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Welcome

On behalf of your colleagues, I welcome you to Propak Logistics and wish you every success here.

We believe that each Employee contributes directly to Propak’s growth and success, and we hope you will take pride in being a member of our team. In order to be a success, we strive to attract and retain highly motivated individuals who will work as a team in fulfilling our mission. The future success of our Company will be a direct result of the quality we build into the service we provide to our customers. We look at our Employees as our number one asset.

To be successful in your job, you must understand your responsibilities and what is expected of you. This Handbook is to better acquaint you with Propak and to provide a general overview of our philosophies and policies. It is important that you familiarize yourself with the information contained in this Handbook. If you have any questions after reviewing this Handbook, either now or at any time during your employment, I encourage you to ask your Manager or to contact the Department of Human Resources.

We are proud to have you on our team. I hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,
Steve Clark
Chief Executive Officer
Purpose of the Employee Handbook

The purpose of this Employee Handbook is to introduce you to Propak Logistics ("Propak" or "the Company"). This Handbook describes the Company’s expectations of you as an Employee and outlines the Company’s policies, procedures, and standards. Please read it carefully and refer to it as needed. Please read and acknowledge receipt of the Employee Handbook. The Employee Handbook is available through the Propak on Boarding process, Employee Self Service or print form upon request from your on site manager.

Obviously, this Handbook cannot address every question, circumstance, or situation that might arise. If something is not clear to you, or if you want additional information, please do not hesitate to discuss it with your Manager or the Department of Human Resources. Further, as Propak continues to grow and as conditions, requirements, and needs change, Propak reserves the right to revise, supplement, or rescind any policies, procedures or portions of this Handbook from time to time as the Company deems appropriate, with or without notice, in its sole and absolute discretion. Should changes occur, Propak will attempt to notify you as soon as practicable.

The policies outlined in this Handbook are for guidance only. Nothing contained in this Handbook shall create or be construed to create any contractual rights between Propak and any Employee regarding employment, any benefit of employment, or terms for separation from employment. These policies are subject to amendment, modification or termination by Propak, with or without advance notice. The employment relationship between Propak and its Employees is at will and may be terminated at any time by Propak or the Employee for any reason, with or without notice.

The provisions in this Handbook supersede all existing policies and procedures and may not be modified without the express written approval of the Chief Executive Officer of Propak.

Propak Mission Statement

Providing proactive solutions and support at the highest level of operational excellence and safety. Demonstrating positive leadership and commitment at all levels of our business.

Propak Core Values

**Service:** Providing the best customer service in the industry by remaining attentive to the needs of our clients and by maintaining the same level of service with internal customers at Propak.

**Solutions:** Proactively addressing a problem or anticipating potential issues by seeking out a viable solution that is good for Propak and our customers.

**Sustainability:** Creating smart processes that help Propak to reduce costs and increase efficiencies and help our customers to achieve the same results.

**Safety:** Practicing and promoting the workplace behaviors that make Propak a safe work environment for our Employees and ensure our customers are not exposed to any additional risks.

Unions/Employee Relations

Propak is proud of its commitment to positive Employee relations and equally proud of the positive work environment that we have developed together. By working together as a team, we can best accomplish our mutual goals – assuring the success of Propak and providing greater opportunities and job security for ourselves and our families. We believe that interference from an outside party, such as a union, will hamper us in accomplishing these goals. We also believe that outside parties can be divisive and create unwanted conflicts in our workplace. Because of this, we feel that they are unnecessary to the achievement of our success.

Propak accepts the responsibility of providing its Employees with good working conditions, wages, benefits, and the personal respect that you each deserve. Propak believes that the work conditions, wages, and benefits it offers to Employees are competitive with those offered by other employers in your area and in this industry. If Employees have concerns about work conditions or compensation, you are encouraged to voice these concerns openly and directly with your Manager.

Our experience has shown that when Employees deal openly and directly with their Managers, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Propak demonstrates its commitment to Employees by responding effectively to Employee concerns.
Compliance with all Applicable Laws
Propak will act in compliance with any and all applicable federal and state laws, including any amendments to existing laws and new laws that may become effective subsequent to the publishing of this Handbook. Propak will act as a responsible citizen and is committed to making a good faith effort to comply with each and every applicable law. As part of Propak’s commitment, to the extent any part of this Handbook is in conflict with an applicable federal, state or local law, said law shall control. Should any provision of this Handbook be found invalid, such finding does not invalidate the entire Handbook, but only the subject provision.

Business Ethics and Conduct
The successful business operation and reputation of Propak is built upon the principles of fair dealing and ethical conduct of all of our Employees. Our reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Propak is dependent upon our customers’ trust and we are dedicated to preserving that trust. Employees owe a duty to Propak and its customers, to act in a way that will merit that continued trust and confidence. As set forth above, Propak will comply with all applicable laws and regulations and expects its directors, officers, and Employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises, where it is difficult to determine the proper course of action, the matter should be discussed openly with your Manager, or if necessary, the Department of Human Resources for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Propak Employee, officer and director. Disregarding or failing to comply with this standard of business ethics and conduct will lead to disciplinary action, up to and including termination of employment.

Customer Relations
Along with Employees, customers are one of our organization’s most valuable assets. Each Employee represents Propak to our customers and the public. The way we perform our jobs presents an image of our entire organization. Customers judge us by how they are treated with each Employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give customers.

Customers who wish to lodge specific comments or complaints should be directed to the Manager for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of Propak. Positive customer relations not only enhance the public’s image of Propak, but also pay off in greater customer loyalty.

Given the close proximity in which many of our employees work with our customer, an agreement has been made between Propak and Walmart that neither party will hire the other party’s employees while employed by the other party and for a period of twelve months post-employment. Any questions as to this agreement should be directed to your Manager or Human Resources.

EMPLOYMENT POLICIES AND PRACTICES

Employee Relations
Propak believes that the employment relationship is best served by a business climate which provides for open and sincere communications. It would be unusual if Employees did not have an occasional question or concern relating to a specific work practice or the interpretation of a policy.

You are encouraged to discuss with your Manager any problem, complaint, question or concern relating to work, wages, hours, or any other practices or conditions concerning employment at Propak. Most of the time, such a discussion will result in a satisfactory solution. However, if you feel that it is not the type of subject you want to discuss with your Manager, or if you are not satisfied with your attempt to discuss the issue with your Manager, you may bring the problem to the attention of the
Department of Human Resources. The telephone number is 866-468-6359 or Email - employeerelations@propak.com. If after discussing the matter with the Department of Human Resources you still feel like you have not resolved the issue, you may present the problem in writing to the Chief Executive Officer of the company.

**Equal Employment Opportunity Policy**

At Propak, it is our policy to provide equal employment and advancement opportunities to all individuals. Employment decisions at Propak will be based on merit, qualifications, and abilities. Propak does not discriminate in employment opportunities and practices on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, veteran status, marital status, sexual orientation, or any characteristic protected by federal or state law. Our goal is to provide everyone who works for Propak, or who applies for work with Propak, an equal opportunity to succeed. Propak will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy of nondiscrimination applies to all phases of Employee relations, including, but not limited to, hiring, job assignment, compensation, performance rating, promotion, transfer, discipline, termination, access to benefits and training, and other personnel matters.

