law.

Bereavement Leave

California employees are eligible for leave under this policy if they have worked for the Company for at least 30 days prior to the commencement of leave. Eligible employees are

entitled to up to 5 days of unpaid bereavement leave upon the death of a family member. Employees may take this leave for each death of a family member that occurs. The leave does not need to be taken consecutively, but the leave must be taken within 3 months of the date of death of the family member. “Family member” in this policy means an employee’s spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent−in−law. Employees may be required to provide documentation of the death of a family member within 30 days of the first day of bereavement leave. An employee’s use of leave under this policy and any documentation provided will remain confidential, except as required by law. If an employee uses Pregnancy Disability Leave (PDL), California Family Rights Act (CFRA) leave, or other leave entitlements before or immediately following a loss, this leave must be completed within 3 months from the end of the other leave.

Eligible employees are also entitled to up to 5 days of unpaid bereavement leave within 3 months after a reproductive loss event, including a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. This leave cannot exceed 20 days within a 12−month period. Employees will not be required to provide documentation related to reproductive loss events. This leave is separate from CFRA leave and Pregnancy Disability Leave (PDL). If an employee uses PDL or CFRA leave before or immediately following a reproductive loss, this leave must commence within 3 months from the end of that leave.

Pregnancy Leave

California employees who are disabled by pregnancy, childbirth, or related medical conditions are eligible to take an unpaid pregnancy disability leave (“PDL”) of up to four months. PDL may include time off for prenatal or postnatal care, severe morning sickness, doctor−ordered bed rest, childbirth, and recovery from childbirth or loss or end of pregnancy, and post−partum depression.

PDL is separate and distinct from the Company’s Family and Medical Leave policy, so employees who are eligible for PDL may also be eligible to take a leave under that policy. Leave taken under PDL runs concurrently with federal FMLA leave but not leave under the California Unpaid Family and Medical Leave policy. The maximum combined leave that employees may take under this PDL policy and the FMLA and policies is four months (for PDL−qualifying reasons), plus 12 weeks (for qualifying reasons under the California Unpaid Family and Medical Leave policy), totaling 7 months. PDL leave need not be taken in one continuous period.

Employees should notify the Company of their intent to take PDL leave as soon as possible. The notice should include the anticipated timing and duration. If the need for leave or transfer is foreseeable, employees must provide at least 30 days’ advance notice before the PDL or transfer is to begin. Employees must consult the Company regarding the scheduling of any planned medical treatment or supervision to minimize disruption to the Company’s operations. Any such scheduling is subject to the approval of the employee’s healthcare provider. If 30 days’ advance notice is not possible, notice must be given as soon as practicable. Failure to

comply with these rules may result in deferral of the leave until the employee complies with this notice requirement.

Employees may request either a medically advisable transfer to a less strenuous position or less strenuous duties. Transfer requests will be granted to the extent the Company can reasonably accommodate them. Employees requesting an intermittent leave or reduced schedule leave may be transferred, at the Company's discretion, to a position more suited to such a leave and for which the employee is qualified. The position an employee is transferred to will have the same pay and benefits as their former position.

Pregnancy disability leave will usually begin when ordered by the employee's physician. Employees must provide the Company with a certification from a healthcare provider certifying the need to take PDL. The certification should include: (i) the date the employee became disabled due to pregnancy; (ii) the probable duration of the disability; and (iii) a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of their position without undue risk to them, the pregnancy, or other people. Recertification is required if PDL is sought after expiration of the time estimated by the healthcare provider.
Failure to submit required recertification can result in termination of the leave. The company will require certification by the employee's healthcare provider that the employee is fit to return to work. Failure to provide this certification will result in denial of reinstatement until such time as the certificate is obtained. If an employee fails to return to work immediately after their approved PDL expires or fails to provide the certification stating that they are fit to return to work within three days after returning to work, they will be considered to have voluntarily resigned.

Leave may be taken intermittently or on a reduced work schedule when medically advisable. The smallest increment of time that can be used for such leave is the smallest increment used for time−keeping purposes and other leaves. In no event will the Company require employees to take this leave in increments of greater than 1 hour. These increments are not meant to restrict employees from taking more than one hour for leave, only to determine how time off is counted.