If you have any questions or concerns about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your Manager or the Department of Human Resources. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**Workplace Harassment Policy**

Propak maintains a strict policy prohibiting sexual harassment and all other forms of workplace harassment based on certain personal characteristics such as race, religion, creed, color, sex, sexual orientation, national origin, ancestry, handicap or disability, medical condition, marital status, veteran status, age, or any other basis made unlawful by any applicable federal or state law. Simply put, sexual harassment or any other type of workplace harassment will not be tolerated. Further, Propak will not tolerate retaliation against an Employee for reporting or threatening to any type of workplace harassment. This policy applies to all persons involved in the operations of Propak. This includes Propak Employees at any level and non-Employees, customers, clients, service providers, visitors, vendors, etc., who have the effect of harassing Propak’s Employees. Prohibited harassment in any form, including but not limited to verbal, physical, and visual conduct; threats; demands; and retaliation will not be tolerated whether or not it is severe enough to be unlawful.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or contact of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for making employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating a hostile, intimidating, or offensive work environment.
- Examples of sexual harassment include, but are not limited to the following:
  - Unwanted sexual advances.
  - Offering employment benefits in exchange for sexual favors.
  - Making or threatening reprisals after a negative response to sexual advances.
  - Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters.
  - Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any Employee’s body or dress.
  - Unwelcome verbal sexual advances or propositions.
  - Verbal abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.
  - Physical conduct such as touching, assault, or impeding or blocking movements.

Other types of workplace harassment involve verbal or physical conduct that insults or shows hostility or aversion toward an individual because of his or her race, religion, creed, color, sex, sexual orientation, national origin, ancestry, handicap or disability, medical condition, marital status, veteran status, age, or any other basis made unlawful by federal or state law, and that contributes to or has the effect of creating an intimidating, hostile, or offensive working environment; or one that Unreasonably interferes with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities.

Workplace harassment based on race, religion, creed, color, sex, sexual orientation, national origin, ancestry, handicap or disability, medical condition, marital status, veteran status, age, or any other basis made unlawful by federal or state law includes, but is not
limited to, the following examples:

The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts. Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group that is placed on walls, bulletin boards, e-mail, voice mail, or elsewhere on Propak’s premises, or is circulated in the workplace.

If you experience or witness sexual harassment or any other form of workplace harassment by anyone, including managers, supervisors, co-workers, or non-Employees, you should report it immediately to your Manager. If your Manager is unavailable, or if you do not feel comfortable discussing the matter with your Manager, you should immediately report the incident to any other member of management, or the Department of Human Resources. You may also contact the Employee Relations Line either via telephone at 866-468-6359 or via email to Employeerelations@propak.com.

Your complaint should preferably be in writing and include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Supervisors and all other management-level Employees who receive a complaint of any type of workplace harassment shall immediately refer the complaint to the Department of Human Resources. Propak encourages all Employees to report conduct prohibited by this policy and any incidents of harassment or retaliation forbidden by this policy immediately so that situations can be quickly and fairly resolved.

Propak will not retaliate against you for filing a complaint of workplace harassment or for providing information as a witness during the investigation of a workplace harassment complaint and will not knowingly permit retaliation by management-level Employees, your coworkers, or others in the workplace.

The Department of Human Resources, or an appropriate member of management, will undertake a prompt, thorough investigation of the harassment allegations and attempt to determine all of the facts concerning the alleged harassment. The investigation undertaken by Propak will be fair and impartial to all parties involved. Workplace harassment investigations will be handled with as much confidentiality as possible, and information will be disclosed only to the extent necessary to complete a thorough investigation or as may be necessary to take appropriate corrective action. Once the investigation is completed, a determination regarding the harassment complaint will be made and communicated to you as soon as practical.

If Propak determines that workplace harassment occurred, Propak will take remedial action commensurate with the severity of the offense to promptly and effectively end any harassment. Action will also be taken to deter any future harassment. Depending upon the circumstances, such action may include a reprimand, discharge, or other appropriate action. Propak will monitor any confirmed incidents of workplace harassment to ensure that the harassing behavior has indeed stopped and that no retaliation has occurred.

If it is determined that no workplace harassment has occurred, or that there is insufficient evidence to conclude that workplace harassment has occurred, this determination will be communicated to the Employee who made the complaint.

All Employees must avoid engaging in any action or conduct that might be viewed as any type of workplace harassment. Approval of, participation in, or supporting conduct constituting workplace harassment is a violation of this policy. In addition, any supervisory or management-level Employee who fails to respond to complaints of workplace harassment and immediately report such complaints to the Department of Human Resources or to act on their knowledge of any violation of this policy commits a violation of this policy and will likewise be subject to disciplinary action, up to and including termination.

Propak’s goal is to prevent and completely eliminate all types of workplace harassment. Each Employee is responsible for helping Propak accomplish this goal.

**Employment Applications and Information**

Propak relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, in the termination of employment.
Job Classifications
Propak maintains standard definitions of employment status according to the Fair Labor Standards Act as follows:

1. **Exempt Employees** - Employees who are salaried and whose positions meet the “executive,” “administrative,” or “professional” exemption under the guidelines of the United States Department of Labor. Exempt Employees are not entitled to overtime pay and are excluded from certain provisions of federal and state wage and hour laws.

2. **Non-Exempt Employees** - Non-Exempt Employees are paid on hourly basis and are entitled to overtime pay when appropriate. Non-Exempt Employees are required to submit accurate time records of all hours worked and are not permitted to work overtime without prior approval from Employee’s Manager.

*Please note that the determination of whether an Employee is Exempt or Non-Exempt depends on actual job duties and not job title. Employees will be advised of their classification at the time of hire or if job duties subsequently change necessitating a change in classification. If at any time you have questions about your classification, or if you believe your position has been classified incorrectly, please notify the Department of Human Resources. An Employee’s Exempt or Non-Exempt classification may only be changed upon written notification from Propak Management.*

1. **Introductory** – Employees whose performance is being evaluated to determine whether further employment in a specific position or with Propak is appropriate.

2. **Part-Time** – Employees who work less than 30 hours per week.

3. **Full-Time** – Employees who have successfully completed the introductory period and work a minimum of 30 hours per week. Generally, full-time Employees are eligible for Propak’s benefit package, subject to terms, conditions, and limitations of each benefit.

Part-Time and Full-Time status is verified using the look-back method. A measurement period of six months is utilized to verify status and the administrative period for required status changes will be no more than 90 days. After a status change has been processed, a stability period of six months will begin.

**Introductory Period**
The introductory period is intended to give you, as a new Employee, the opportunity to demonstrate your ability to achieve a satisfactory level of performance and to determine whether the new position meets your expectations. Propak uses this period to evaluate Employee capabilities, work habits, and overall performance.

All Employees work on an introductory basis for the first 90 days after your date of hire. Employees who are promoted or transferred within Propak must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend the introductory period by the length of the absence. If Propak determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the Employee’s performance, the introductory period may be extended for a specified period, duration of which is in the sole discretion of the Company.

In cases of promotions or transfers within Propak, an Employee who, in the sole discretion of management, is not successful in the new position can be removed from that position at any time. If this occurs, the Employee may be allowed to return to the Employee’s former job or to a comparable job for which the Employee is qualified, depending on the availability of such positions and Propak's needs.

*Nothing in this introductory period is intended to modify an Employee’s at-will status. Both during and after the introductory period, employment with Propak is “at will” and for no specific duration. This means that you are free to terminate the employment relationship at any time, for any reason or no reason at all, with or without notice. Likewise, Propak is free to terminate your employment for any or no reason at any time, with or without notice.*
Job Descriptions

Propak makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job’s purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section and a work environment section.

Propak maintains job descriptions to aid in orientating new Employees to jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for Employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities. The Department of Human Resources will coordinate the preparation of job descriptions when new positions are created. Job descriptions may also be rewritten periodically to reflect any changes in the position’s duties and responsibilities.

All Employees are expected to help ensure that job descriptions are accurate and current, reflecting the work being done. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your Manager if you have any questions or concerns about your job description.

Work Schedules and Attendance

Your Manager will advise you of the time your work schedule will begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

You are expected to report for work on time at the beginning of your assigned shift. You are expected to comply with Propak’s attendance policy as set forth in this Handbook.

Exempt Employees are expected to carry out their duties and responsibilities without regard to the number of hours it takes to complete them.

Rest and Meal Periods

Each workday, Non-Exempt Employees are provided with 1 paid rest period per four (4) hours worked. Each rest period will not exceed fifteen (15) minutes. Managers will advise Employees of the regular rest period length and schedule. To the extent possible, rest periods will be equally spaced throughout the work period. Since this time is counted and paid as time worked, you must not be absent from your work area beyond the allotted rest period, or be subject to the assessment of one-half point under the attendance policy.

All Employees are provided with a mandatory meal period each workday. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Meal periods will be a minimum of thirty (30) minutes. Managers will advise Employees of their specific meal period length and schedule. Meal periods will be scheduled to accommodate operating requirements.

To the extent Propak’s rest and meal period policy is in conflict with an applicable federal, state or local law, said law shall control.

Timekeeping

Accurately recording time worked is the responsibility of every Non-Exempt Employee. Federal and state laws require Propak to keep accurate record of time worked in order to calculate Employee pay and benefits. Time worked is all the time you actually spend on the job performing assigned duties.

For Non-Exempt Employees, you must accurately record the time you begin and end your work, as well as the beginning and ending of each meal period. You should also record the beginning and ending time of any split shift or departure from work for personal reasons. Repeated failure to accurately record your time may result in disciplinary action, up to and including termination. Overtime work must always be approved in advance by your Manager before it is performed. Altering, falsifying, tampering with time records, or recording time on another Employee’s time record will result in immediate termination of employment. Hourly (Non-Exempt) Employees MAY NOT work off the clock.
Overtime

When operating requirements or other needs cannot be met during regular working hours, Employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive your Manager’s prior authorization. Overtime assignments will be distributed as equitably as practical to all Employees qualified to perform the required work.

Overtime compensation for Non-Exempt Employees is paid in accordance with applicable federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off on PTO, holidays or any paid or unpaid leave of absence will not be considered hours worked for purposes of calculating overtime compensation.

Failure to work scheduled overtime or overtime worked without prior authorization from your Manager may result in disciplinary action, up to and including termination of employment.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, Employees who work will receive regular pay.

In cases where an emergency condition occurs, but where the facilities are open, Employees who fail to report for work will not be paid for the time off and must use any accrued leave time if available. If no accrued leave time is available, such failure to report to work will count as one point under the Company’s attendance policy as set forth in this Handbook.

Paydays

Non-Exempt Employees are paid weekly every Friday for all work performed through the end of the previous payroll period. Exempt Employees are paid bi-weekly for all work performed through the end of the previous two weeks. In the event a regularly scheduled payday falls on a holiday, Employees will have access to their wages on the first day following the regularly scheduled deposit date.

Employees may elect to have pay directly deposited into the Employee’s bank account or a Pay Card account. Employees are provided with an election form upon hire. Employees can obtain itemized statement of wages via Employee Self Service. All Employees are provided the required information and passwords to access their accounts via Employee Self Service.

Pay Advances and Deductions

Propak does not provide pay advances on unearned wages to Employees. The law requires that Propak make certain deductions from all Employee’s compensation including but not limited to, applicable federal, state, and local income taxes, Social Security, Medicare, and garnishments. Propak contributes an amount equal to that which is withheld from your pay for Social Security and Medicare. In addition, Propak will make deductions from an Employee’s compensation for benefit plan(s) in which the Employee chooses to participate. If you have questions concerning why deductions were made from your paycheck or how the deductions were calculated, your Manager can assist you in having your questions answered.

Administrative Pay Corrections

Propak takes all reasonable steps to ensure that Employees receive the correct amount of pay in each paycheck and that Employees are paid promptly on the scheduled payday. In the unlikely event there is an error in the amount of pay, the Employee should promptly bring the discrepancy to the attention of the Manager so that corrections can be made as quickly as possible.

Performance Evaluations

Managers and Employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may be conducted to provide both Managers and Employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
Personnel Data Changes
It is the responsibility of each Employee to keep their personnel data current. Employees can make status changes, including mailing address, telephone number, marital status, number and names of dependents, emergency contacts, educational accomplishments, etc. through their account in Employee Self Service. Having current information on these and other such issues is important, as it allows you to receive Company literature and other information in a timely fashion.

Access To Personnel Files
Propak maintains a personnel file on each Employee. The personnel file includes such information as the job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of Propak, and access to the information they contain is restricted. Generally, only management personnel of Propak who have a legitimate reason to review information in a file are allowed to do so. If you would like to review your own personnel file, you should contact your Manager. With reasonable advance notice, you may review your own personnel file in Propak's offices and in the presence of an individual appointed by Propak.

Information Requests and Employment References
Requests for information from Employee files received from outside sources, including requests for references on former Employees must be directed to the Department of Human Resources. The Department of Human Resources will respond in writing only to those reference check inquiries that are submitted in writing. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. Responses to reference check inquiries will be limited to factual information that can be substantiated by Propak's records.

Managers or other Employees are prohibited from providing personal or employment information on current or former Employees. Any such release of Propak's information can be grounds for termination. Refer all such requests to the Department of Human Resources.

If a current Employee wishes Propak to verify information requested by outside sources for credit or other purposes, a release form setting forth the precise information to be released, with the Employee's signature must accompany the request.

Nepotism and Fraternization
The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and Employee morale. Likewise, dating relationships between Employees can create similar problems. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into the day-to-day working relationships.

Propak prohibits Employees who are relatives or who are dating from working in positions that will be in a superior/subordinate working relationship. Further, Propak reserves the right to take prompt action if any actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions. For purposes of this policy, relative includes spouse, child (including step children) or child’s spouse, parent, parent-in-law, grandparent, brother/sister, brother/sister-in-law, or grandchildren. This policy applies to all Employees without regard to gender or sexual orientation of the individuals involved.

If a relative or dating relationship is established between Employees in a subordinate/superior working relationship after employment has begun, it is the responsibility and obligation of the supervisory Employee involved in the relative or dating relationship to disclose the existence of such relationship to management. Failure to disclose the existence of such relationship may result in disciplinary action, up to and including termination. The individuals concerned will be allowed to decide who will be transferred if another position within the Company is available. If another position is not available, the individuals will be allowed to decide which Employee will resign. If the individuals concerned do not make the decision within thirty days, Propak will decide who is to be transferred or, if necessary, who is terminated.

In other cases where a conflict or the potential for a conflict arises because of a relative or dating relationship between two Employees, even if there is no line of authority or reporting involved, Propak may, in its sole discretion, require Employees to be separated by reassignment or termination, if necessary. Employees should try to avoid close personal relationship with co-workers. In the event such a relationship arises, Employees are prohibited from engaging in public workplace displays of affection.

Outside Employment
An Employee may hold an outside job as long as the Employee meets the performance standards of the Employee's job with
Propak. All Employees will be judged by the same performance standards and will be subject to Propak’s scheduling demands, regardless of any outside work requirements.

If Propak determines that an Employee’s outside work interferes with performance or the ability to meet job requirements of Propak, the Employee may be asked to terminate the outside employment if the Employee would like to remain employed at Propak.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Propak for materials produced or services rendered while performing Propak work.

**Termination of Employment**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by the Employee.
- Discharge – involuntary employment termination initiated by the Company.
- Layoff – involuntary employment termination initiated by the Company for non-disciplinary reasons.

If you desire to leave Propak, you are asked to give at least two weeks’ notice. This will allow time to process the separation and find a replacement. Propak reserves the right to determine an earlier effective date.