Employees on PDL are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Company.

Authorized PDL leave is unpaid by the Company, but employees may be eligible for partial wage reimbursement from California's State Disability Insurance ("SDI"). See Trion Human Resources at hr@trionworks.com or (248) 498−8512 for more information. No paid leave or holiday hours are accrued during PDL, but employees may elect to use already−accrued paid leave during PDL, it is their responsibility to notify Trion Human Resources at hr@trionworks.com or (248) 498−8512 in writing.

Employees who take PDL will be allowed to continue participating in any health and welfare benefit plans they were enrolled in before their first day of the leave. The continued

participation in health benefits begins on the date unpaid time off first begins under PDL. Employees remain responsible for their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, at the employee's request, the premium payments may be paid in one lump sum at the beginning of the leave period or on a monthly basis. In some instances, the Company may recover premiums paid to maintain health coverage for employees who fail to return to work following PDL. Employees will be allowed to continue to participate in life insurance benefit plans for the same period.

Employees returning from PDL will be offered the same position they held at the time of leaving unless the job no longer exists or preserving the job would substantially undermine the Company's ability to operate safely and efficiently. If the employee's former position is not available, an equivalent position will be offered unless there is not an equivalent position available or filling the available position with the employee would substantially undermine the Company's ability to operate safely and efficiently.

The Company will not discriminate against employees or applicants for approved use of PDL or for making a proper request for such leave.

Jury Duty Leave

The company encourages all employees to report for jury duty and provides California employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify the Company as soon as reasonably possible. The Company may request reasonable documentation of jury duty service to the extent permitted by law. The Company will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of their work schedule.

Witness Duty Leave

California employees, including crime victims, may take unpaid time off to appear in court in compliance with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees should provide the Company with reasonable advance notice of the need to take time off under this policy. The company may request reasonable documentation reflecting the need for such leave. The Company will treat all information related to an

employee’s leave

pursuant to this policy as confidential, except as required by law. The Company will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Crime Victim Leave

California employees who are victims, or whose immediate family members are victims of a violent felony, serious felony, felony theft, or felony embezzlement may take unpaid time off to appear in court or otherwise attend judicial proceedings related to the crime.

Employees who have suffered direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of vehicular manslaughter while intoxicated, felony child abuse likely to produce great bodily harm or death, assault resulting in the death of a child under eight years of age, felony domestic violence, felony physical abuse of an elder or dependent adult, felony stalking, solicitation for murder, a serious felony (e.g. kidnapping, rape, assault), hit−and−run causing injury or death, felony driving under the influence causing injury, or specified sexual assault, may also take unpaid time off to attend any proceedings related to that crime or delinquent act.

For purposes of this policy, “immediate family” includes a person’s spouse, registered domestic partner, child, stepchild, child of registered domestic partner or spouse, sibling, step−sibling, parent, or step−parent.

Employees must provide the Company with reasonable advance notice of the need to take time off under this policy. The Company may request reasonable documentation of the need for such leave, including, but not limited to, a police report indicating that an employee was the victim of one of the above−specified offenses; a court order protecting or separating and employee from the perpetrator of one of the above offenses; or documentation verifying that an employee was undergoing treatment for physical or mental injuries or abuse as a result of being a victim of one of the above−listed offenses. Such documentation can come from a medical professional, domestic violence advocate, sexual assault victim advocate, health care provider, or counselor.

The Company will treat all information related to an employee’s leave pursuant to this policy as confidential. The company will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Domestic Violence, Sexual Assault, and Stalking Leave

The Company will not discharge or in any manner discriminate or retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking for taking time off to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the victim or the victim’s child. The relief here includes, but is not limited to, obtaining a temporary restraining

order, restraining order, or other injunctive relief. The amount of leave an employee can take under this policy is limited to 12 weeks per year.

The Company will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking, if the employee has disclosed their status as a victim to the Company; the employee requests a reasonable accommodation for their safety while at work; and the accommodation is reasonable and would not pose an undue hardship on the Company.

Additionally, employees or employees with family members who have been the victim of qualifying act of violence may take up to 12 weeks of unpaid time off per year to:

- Ensure their own or a family member's safety and well−being by seeking restraining orders or other legal protections;
- Obtain for themselves or a family member medical attention or assist in recovering from injuries caused by the act of violence;
- Access or help a family member access support services, such as domestic violence shelters, rape crisis centers, or victim services agencies;
- Seek or help a family member seek psychological counseling or mental health services related to trauma from the act of violence;
- Participate in safety planning to prevent future incidents of violence;
- Relocate or find new housing or enroll children in new schools due to the act of violence (maximum of 5 days);
- Provide care to a family member recovering from injuries caused by the act of violence;
- Obtain or help a family member obtain legal services for civil or criminal matters connected to the act of violence;
- Prepare for, attend, or participate in legal proceedings related to the act of violence; or
- Arrange childcare or care for dependent adults to ensure their safety as a result of the act of violence.

If an employee is assisting a family member who was the victim of a nonlethal act of violence, the amount of leave available is capped at 10 days. A qualifying act of violence includes domestic violence, sexual assault, stalking, or an act, conduct, or pattern of conduct where: someone causes bodily injury or death to another, someone makes a threat with or uses a dangerous weapon, or someone threatens to cause physical injury or death to another. If use of this leave overlaps with the FMLA or CFRA, the leave runs concurrently.

Under this policy, family member includes a child, parent, grandparent, grandchild, sibling, spouse or domestic partner, or designated person. A designated person is any individual related by blood or whose association with the employee is the equivalent of a family relationship. This individual can be designated at the time an employee requests leave, but employees are limited to one designated person per 12−month period.

Employees must provide the Company with reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees who take leave due to domestic violence, sexual assault, or stalking will be required to provide, within a reasonable time, certification verifying the need for the absence, including, but not limited to, a police report, a court order, a doctor's note, or some other form of documentation.

The Company will treat all information related to an employee's leave pursuant to this policy as confidential. The company will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Adult Illiteracy Leave

The Company will reasonably accommodate and assist any employee who informs the Company that they have a problem of illiteracy and requests the Company's assistance in enrolling in an adult literacy education program if this reasonable accommodation does not impose an undue hardship on the Company.

Company assistance includes providing the employee with the locations of local literacy education programs or arranging for a literacy education provider to visit the jobsite. Employees will not be paid during the time spent attending such programs. The company will take reasonable efforts to safeguard the privacy of the employee and the fact that they have a problem with illiteracy.

The company will not terminate an employee because they reveal a problem of illiteracy and otherwise satisfactorily performs their work.

Alcohol and Drug Rehabilitation Leave

The Company will reasonably accommodate any employee who wishes to voluntarily enter an alcohol or drug rehabilitation program if this reasonable accommodation does not impose an undue hardship on the Company.

This policy does not prohibit the Company from refusing to hire or discharging an employee who can't perform the required job duties or who endangers the health or safety of the employee or others because of the employee's current use of alcohol or drugs.

Civil Service/Emergency Responder and Civil Air Patrol Leave

California employees who are volunteer firefighters, volunteer reserve peace officers, or volunteer emergency rescue personnel may take unpaid time off to perform emergency duty. Volunteer firefighters, reserve peace officers, and emergency rescue personnel, may also take up to 14 days of unpaid time off per year to engage in fire, law enforcement, or emergency rescue training.

Employees who have worked for the Company for at least 90 days immediately preceding the leave, are volunteer members of the California Wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol, and are responding to an emergency operation mission, as defined by law, may take up to 10 days of unpaid time off per year. This time off cannot be taken in more than three−day increments, unless the emergency is extended by the entity in charge of the operation, and the Company authorizes a longer period of leave.

Employees must provide the Company with reasonable advance notice of the need to take time off under this policy. The company may request reasonable documentation reflecting the need for such leave, including certification of their eligibility for leave. The Company will not discriminate or retaliate against employees for their membership in the Civil Air Patrol or for requesting or taking leave in compliance with this policy.