Employee benefits will be affected by employment termination. However, all benefits that are due and payable at termination will be paid. Some benefits may be continued at the Employee’s expense if the Employee so chooses. The Employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

**EMPLOYEES’ RESPONSIBILITIES**

**Conduct and Disciplinary Guidelines**

To ensure orderly operations and provide the best possible work environment, Propak expects Employees to follow rules of conduct that will protect the interests and safety of all Employees and the organization. The inappropriate behaviors listed below are intended to serve as a guide for unacceptable Employee behavior that will result in disciplinary action, up to and including termination of employment. This list is not all-inclusive. Since it is impossible to foresee every situation, inappropriate Employee conduct not specifically covered in these guidelines may warrant formal discipline, up to and including immediate termination.

**Inappropriate Behavior:**

- Abusive or vulgar language directed toward another individual.
- Fighting or threatening behavior in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- Insubordination or other disrespectful conduct.
- Failure to follow job procedure or directives - written or verbal.
- Inappropriate use of resources (e.g., time, material, equipment, supplies, personnel).
- Sleeping on the job during scheduled work time.
- Abuses of lunch, break, or benefit plans.
- Using Company time/resources for personal gain.
- Improper or unauthorized release of confidential information.
- Failure to participate in company investigations concerning performance, attendance, safety, security or other issues.
Disciplinary Guidelines:
Fair and consistent treatment is necessary to allow all Employees to understand what is expected and the results of specific actions. Propak recognizes the need for a formal system of disciplinary procedures to ensure fair and consistent treatment of all Employees. Depending on the severity of the problem and the number of occurrences, disciplinary action may call for any of four steps which will generally be followed in this order:

- Verbal warning
- Written warning
- Suspension with or without pay (requires approval from the Department of Human Resources)
- Termination of employment

Progressive discipline means that these steps will normally be followed; however, these steps are merely guidelines and may be skipped where circumstances warrant, in the sole discretion of Propak. Propak recognizes that there are certain types of Employee problems that are serious enough to justify either a suspension, or, in extreme situations, immediate termination of employment upon the first offense. Propak considers Employee misconduct on a case-by-case basis. Propak may consider an Employee’s previous work history, the degree of misconduct involved in a particular situation and/or the seriousness of the offense when determining the appropriate disciplinary action to be taken. By using progressive discipline, we hope that most Employee problems can be corrected at an early stage, benefiting both you and Propak.

Nothing in this section is intended to create an employment contract, express or implied, with any of Propak’s Employees or to change the at-will nature of your employment relationship with Propak. Should an Employee of Propak act inappropriately or violate the inappropriate behaviors listed above, the applicable disciplinary measures discussed above will generally be followed. However, Propak reserves the right not to follow these steps in order, or to bypass these steps completely, and immediately terminate Employees who have violated any behavior guideline or acted inappropriately in any way, without advance warning.

Attendance Policy
Attendance is a requirement of all positions at Propak to meet our customer’s needs. Propak uses a point system attendance policy for most absences. However, the types of absences described below may result in immediate termination.

- If you leave early without your Manager’s permission, you may be terminated.
- If you are absent from work for (1) one day without calling in, you may be terminated for a “No Call/No Show.”
- If your shift is required to work on a scheduled day off and you “No Call/No Show” on that day without good cause, then you may be subject to termination.
- If you are required to work on a scheduled day off, but cannot come to work, you must call the Manager before your scheduled start time. Only the Manager can determine if you have good cause not to report to work.

The point system works as described below.

- Employees start with (0) zero points.
- Points will be accumulated for absences and tardiness.
- The points are based on a rolling 180 day time frame. Points will be removed 180 days after you have received them.
- If you receive four (4) points during any rolling 180 day period, you will be terminated.
- If you miss a full scheduled day of work, you will be given a full point.
- If you are more than 7 minutes late for schedule work day, you will receive a (1/2) half point.
- If you are absent for consecutive days, you must call into your manager for each day of absence.
- You will not receive points for any absences covered under the Company’s policies relating to worker’s compensation, PTO, Voting, Bereavement, Jury Duty, Military Leave, FMLA Leave, or approved unpaid leave of absence, provided you have complied with all notice and/or medical certification requirements and received advance permission where applicable. Please refer to the Benefits Section of the Handbook for more information on these benefits as many of these benefits have either or both eligibility, notice and/or medical certification, and advance permission requirements.
Holiday Policy

The following Holidays are observed by Propak:

- Thanksgiving Day
- Christmas Day
- New Year’s Day

Propak will be closed on Thanksgiving Day, Christmas Day, and New Year’s Day unless required to be open based on the directive of our customers. Employees will be given as much advance notice as possible if a particular Propak location is to be open during a Holiday.

_employees will not be paid for Holiday hours unless the Employee works on the Holiday._

If an Employee is normally scheduled to work the day on which a Holiday falls, then Propak will attempt to provide the Employee with additional hours during the Holiday week.

E-mail and Internet

The use of Propak automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the Company. Use is defined as “excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company’s business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Misrepresenting oneself or the Company;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company’s networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems, including use of internet radio stations and/or streaming audio without express permission given by IT:
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or downloading and installing any “freeware” applications without prior approval from the IT staff;
- Defeating or attempting to defeat security restrictions on company systems and applications.
- Leaving portable computers unattended in vehicles, hotel rooms, or any other area which would be considered to have a high risk of theft or vandalism.
- Installing any unauthorized software or beta software packages without prior IT approval.
Using Company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the Company anti-harassment policies and is subject to disciplinary action. The Company's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use. Unless specifically granted in this policy, any non-business use of the Company’s automation systems is expressly forbidden. If you violate these policies, you could be subject to disciplinary action, up to and including termination. Any Employee who discovers misuse of the Company E-mail or Data systems should immediately contact the Department of Human Resources.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files
The Company owns the rights to all data and files in any computer, network, or other information system used in the Company.

The Company also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Company equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. The Company has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No Employee may access another Employee’s computer, computer files, or electronic mail messages without prior authorization from either the Employee or an appropriate Company official. The Company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No Employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including termination.

Confidentiality of Electronic Mail
As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature. It is a violation of Company policy for any Employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action, up to and including termination.

Electronic Mail Tampering
Electronic mail messages received should not be altered without the sender’s permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another’s electronic mail message.

Policy Statement for Internet/Intranet Browser(s)
The Internet is to be used to further the Company’s mission, to provide effective service of the highest quality to the Company’s customers and staff, and to support other direct job-related purposes. Managers should work with Employees to determine the appropriate use of the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to Employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software. Personal use of the company’s Internet access is subject to inspection and monitoring by the company. Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All Propak policies and procedures apply to Employees’ conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security. The Company has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by Employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing
e-mail sent and received by Users whether for professional or personal use.

The Company may use software to identify inappropriate or sexually explicit Internet sites. Some sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

Mobile Devices

Smartphones and tablet computers enable instant communication, remote connectivity, flexibility, and productivity. However, such devices introduce security vulnerabilities, administrative requirements, and management responsibilities. The purpose of the Mobile Device Policy is to maintain security and ensure proper management of remote handsets and tablet computers, as well as the company information on those devices.

Company Provided Mobile Device Use

Company-provided smartphones and tablet computers are to be used only for fulfilling business responsibilities. Employees are prohibited from incurring any fees or charges as a result of personal use of company-provided smartphones and tablet computers and subsequently billing those fees and charges to the company, including the cost of unapproved software applications and programs. If smartphone and/or tablet computer, accessory, and/or service fees or charges result from personal use of company-provided equipment, the user is responsible for making payment for those fees and charges and any related billing costs. No sensitive, proprietary, or confidential information is to be stored on smartphones or tablet computers at any time. If a company-provided smartphone or tablet computer is lost, stolen, or misplaced, the user must notify IT immediately by calling the IT Hotline at 1-479-478-7898. IT will take appropriate steps to remotely trigger the immediate deletion of all devices information and suspension of the device’s voice and data services.

Personal Devices and Services

Employees not eligible for a company-provided smartphone and/or tablet computer, may request permission to connect their personally owned devices to the company networks, systems, and data. The request for access must be submitted to the IT Department for prior approval.

Acceptable Personal Device Use

No sensitive, proprietary, or confidential information is to be stored on personally owned smartphones or tablet computers at any time. If a personally owned smartphone or tablet computer is lost, stolen, retired, decommissioned, or misplaced, the user must notify the IT Hotline 1-479-478-7898 immediately so that appropriate steps can be taken to delete all the device’s company information and network settings.

Mobile Device Security

All users must also enable a secure passcode or password that must be entered before the device’s data can be accessed. Users requiring security or passcode assistance should contact the IT Department. No mobile device may be connected to the organization’s networks, systems, or data without passcode protection.

Social Media Policy

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

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Propak, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or
otherwise adversely affects members, customers, suppliers, people who work on behalf of Propak or Propak’s legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules
Carefully read these guidelines, the Propak Statement of Ethics Policy, the Propak Information Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Propak employees are encouraged to use the following guidelines in social media practices:

Be relevant to your area of expertise.
Do not be anonymous.
Maintain professionalism, honesty, and respect
Maintain the confidentiality of Propak trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
When making any statements regarding Propak, do not use the words: we, us, our, or any other pronoun which includes anyone other than yourself.
Express only your personal opinions. Never represent yourself as a spokesperson for Propak. If Propak is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Propak, fellow employees, customers, suppliers or people working on behalf of Propak. If you do publish a blog or post online related to the work you do or subjects associated with Propak, make it clear that you are not speaking on behalf of Propak. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Propak.
Do not create a link from your blog, website or other social networking site to a Propak website without identifying yourself as a Propak employee.

Activity showing good judgment would include statements of fact about Propak. Propak products and services, facts about already-public information, or information on the Propak website are examples. If any associate becomes aware of social media activity that would be deemed distasteful or fail the good judgment test, please contact the Department of Human Resources.

Using Social Media at Work
Use of social media while on work time or on equipment we provide is prohibited, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use Propak email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited
Propak prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Non-Disclosure of Confidential Information
The protection of confidential business information and trade secrets is vital to the interests and success of Propak. Such confidential information includes, but is not limited to:

- Compensation data
- Personnel Files
- Employment Applications
- Customer lists
- Customer preferences
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Medical information on Employees

Employees who are exposed to confidential information may be required to sign a non-disclosure and confidentiality agreement
as a condition of employment, promotion, or salary increase.

Medical information on individual Employees must be treated confidentially. Propak will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other Employees have a responsibility to respect and maintain the confidentiality of Employee medical information.

Employees who improperly use or disclose trade secrets or confidential Company information will be subject to disciplinary action, up to and including termination of employment and legal action, even if the Employee does not actually benefit from the disclosed information.

Conflict of Interest
The best interest of Propak is expected to be foremost in the minds of our Employees as you perform your duties. When you become an Employee of Propak, and receive pay and benefits, you make this commitment. It is wrong to seek any other economic gain by virtue of being an Employee of this Company. Giving or receiving anything of value to influence sound business judgment is prohibited. At a minimum, Employees must refrain from engaging in any activity or practice which conflicts with, has the appearance of conflicting with, or could be perceived as conflicting with the interests of Propak. To avoid any conflict of interest situation, it is your responsibility to disclose any proprietary or financial interest that you have in any organization with which Propak does business or that could be considered a competitor.

Use of Company Equipment and Vehicles
Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, Employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standard and guidelines. Please refer to Risk Management equipment and safety policies for further clarification. Equipment and vehicles should never be operated outside of the intended and instructed use.

Please notify the your Manager if any equipment, machines, tools or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to Employee or others. Managers can answer any questions about an Employee’s responsibility for maintenance and care of equipment or vehicles on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations can result in disciplinary action up to and including termination of employment.

Return of Property
Employees are responsible for all Propak property, materials, or written information issued to them or in their possession or control. Employees must return all Propak property immediately upon request or upon termination of employment. Where permitted by applicable laws, Propak may withhold from the Employee’s check or final paycheck the cost of any items that are not returned when required. Propak may also take all action deemed appropriate to recover or protect its property.

Personal Attire
Dress, grooming, and personal cleanliness standards contribute to the morale of all Employees and affect the business image Propak presents to customers and visitors.

During business hours or when representing Propak, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your Manager is responsible for establishing a reasonable dress code appropriate to the job you perform. If your Manager feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your Manager if you have questions as to what constitutes appropriate appearance.

Safety Equipment
Propak requires certain safety equipment for some jobs, including but not limited to steel toe shoes, safety gloves and safety glasses. Your Manager will inform you on what safety equipment you are required to wear. Failure to wear appropriate safety
equipment can result in your being sent home to obtain such equipment and/or other disciplinary action, up to and including termination of employment. Should you be sent home to obtain proper safety equipment, you will be considered tardy under the Company’s attendance policy and receive one-half point.

Safety
To assist in providing a safe and healthful work environment for Employees, customers, and visitors, Propak has established a workplace safety program. This program is a top priority for Propak. The Manager has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of each and every Employee.

Propak provides information to Employees about workplace safety and health issues through regular internal communication channels such as structured training, supervisor-Employee meetings, bulletin board postings, memos, or other written communications.

Each Employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Manager. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, Employees shall immediately notify the Manager. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.

Security
Since the offices, equipment, and records maintained by Propak are vital to operations, security is a responsibility of each Employee. Things you might do to help with security could include:

- Report any unlocked door or cabinet that should be locked.
- Report the presence of any person not known to be an Employee or any suspicious vehicles or activity.
- Report the presence of any suspicious object that might pose a threat.

Tobacco
In keeping with Propak’s intent to provide a safe and healthful work environment, tobacco products of any kind in the workplace is prohibited except in those locations that have been specifically designated as tobacco usage areas. In situations where the preferences of tobacco users and non-tobacco users are in direct conflict, the preferences of non-tobacco users will prevail. This policy applies equally to all Employees, customers and visitors. This policy is extended to prohibit the use of e-cigarettes, vapor cigarettes or similar products except in designated smoking areas.

No Solicitations
In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any cause during working time. Furthermore, Employees may not distribute literature or printed material of any kind in working areas at any time. Non-Employees are likewise prohibited from distributing material or soliciting Employees on Company premises at any time.

Working time includes the working time of both the Employee doing the soliciting and distributing, and the Employee to whom the soliciting or distributing is being directed.

Drug and Alcohol Policy

Purpose
Propak is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug and alcohol policy that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. Propak encourages employees to voluntarily seek help with drug and alcohol problems.
**Scope**
Any individual who conducts business for Propak, is applying for a position, or is conducting business on Propak premises is covered by our drug and alcohol policy. Our policy includes, but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, and applicants.

Our drug and alcohol policy is intended to apply whenever anyone is representing or conducting business for Propak. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization and while on Propak premises.

**Policy**
It is a violation of Company policy for any employee to use, possess, sell, trade, offer to sell, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs during working hours or while on Company property. Employees may not report to work under the influence of drugs or alcohol. Employees who violate this policy will be terminated.

**Drug and Alcohol Testing**
To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines, where applicable, and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result; and a documented chain of custody.

The substances that will be tested for are Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), [5-Panel] and Alcohol. Additional substances may be tested for including Methadone, Methamphetamines, Barbiturates, Benzodiazepines, and MDMA (Ecstasy).

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

An employee will be subject to the same consequences of a positive test if:
- he or she refuses the screening or the test,
- fails to appear for a test within a reasonable amount of time (except for pre-employment),
- adulterates or dilutes the specimen,
- substitutes the specimen with that from another person,
- sends an imposter,
- will not sign the required forms, or
- refuses to cooperate in the testing process in such a way that prevents completion of the test.

Each employee, as a condition of employment, will be required to participate in pre-employment, random, post-incident, and reasonable suspicion testing upon selection or request of management.