California Unpaid Family and Medical Leave

The company provides unpaid family and medical leave in accordance with the California Family Rights Act (CFRA).

California employees are eligible for CFRA leave if they have worked for the Company for at least 12 months and at least 1,250 hours during the 12−month period before the leave.

Eligible employees may take up to 12 weeks of unpaid CFRA leave within a 12−month period for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee’s spouse, registered domestic partner, designated person, child of any age, child of domestic partner, sibling, parent, parent−in−law, grandparent, or grandchild;
- For the employee’s serious health condition (excluding pregnancy and childbirth) which makes the employee unable to perform the essential functions of the employee’s position; or
- For qualifying military exigencies (related to the covered active duty or call to covered active duty of an employee’s spouse, domestic partner, child, or parent in the United States Armed Forces).

A “designated person” means any person related by blood or whose association with the employee is the equivalent of a familial relationship. Employees may designate a person at the time they request leave. Employees are limited to one designated person per 12−month period for family care and medical leave.

Eligible employees may be entitled to an additional four months of pregnancy−related disability
leave (“PDL”). Please see the California Pregnancy Leave policy for more information.

In addition to this CFRA leave, employees may be entitled to bereavement leave upon the death of a family member or a reproductive loss. See the California Bereavement Leave policy for more information.

CFRA leave is **unpaid**. See the California Paid Family and Medical Leave Insurance Policy below for information on paid family and medical leave benefits. Employees in California may also be eligible for partial wage reimbursement from California’s State Disability Insurance program. Employees will not be required to use their paid leave before being eligible for wage reimbursement. Employees may substitute any available paid time off for unpaid CFRA leave to care for a seriously ill family member or to bond with a new child unless the employee is receiving paid family leave benefits. Employees may substitute any available paid time off or paid sick leave for unpaid CFRA leave for an employee’s own serious health condition unless the employee is receiving short− or long−term disability leave benefits. Available paid time off can only be used to supplement partial wage replacement benefits if the employee and the Company mutually agree, unless otherwise prohibited by law.

Employees may take CFRA leave intermittently. CFRA leave runs concurrently with FMLA leave, unless an employee is taking FMLA leave for a disability due to pregnancy or childbirth.
Employees must provide the Company with 30 days’ prior notice before taking CFRA leave, if foreseeable, and make a reasonable effort to schedule the treatment or supervision to avoid disruption of the Company’s operations, subject to the approval of the patient’s health care provider. If the need for leave is unforeseeable, employees must provide notice as soon as practicable.

The company may require employees to provide certification from a healthcare provider within 15 days of the leave request. If an employee doesn't provide the certification, they may be denied CFRA protections for the leave following the expiration of the 15 days until they provide a sufficient certification. For CFRA leave to care for a family member, the certification must include: (i) the start date of the serious health condition; (ii) the probable duration of the condition; (iii) the estimated amount of time the health care provider will provide services; and
(iv) confirmation that the health condition warrants the employee’s participation. CFRA leave certification for an employee’s own serious health condition should state: (i) the start date of the serious health condition; (ii) the probable duration of the condition; and (iii) a statement that the employee is unable to perform one or more of the essential functions of their position because of the serious health condition. If the Company has reason to doubt the validity of the medical certification, it may seek a second opinion and

its own expense. If the second opinion

differs from the first opinion, the Company may require, at its expense, that employees obtain the opinion of a third healthcare provider selected by both parties. The opinion of the third healthcare provider will be final and binding.

Employees may continue participating in any health and welfare benefit plans in which they were enrolled before the first day of CFRA leave for up to 12 weeks. Employees must continue to pay their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, premium payments may be paid in one lump sum at the beginning of CFRA leave or monthly. The company may recover premiums paid to maintain health coverage for employees who fail to return to work following CFRA leave in certain situations.

Upon return from CFRA leave, employees will be reinstated to their original position, or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions as permitted by law. In addition, use of CFRA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before CFRA leave.