**Pre-Employment** – All prospective employees must complete a drug screening prior to performing job functions. Tests shall be administered after a contingent job offer. A positive result or refusal to test will result in a withdrawal of the job offer. Individuals that test positive may reapply after three months, but must pass the pre-employment drug test.

Prospective employees for DOT regulated positions will be required to provide evidence of successful completion of DOT return to duty requirements in accordance with 40.25(j) when the employee or prior employer indicate a positive test result or refusal to test within the prior 2 years.
Post Incident – As soon as possible following an incident, employees will be required to take a drug and/or alcohol test. Incidents include property damage, injury/illness to another person, injury/illness to the employee that requires medical attention, and any vehicle incident. Testing for alcohol under this section may only be completed if the use of alcohol is believed to be a contributing factor in the incident.

Any driver of a commercial motor vehicle owned, leased, or rented by Propak must submit to a DOT drug and/or alcohol tests when the following conditions are met:

- He or she is involved in an accident that results in a fatality.
- He or she received a moving citation and someone is transported from the scene for medical treatment.
- He or she received a moving citation and one or more vehicles incur disabling damage requiring it to be towed from the scene.

Failure to submit to drug and or alcohol testing as outlined in the DOT Accident Policy (DOT 002) will result in termination. Non-DOT drug and/or alcohol tests may be required for other stated incidents.

Reasonable Suspicion – An employee may be required to submit to drug and/or alcohol testing at any time if he or she is believed to be under the influence of drugs or alcohol including, but not limited, to the following circumstances:

- drugs or alcohol on or about the employee’s person or in the employee’s vicinity,
- conduct on the employee’s part that suggests impairment or influence of drugs or alcohol,
- a report of substance abuse provided by a reliable and credible source, or
- evidence that an individual has tampered with any drug test during his or her employment.

Random – The Company may conduct random testing as required by the Department of Transportation (DOT) for select safety sensitive positions. Random DOT drug and alcohol selection and screening shall be conducted at least once for each quarter of the year and until minimum requirements are met. The dates for administering Random DOT drug and alcohol screening will be spread reasonably throughout the calendar year. All DOT regulated drivers will have an equal opportunity of being selected by using a scientifically valid method and the following formula will be used to determine how many employees will be selected for the test.

Drug Screenings: Minimum Qty = 50% X (# of drivers) ÷ (# of selections)
Alcohol Screenings: Minimum Qty = 10% X (# of drivers) ÷ (# of selections)

After-Hours Testing
Post Incident and Reasonable Suspicion testing are often required outside of normal business hours. Managers may contact Pembroke’s after-hours service to locate a collection facility and schedule testing 24 hours a day by calling 800-733-1676. Federal Chain of Custody (COC) Forms and non-DOT COC forms should be available onsite for after-hours testing.

Medicinal Marijuana
Many states have passed laws that allow certain individuals to use and possess marijuana without being subject to prosecution. Possession of marijuana during working hours or on Propak premises remains a violation of this policy and violators will be subject to the disciplinary action process outlined. Where required by law, Propak will conduct an accommodation review when an employee receives a positive test result and meets all of his or her state requirements for the use of marijuana for medicinal purposes. The employee or applicant must initiate the accommodation review process by contacting the employee relations line at 866-468-6359 or employeerelations@propak.com.
**Prescription Medication**

Prescription drugs, those prescribed by a physician for treatment of illness or disease, are subject to the following rules:

- The use of drugs/medicine prescribed by a licensed physician to the individual employee holding the prescription is permitted provided that employees in safety sensitive functions notify management if he or she is using prescribed drugs that may affect the employee’s ability to perform his or her job safely. All DOT regulated drivers must adhere to Section 391.41, which provides a list of prohibited drugs for drivers of commercial motor vehicles.
- If it is concluded that a prescribed drug will affect the safe performance of the employee, Propak reserves the right to limit or suspend the work activity of the employee during the period the physician advises the employee’s ability to perform his or her job safely may be adversely affected by the prescribed medication.
- Use of medications prescribed by a physician for someone other than the employee in question or use of prescription medication in a manner that does not conform to the physician’s prescription or instructions is strictly prohibited and will result in termination.

**Disciplinary Action**

One of the goals of our drug and alcohol program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug and alcohol policy, the offer of employment can be withdrawn. The applicant may reapply after three months and must successfully pass a pre-employment drug test. If an employee violates the policy, he or she will be terminated from employment. The employee may be considered for rehire after three months from termination date.

With the exception of reasonable suspicion testing, employees may continue working until the test result is received when it is not immediately available.

**Searches**

Entering Propak premises constitutes consent to searches and inspections. If an individual is suspected of violating the drug and alcohol policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, backpacks, lunchboxes, desks, and workstations.

**Employee Assistance**

Propak recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug and alcohol workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family member’s assistance with alcohol and drug problems through the Employee Assistance Program (EAP) available by contacting 800-386-7055.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.
Disciplinary action will not be taken when an employee seeks help for misuse of alcohol or drugs provided that they do not request help after notification of testing or they receive a positive test result.

Employees or candidates in DOT regulated positions will be provided Propak’s Substance Abuse Professional (SAP) documentation if he or she receives a positive test result.

Confidentiality
All information received by Propak through the drug and alcohol workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies. Where required by law, a copy of the test results will be provided to the employee or applicant when requested. All requests must be made by contacting the Employee Relations Line.

Designated Employer Representative
The Designated Employer Representative for all DOT related drug and alcohol testing is:

Transportation Compliance Manager
5000 Rogers Avenue, Ste 800
Fort Smith, AR 72903
479-478-7853.

Workplace Searches and Security
In order to protect Propak’s property and premises, and to protect the safety and security of our Employees and customers, it may be necessary for the company to take certain actions, including, but not necessarily limited to:

- Inspecting Employee’s work area, electronic mail, or desk
- Inspecting and searching Employee’s personal belongings
- Maintaining video and telephonic surveillance of Employees
- Inspecting the personal property of other persons entering or leaving company premises; or
- Inspecting any personal property present, brought on, found, or maintained on company premises.

Personal property, as referenced above includes, but is not limited to, purses, packages, briefcases, the contents of an Employee’s pockets and automobiles parked on company property. Employees are expected to cooperate in company inspections or monitoring as a condition of employment. The Manager will approve any search and notify the Human Resource Department.

The law permits the search of all Company and Employee property during working hours on company premises. Individual Employees are also subject to search. Prior to a search being conducted, the search will be approved by the Manager.

Prohibition Against Violence in the Workplace
Propak is committed to preventing workplace violence and to maintaining a safe work environment. All Employees, including temporary Employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another Employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of workplace harassment as set forth in the Company’s Workplace Harassment Policy above.

All threats of or acts of violence, both direct and indirect, should be reported as soon as possible to your Manager, or any other member of management. This includes threats by Employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to your Manager. Do not place yourself in danger. If you see or hear a commotion or disturbance near your work area, do not try to intercede. Propak will promptly and thoroughly investigate all reports of threats or actual violence, as well as any suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity
of its investigation, Propak may suspend Employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of or act of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

To ensure that Propak maintains a workplace safe and free of violence for all Employees, the Company prohibits the possession or use of perilous weapons on Company property. A license to carry the weapon on Company property does not supersede Company policy. Any Employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All Company Employees are subject to this provision, including contract and temporary Employees, visitors and customers on Company property.

"Company property" is defined as all Company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company’s ownership or control. This policy applies to all Company-owned or leased vehicles and all vehicles that come onto Company property.

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

Visitors in the Workplace
To provide for the safety and security of Employees and the facilities at Propak, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards Employee welfare, and avoids potential distractions and disturbances.

Due to safety and security reasons, family and friends of Employees are discouraged from visiting. In cases of emergency, you will be called to meet any visitor at the main entrance.