The Company will not refuse to hire, discharge, fine, suspend, expel, or discriminate against employees for requesting or taking CFRA leave. The Company will also not interfere with, restrain, or deny any employee's exercise of, or attempts to exercise, any rights provided by the CFRA.

California Paid Family and Medical Leave Insurance

California Paid Family Leave is a state−run insurance program that may provide employees with partial wage reimbursement for up to 8 weeks per 12−month period for bonding or family care.

Employees are eligible for partial wage reimbursement from the state if, at some point during the previous 18 months, they have contributed to the state Disability Insurance program.
Employees are ineligible for paid family leave if they are entitled to receive unemployment or disability insurance benefits. Employees may not take this leave to care for a family member if another member of their family is available to provide the care.

Employees can take this leave for the following reasons:

- to bond with a new biological, adopted, or foster child anytime within the first 12 months
  of a child's birth or placement;

- to care for a child, parent, parent−in−law, grandparent, grandchild, sibling, spouse, or registered domestic partner with a serious health condition;

- for a qualifying exigency related to a spouse, domestic partner, parent, or child who is an active duty member of the U.S. Armed Forces.

Employees are not required to use sick leave or other paid time off before receiving paid family and medical leave benefits. This leave runs concurrently with leave under the CFRA and FMLA, but is separate from leave under the California Pregnancy Leave policy.

To receive paid family leave benefits, employees must submit a claim with the state's Employment Development Department ("EDD") either electronically or by mail. Claim forms are available on the EDD's website. Employees must file a claim by the 41st day after the first workday for which they want to receive benefits.

Military Service Leave

This is only an excerpt of the Company's complete policy with state-specific information included in italics. Please refer to the complete policy for further information.

Exigency leave includes, as provided pursuant to CFRA, leave related to short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, temporary rest and recuperation, post-deployment activities, and mutually agreed leave.

Employees may take military leave for training and other non−active−duty activities in accordance with applicable law.

- **California** employees who are members of the National Guard, Reserve, and Naval Militia may take up to 17 days of military leave per year (including travel time) for training, special exercises, or similar activities. Members of the California State Guard may take up to 15 days of leave per year (including travel time) for training, drills, unit training assemblies, or similar inactive duty training.

- ***California:*** *When the Company has at least 25 employees, California employees who work an average of 20 or more hours per week may take up to 10 days of unpaid leave per deployment after their military spouse or partner has notified they will be on leave from deployment. Notice must be provided within two days of receiving official notice that the employee's spouse will be on leave, or at least two days from the time the employee intends to take leave. Employees must submit written documentation certifying that their spouse will be on leave during the time leave is requested.* Organ and Bone Marrow Donor Leave

Organ and Bone Marrow Donor Leave

This policy applies to California employees who have worked for the Company for at least 90 days at the time leave is requested. Eligible employees may take up to 30 days of paid leave and an additional 30 days of unpaid leave in a 12−month period to serve as an organ donor. Eligible employees may also take up to five days of paid leave in a 12−month period to serve as a bone marrow donor.

Employees must provide the Company with reasonable advance notice of the need to take leave under this policy. Employees must provide the Company notice as soon as possible that leave under this policy is needed. The Company may request reasonable documentation of the need for leave, which should state both that the employee taking the leave is a bone marrow or organ donor and that the donation is medically necessary.

Leave under this policy is in addition to any leave California employees may be able to take under the federal Family and Medical Leave Act and the California Family Rights Act, and any leave an employee takes will not constitute a break in their continuous service for the purpose of salary adjustments, sick leave, paid leave, or other employee benefits.

School Activities Leave

This policy applies only when the Company has 25 or more employees at the same worksite.

Employees who are parents, guardians, stepparents, foster parents, grandparents, or who stand in *loco parentis* to a child in grades K−12 or a licensed childcare provider may take up to 40 hours per year of unpaid time off to:

- Participate in activities of their child's school or licensed childcare provider;
- Address a school or child care provider emergency when their child cannot remain with a child care provider or in school because – (i) the child care provider or school has asked that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (ii) of behavioral or discipline problems; (iii) of closure or unexpected unavailability of the school or child care provider (excluding planned holidays); (iv) of a natural disaster; or
- Find, enroll, or re−enroll a child in school or with a childcare provider.