All visitors should enter Propak at the main entrance. You are responsible for the conduct and safety of your visitors. If any unauthorized individual is observed on Propak’s premises, you should immediately notify your Manager.

**BENEFITS**

Insurance Related Benefits
Propak provides eligible Employees with a variety of insurance related benefits. Upon becoming eligible for insurance related benefits, the benefits will be explained by your Manager in more detail and an enrollment packet provided to you in electronic or paper format. Employees may be required to pay all or a portion of the premium for insurance related benefits. Enrollment forms must be returned or on-line enrollment process completed as instructed for certain benefit coverage to be effective. Failure to completely and correctly fill out and return enrollment forms or supporting documentation may result in no coverage being provided for those benefits.

Specific details on the individual benefit programs are contained in separate summary plan documents. The official plan documents will govern. Plan Documents and Summary Plan Descriptions are available for those benefit programs in which you participate. Questions regarding benefits are to be directed to the Benefits Department.

Recognizing that circumstances can and do change, Propak reserves the right to add, delete, or otherwise modify its benefit plans at any time, with or without notice (although prior notice will generally be given to the extent possible).

Paid Time Off (PTO)

Paid Time Off (PTO) is provided for the purpose of rest, relaxation, and planned interruption from the workplace or to attend to personal affairs or for illness. Managers and Employees have the responsibility to plan time off schedules well in advance so as to best balance and meet the operating requirements of the facility and the personal needs of the Employees.

A qualified Employee is a Full-Time Employee. Part-Time Employees do not earn or accrue PTO.
Full-time employees begin to accrue on the date of hire. Employees are eligible to request the use of accrued PTO once they accrue their minimum amount (8) eight hours for salaried employees and a minimum of (1) one hour for hourly employees. PTO does not accrue during periods of unpaid leave, including unpaid leave of absence, workers' compensation leave, or FMLA leave, except where superseded by state or local law.

Paid Time Off is earned and accrued per the following schedule (unless otherwise dictated by state law):

<table>
<thead>
<tr>
<th>Exempt Employee Plan</th>
<th>Non-Exempt Employee Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of Service</td>
<td>Weekly Rate</td>
</tr>
<tr>
<td>Hire date through 36</td>
<td>1.53</td>
</tr>
<tr>
<td>37 months and above</td>
<td>2.31</td>
</tr>
<tr>
<td></td>
<td>2.31</td>
</tr>
</tbody>
</table>

PTO must be requested from the employee's Manager. Requests for time off must be made **in advance** of being taken. Propak maintains the discretion to deny PTO without sufficient advance notice. In such cases, the Manager may or may not grant PTO based on the business and operational needs of the facility. Propak reserves the right to establish periodic “black out” dates, where PTO will not be allowed or granted due to the seasonal nature of the business.

It is the employee's responsibility to keep up with the time accrued to be used as PTO. Accrued PTO hours will be reflected on the employee's pay statement at the end of each pay period. Mistaken assumptions by the employee as to accrue PTO, which result in time off without accrued PTO, may subject the employee to discipline under the company's attendance policy.

Non-exempt employees may request PTO in whole hours. Employees may not take any PTO that has not been accrued. Employees will be permitted to carry-over 40 hours of accrued but unused PTO at the end of each calendar year. Any unused PTO hours accrued over 40 will be forfeited except where superseded by state or local law.

PTO may not be utilized to serve out a notice period in the event of any employee's separation or termination. Voluntary or involuntary termination of employment will result in the employee forfeiting any unused accrued PTO, except where superseded by state or local law.

**Workers' Compensation Insurance**

Propak provides a comprehensive workers' compensation insurance program at no cost to its employees. This program covers any injury or illness sustained in the course and scope of employment that requires medical, surgical or hospital treatment. The employees entitled to workers' compensation benefits are subject to the applicable jurisdictional legal requirements.

If you believe you have sustained a work-related injury or illness, you must inform your Manager immediately. No matter how minor an on-the-job injury may appear, it is mandatory that it be reported immediately. Prompt reporting will expedite the injured employee's qualification for coverage. Failure to report an on-the-job injury immediately could delay and possibly prohibit workers' compensation benefits. Any unauthorized treatment for an on-the-job injury could be denied by the insurance carrier and in some cases become the responsibility of the employee; therefore, it is critical that any on-the-job injury be reported prior to seeking treatment.

Any employee who reports a fraudulent on-the-job injury claim will be immediately reported to the applicable state's insurance fraud department. Propak will not tolerate workers' compensation fraud by an employee and will cooperate with the insurance and state fraud departments when a suspicion of fraud is identified.

Neither Propak nor its insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreation, social, or other athletic activity sponsored by Propak.

**Benefits Continuation (COBRA)**

The federal Consolidation Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Propak's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee.

Under COBRA continuation coverage, the employee or beneficiary pays the full cost of coverage at Propak's group rates plus an
administration fee. Propak provides each eligible Employee with a written notice describing rights granted under COBRA when the Employee becomes eligible for coverage under Propak’s health insurance plan. The notice contains important information about the Employee’s rights and obligations.

Family and Medical Leave
Propak provides family and medical leave benefits in accordance with the federal Family and Medical Leave Act (FMLA) and all state required leave benefits. These leave benefits are described below.

Eligibility
To be eligible for FMLA, you must have worked for Propak for at least 12 months and for at least 1,250 hours in the 12 calendar months immediately preceding your leave. You must also work at a location where there are 50 or more Employees on-site or within a 75-mile radius.

For purposes of determining the 12-month period in which the 12 weeks of leave entitlement occurs, a rolling 12-month period will be utilized, measured backward from the date an Employee uses any FMLA leave. Each time an Employee takes FMLA leave the remaining leave entitlement would be the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

Reasons for Leave
You may take up to 12 weeks of unpaid job-protected family or medical leave within a 12-month period for any of the following reasons:

- The birth of a child and to bond with or provide care for such child.
- The placement of a child with you for adoption or foster care and to bond with or care for the new child.
- To care for a spouse, son, daughter, or parent with a serious health condition.
- For your own serious health condition that renders you unable to perform the functions of your position.
- Employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week FMLA leave entitlement to address certain qualifying exigencies.
- Eligible Employees may take up to 26 weeks of FMLA leave to care for a covered service member during a single 12-month period.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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

Notice of Leave
If your need for family or medical leave is foreseeable, you must give Propak at least 30 days’ prior written notice. If this is not possible, you must give notice as soon as practicable (generally the same day or next business day after the Employee learns of the need for leave, depending on the circumstances), and you must comply with Propak’s usual and customary notice and procedural requirements for requesting leave (such as call-in procedures), absent unusual circumstances. Failure to provide such notice may be grounds for delay of leave. Additionally, if you are planning a medical treatment, you must consult with your manager regarding the dates of such treatment in order to minimize disruption to Propak operations. For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable. If your need for family or medical leave is not foreseeable, you must notify Propak as soon as practicable under the facts and circumstances of your situation.

When providing notice, you must include sufficient documentation for Propak to determine if the leave may qualify for FMLA or state required leave and the anticipated timing and duration of the leave. Propak has Leave of Absence Application forms available from the Benefits Department. You should use these forms when requesting leave.

Paid and Unpaid Leave/Designation of FMLA Leave
FMLA leave is generally unpaid leave. When an Employee goes on FMLA leave, however, Propak requires that the Employee use accrued Paid Time Off (PTO) before taking unpaid leave when allowed. Under these circumstances both the paid and unpaid
leave count as FMLA leave. To the extent that PTO is available to the Employee for fewer than 12 workweeks, the additional
weeks of FMLA leave remaining will be provided without compensation. If either authorized absence without pay or unpaid
leave of absence is granted and if the reason for absence qualifies for FMLA leave, the authorized absence without pay or
the unpaid leave of absence and any available FMLA leave will run concurrently.