Employees can only use up to 8 hours of leave per month to participate in school and childcare provider activities or find, enroll, or re−enroll a child in school or with a childcare provider. The company may require that only one parent use this leave per activity if both parents work for the Company.

Employees must provide the Company with reasonable advance notice of the need for leave under this policy. The Company may request reasonable documentation reflecting the need for such leave, including documentation from the school that indicates the employee participated in a school activity on the day of the absence for that purpose. The Company will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. If both parents are employed by the Company, only the first employee to request this leave is guaranteed to receive the time off.

Employees who take time off under this policy must utilize any existing paid time off for time off taken under this policy.

School Suspension Leave

California employees who are parents to a child or ward who has been suspended by their teacher may take unpaid time off to attend a portion of the school day with their child or ward upon request from the school. The suspension must be related to committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying the valid authority of school personnel performing their duties.

Employees must provide the Company with reasonable advance notice of the need for leave under this policy. Employees may be asked to provide documentation of the need to take this leave such as a copy of the notice provided by the school. The Company will not discharge, threaten to discharge, demoted, suspend, discriminate, or retaliate against any employee for requesting or taking leave in compliance with this policy.

Suitable Seating Policy

The company will provide employees with suitable seating when the nature of their work reasonably allows sitting. If the work requires employees to stand, the Company will provide seating within a reasonable distance of the work area for employees on break. The Company will permit employees to use these seats when it does not interfere with the performance of their duties. If suitable seating is not immediately available, employees can request suitable seating from their supervisor.

Whistleblower Protection

Purpose

The Company is committed to operating its business with honesty and complying with all applicable laws. The company is also committed to providing a workplace that is conducive to open discussion of the Company's business practices.

Reporting

Employees with concerns or knowledge of misconduct are encouraged to report to the employee's supervisor or Human Resources. Misconduct includes illegal, fraudulent, questionable, or dishonest conduct that violates the law or the Company's policies and procedures.

To facilitate an investigation, the employee's report should be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or

recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

This policy is intended to encourage employees to report good faith concerns about misconduct to the Company prior to reporting the concerns outside the Company. The company encourages employees to allow the Company a reasonable time to correct the conduct.
However, employees do not have to first report to the Company if there is an emergency or if the employee is reasonably certain the Company knows about the misconduct. This policy does not prevent an employee from reporting misconduct to governmental agencies or other parties.

Investigation

The company will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

The Company will not unlawfully discriminate or retaliate against employees who:

a. Lawfully report or threaten to report misconduct by the Company;

b. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

c. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources immediately.

Employees who retaliate against reporting employees will be subject to disciplinary measures up to termination. Employees who retaliate may also be subject to civil, criminal, and administrative penalties.

CA Workplace Know Your Rights Act

California's **Workplace Know Your Rights Act** (Senate Bill 294) requires all employers to provide workers with a stand-alone, written notice summarizing baseline labor and constitutional rights. It also guarantees the right to designate an emergency contact in the event of arrest or detention. This notice outlines various rights that you as an employee have in the State Of California and Great Hire at all times complies with such rights. This notice is available at https://bit.ly/iipp2 at all times and will be made available for your review at your time of hire.

Biometric Data Retention & Destruction Policy

Great Hire Inc. (“Company”) may use biometric identification technology — including fingerprint, facial, hand geometry, and/or voiceprint recognition (“Biometric Information”) — for employee timekeeping, facility and system access control, and identity verification for payroll and security purposes. This policy establishes the Company's retention schedule, destruction procedures, and security standards for Biometric Information, consistent with the California Consumer Privacy Act (CCPA) as amended by the California Privacy Rights Act (CPRA), California Labor Code Section 1051, and in anticipation of stricter biometric privacy standards comparable to the Illinois Biometric Information Privacy Act (BIPA).