Depending on the circumstances, you may be eligible for other wage-replacement benefits, including short- or long-term
disability insurance payments, workers’ compensation benefits, State Disability Insurance benefits, or Paid Family Leave (PFL)
benefits.

In the event that your leave meets requirements for FMLA and state required leave, all approved types of leave will run
concurrently.

Medical and Other Benefits
During an approved family or medical leave, Propak will maintain your health benefits as if you continued to be actively employed
for 12 weeks or as required by law. You may be eligible for benefits continuation through COBRA should your leave extend
beyond 12 weeks. If paid leave is substituted for unpaid family or medical leave, Propak will deduct your portion of the health
plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your healthcare
coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, we will
send you a letter to this effect. If we do not receive your payment within 15 days after the date of this letter, your coverage may
cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to
reimburse Propak for the cost of the premiums paid by Propak for maintaining coverage during your unpaid leave, unless you
cannot return to work because of a serious health condition or other circumstances beyond your control.

Intermittent and Reduced-Schedule Leave
Leave due to a serious health condition or military caregiver leave may be taken intermittently (in separate blocks of time due
to a single health condition) or on a reduced-leave schedule (reducing the usual number of hours you work per workweek or
workday) if medically necessary. Qualifying exigency leave may also be taken intermittently or on a reduced-leave schedule.
Leave for bonding or the care of a new child must be taken in blocks of at least two weeks, but you are allowed two exceptions
to this rule. If leave is unpaid, Propak will reduce your wages based on the amount of time actually worked. In addition, while
you are on an intermittent or reduced-schedule leave, Propak may temporarily transfer you to an available alternative position
that you are qualified for that better accommodates your recurring leave and that has equivalent pay and benefits.

Reinstatement
Employees returning from family or medical leave will be restored to the original or an equivalent position (with equivalent
pay, benefits, and other employment terms). As a condition of restoring an Employee whose FMLA leave was occasioned by the
Employee’s own serious health condition that made the Employee unable to perform the Employee’s job, Propak requires the
Employee to obtain and present certification from the Employee’s health care provider that the Employee is able to resume work.

Employer Responsibilities
Propak is required to inform Employees requesting leave whether they are eligible for family or medical leave. If they are, the
notice must specify any additional information required as well as the Employees’ rights and responsibilities. If they are not
eligible, the notice must provide a reason for the ineligibility. Propak must inform Employees if leave will be designated as FMLA
and/or any state required leave and the amount of leave counted against the Employee’s leave entitlement. If the employer
determines that the leave is not protected under FMLA and/or state required leave plans, the employer must notify the
Employee.

Unpaid Leave of Absence
Unpaid leaves of absence may be granted to Employees for reasons other than those covered by family, medical or military leaves.
Leaves of absence are approved time off for two weeks or longer and may be up to 30 days in duration.

To request an unpaid leave of absence, you must submit your request in writing in advance of the need for the requested time
off (at least one week whenever possible). Your request must set forth the specific reasons for the requested leave. Before an
unpaid leave of absence will be granted, an Employee must use all accrued PTO. Unpaid leaves of absences are not granted
automatically. An Employee’s Manager and the Benefits Department must grant approval for an unpaid leave of absence in
advance, in writing.

An unpaid leave of absence can affect your benefits and your job position. For more information on how your benefits and job
position may be affected, please contact the Department of Human Resources. Upon expiration of a authorized leave of
absence, an Employee must return to work or obtain an approved extension. Failure to do so will be interpreted as the
Employee’s voluntary separation. Any unpaid leave of absence will be terminated immediately if the Employee performs any
work for another employer.

Propak maintains full discretion in determining whether or not a request for an unpaid leave of absence should be granted. In considering an Employee’s request for personal time off, the seriousness of the matter prompting the Employee’s request will be taken into consideration, as well as other factors affecting business operations. Such requests should be in response to a serious personal need rather than for occasional time off to rest or relax. Employees should make an effort to schedule ordinary personal and business needs outside business hours.

Time Off to Vote
Propak encourages Employees to fulfill their civic responsibilities by participating in elections. Generally, you are able to find time to vote either before or after your regular work schedule. If you are unable to vote in an election during your nonworking hours, Propak will grant unpaid time off to vote in accordance with applicable state laws.

Jury Duty
Propak encourages you to fulfill your civic responsibilities by performing jury duty when required. Propak complies with applicable federal and state law regarding absences for jury duty. You must show the jury duty summons to your Supervisor or Manager as soon as possible so that arrangements may be made to accommodate your absence. Of course, you are expected to report for work whenever the court schedule permits. An Employee called for jury duty will be granted unpaid leave, or paid leave if required by state law. Employees are responsible for submitting verification of jury duty, which can be obtained from the court clerk. Employees on jury duty must report for work as required by applicable state law, if the Employee’s presence is not required at court. Employees may use any available PTO for unpaid jury duty leave unless otherwise prohibited by state law.

Witness Duty
If you receive a subpoena to appear in court as a witness, you should show the subpoena to your Manager immediately after it is received so that operating requirements can be adjusted to accommodate your absence. Such time off will be unpaid and you are expected to report for work as soon as the court’s schedule permits. If you have been subpoenaed or otherwise requested to testify as a witness by Propak for Company business, you will be granted paid time off to appear in court. Any other court appearances must receive advance approval from management and will be unpaid. Employees are free to use any available paid time off to receive compensation for the period of this absence.

Bereavement Leave
Paid funeral leave is granted to full-time Employees who experience the death of one of the relatives listed below. Funeral leave of up to 24 hours of scheduled work time may be granted for the loss of a spouse, child (including step children) or child’s spouse, parent, parent-in-law, grandparent, grandparent-in-law, brother/sister, brother/sister-in-law, or grandchildren. The Employee may be required to provide documentation of the death and funeral service.

You must contact your Manager as soon as you know you will be requesting funeral leave, or if additional time (PTO or unpaid leave of absence) is needed.

Military Leave
Unpaid and paid military leaves of absences will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 and all amendments thereto, and any applicable state laws. Appropriate documentation is required to be turned in prior to the necessary leave. Anyone who completes a military leave of absence will be reinstated to his/her previous or a similar job in accordance with state and federal law. For more information regarding status, benefits and reinstatement upon return from military leave, please contact the Benefits Department.
ACKNOWLEDGMENT OF HANDBOOK RECEIPT

I acknowledge that the purpose of this Handbook is to provide general information about the policies, procedures and services provided by Propak. I understand that I am obligated to read and familiarize myself with this Handbook and refer to it when questions arise. I further understand that I should consult the Manager regarding any questions not answered by the Handbook.

I understand that this Handbook is not intended to create an employment contract, express or implied, and that nothing contained herein should be considered a contractual obligation, promise, or other legal right regarding employment or any other benefit of employment or terms for separation of employment. I further understand that my employment is for no definite period of time. All Employees of Propak are at-will Employees and the employment relationship can be terminated at any time and for any reason by either the Employee or Propak, with or without notice.

From time to time certain benefits, policies and procedures, as explained in this Handbook, may change as business, employment legislation and economic conditions dictate. Thus, Propak reserves the right to modify, revoke, suspend, change or eliminate any of the policies, procedures or benefit plans as described in this Handbook at any time, with or without prior notice to its Employees. No Company representative other than the Chief Executive Officer has the authority to make any representation contrary to the foregoing paragraphs. Accordingly, no statement or promise made by your Supervisor, Manager, or any other management level Employee may be interpreted as a change in policy, nor will it constitute an agreement with an Employee.

By signing below I acknowledge that I have received a copy of the Handbook, read the Handbook in its entirety, and understand its provisions. I also agree to follow the rules and procedures described in the Handbook as well as any revisions made in the future.

EMPLOYEE NAME (Please Print): ________________________________

SIGNATURE: ________________________________

DATE: ________________________________