This policy applies to all Biometric Information collected from employees, applicants, and contingent workers by or on behalf of:

- Great Hire Inc. and its affiliated business entities;
- Any Professional Employer Organization (PEO) or Employer of Record (EOR) engaged to administer employment services on the Company's behalf;
- Third-party service providers or vendors operating timekeeping, access control, or identity verification systems for the Company; and
- Client worksites at which Company employees are assigned and required to use a biometric timekeeping or access system.

Categories of Biometric Information Collected

- Fingerprint scans or fingerprint-derived templates
- Facial geometry / facial recognition scans
- Hand geometry scans
- Voiceprints

Biometric Information is collected only for the purposes stated in Section 1, only with prior written notice and voluntary, informed consent from the individual (see the Company's Biometric Information Collection & Authorization Form), and is never used for marketing, unrelated profiling, or any purpose beyond those disclosed at the time of collection.

Retention Schedule

The Company retains Biometric Information only as long as reasonably necessary to fulfill the purposes for which it was collected. Absent a longer retention period required by law or an active legal hold, Biometric Information is retained no longer than the earlier of:

1. The date the initial purpose for collecting the Biometric Information (e.g., active use for timekeeping or access control) has been satisfied; or
2. One (1) year after the individual's last interaction with the applicable biometric system, or the end of the individual's employment, whichever occurs first.

This retention schedule applies equally to Biometric Information held by the Company directly and to Biometric Information held by any PEO, EOR, service provider, or client site on the Company's behalf.

Destruction Procedures

- Upon expiration of the applicable retention period, Biometric Information is permanently and securely destroyed using deletion methods designed to render the data unrecoverable (e.g., cryptographic erasure or secure wipe of storage media).
- The Company will direct and confirm destruction of Biometric Information held by any PEO, EOR, service provider, or client site upon expiration of the retention period, consistent with the parties' written agreement.
- Destruction is not delayed for administrative convenience. Where a legal hold, audit, or government investigation requires continued retention, Biometric Information is preserved only to the extent and for the duration legally required, and is destroyed promptly once that requirement lapses.
- Records confirming destruction (date and method) are maintained by the Company's Human Resources department for audit purposes, separate from the biometric data itself.

Data Security Safeguards

- Biometric Information is encrypted in storage and in transit using industry-standard methods.
- Access is limited to personnel and systems with a legitimate operational need, and is logged where technically feasible.
- Biometric Information is stored using a reasonable standard of care at least equal to the standard the Company uses to protect other confidential and sensitive information.
- The Company will never sell, lease, trade, license, or otherwise profit from Biometric Information under any circumstances.
- Biometric Information is not disclosed, redisclosed, or shared with any party beyond those described in Section 2 without the individual's separate written consent, unless required by law or legal process, consistent with California Labor Code Section 1051.

Employee Rights

- Voluntary participation: Providing Biometric Information is voluntary and is not a condition of employment. Individuals who decline will be offered a reasonable non-biometric alternative (e.g., badge, PIN, or key fob).
- Right to withdraw: Consent may be withdrawn at any time; a non-biometric alternative will apply going forward.
- Right to know and request deletion: Individuals may request details about the Biometric Information collected about them and request its deletion, subject to the Company's legitimate operational and legal retention needs.

- Right to limit use: Individuals may request that their Biometric Information be used only for the purposes described in Section 1.
- No retaliation: The Company will not retaliate or take adverse action against any individual for declining to provide, or withdrawing consent to provide, Biometric Information.
- Breach notification: Individuals will be notified without unreasonable delay if their Biometric Information is involved in a security breach, as required by applicable law.

Policy Administration

This policy is maintained and administered by Great Hire Inc. Human Resources. It is reviewed at least annually, and whenever applicable law changes, to ensure continued compliance with California and other applicable biometric privacy requirements. A copy of this policy is available upon request and up to date versions are always available online.

Questions

Employees should contact the appropriate Human Resources contacts referenced throughout this policy with any questions about this policy. If you are unsure of who to contact please contact your direct Great Hire assigned contact for additional help.