

		<h1>WORKPLACE CONDUCT POLICIES</h1>	
PROCEDURE NUMBER: CIM0010	REV:	ORIGINAL ISSUE DATE: 04/09/2020	REVISION DATE:
PREPARED BY: HUMAN RESOURCES	REVIEWED BY: HR, MANAGEMENT, AND LEGAL	APPROVED BY: VP HUMAN RESOURCES	APPROVED BY:

1.0 PURPOSE

The Company wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all employees, clients, customers, and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. Employees agree to follow the Company's rules.

2.0 STANDARDS OF CONDUCT

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit the company's right to discipline or discharge employees for any reason permitted by law. In fact, while we value our employees, the Company retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on company property (including company vehicles), or on company business.
- Inaccurate reporting of the hours worked by employee or any other employee.
- Sleeping on the job.
- Providing knowingly inaccurate, incomplete or misleading information when speaking on behalf of the company or in the preparation of any employment related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communication or expense records.
- Taking or destroying company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment (as defined in our EEO policies) of, any fellow employee, vendor, or customer.
- Unauthorized or excessive use of company property or the property of any visitor, customer, or fellow employee. This includes, but is not limited to, vehicles, supplies, telephones, mail, and computers.
- Disclosure of company trade secrets and proprietary and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) of the company or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task by a member of leadership.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working time (i.e. when either employee involved is supposed to be engaged in the performance of their assigned work duties as opposed to rest/break/meal periods).
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policies) language in the workplace or conduct which is considered unacceptable work behavior.
- Outside employment which interferes with an employee's ability to perform his/her job within the Company.

		<h2 style="margin: 0;">WORKPLACE CONDUCT POLICIES</h2>	
PROCEDURE NUMBER: CIM0010	REV:	ORIGINAL ISSUE DATE: 04/09/2020	REVISION DATE:

- Gambling on Company premises.
- Lending Company property to unauthorized persons.

3.0 CONFLICTS OF INTEREST

Conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale are of concern to the Company. Any actual or potential conflict of interest between an employee of the Company and a family member, competitor, supplier, distributor, or contractor to the company, must be disclosed by the employee to Human Resources. This policy does not attempt to describe all possible conflicts of interest that could develop and any relationship in question should be disclosed to Human Resources for clarification.

Some of the more common conflicts from which an employee should refrain, however, include the following:

- Soliciting personal gifts or entertainment from competitors or customers. This guideline is not intended to prohibit acceptance of token hosting gifts, if they are of nominal and reasonable value and promote the Company's legitimate business interests.
- Accepting personal gifts or entertainment from business partners, vendors or customers. This guideline is not intended to prohibit acceptance of gifts if they are of nominal value of \$100 dollars or less.
- Working for or holding a position with an organization or business which interferes with the employee's performance or ability to perform his/her job. This is not a prohibition against participant in professional, religious, civic, charitable or educational activities, if such outside activities do not interfere with or involve obligations which interfere with the performance of the employee's duties to the Company.
- Agreements involving an employee's family member to work as a supplier, distributor or contractor to the company should be disclosed to Human Resources.
- Using proprietary or confidential information for personal gain, for the personal or professional gain of a third party, or to the Company's detriment.
- Own a material interest in, have indebtedness to, or act as an officer, director, employee or consultant to, any customer, supplier, vendor or competitor of the Company without written approval from the CEO.
- Using Company assets or labor for personal use.
- Developing a personal relationship with a subordinate employee of the Company that may interfere with the exercise of impartial judgment in decisions affecting the Company or the subordinate employee that might negatively impact morale and/or raise issues of favoritism, or that otherwise violates the Company's policy.

If an employee finds that he or she has, or is considering the assumption of, a financial interest or outside employment relationship that might involve a conflict of interest, or if the employee is in doubt concerning the proper application of this policy, he or she should promptly discuss the matter with Human Resources and refrain from exercising responsibility on the Company's behalf in any manner that might reasonably be considered to be affected by any adverse interest.

This policy in no way prohibits employee affiliations or activities communications that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

Failure to adhere to this policy, including failure to disclose any conflicts, will result in discipline, up to and including termination of employment.

**For purposes of the Conflict of Interest Policy, the term "family member" means any spouse, domestic partner, parents, in-laws, siblings, children, or any other familial relationship that could create the appearance of a conflict.*

		<h2 style="margin: 0;">WORKPLACE CONDUCT POLICIES</h2>	
PROCEDURE NUMBER: CIM0010	REV:	ORIGINAL ISSUE DATE: 04/09/2020	REVISION DATE:

4.0 CONFIDENTIAL COMPANY INFORMATION

The Company's confidential and proprietary information is vital to its current operations and future success. Each employee should use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information.

In no event should employees disclose or reveal confidential information within or outside the Company without proper authorization or purpose.

"Confidential information" refers to a piece of information, or a compilation of information, in any form (on paper, in an electronic file, or otherwise), related to the Company's business that is valuable to the Company's business interest, provides a competitive advantage, and/or information the Company has not made public or authorized to be made public, and that is not generally known to the public through proper means.

By way of example, confidential or proprietary information includes, but is not limited to:

- Customer lists and contact information;
- Engineering plats and plans;
- Technical models and specs;
- Sales information;
- Billing histories;
- Names of accounts or prospective accounts;
- Names of current or prospective vendors and distributors;
- Contractual information;
- Pricing information;
- Marketing plans;
- Research and development;
- Inventions;
- Profitability and financial information (including financial statements); and
- Compensation and personnel information, including payroll, and other terms and information designated by the Company or considered by the Company to be confidential.

Additionally, employees who by virtue of their performance of their job responsibilities have the following information, should not disclose such information for any reason, except as required to complete job duties, without the permission of the employee at issue: Social Security numbers, driver's license or resident identification numbers, financial accounts, credit or debit card numbers, security and access codes or passwords that would permit access to medical, financial or other legally protected information.

Nothing in this policy prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority, or disclosing confidential information which the employee acquired through lawful means in the course of his/her employment to a governmental authority in connection with any communication or report, or from filing, testifying or participating in a legal proceeding relating to any violations, including making other disclosures protected or required by any whistleblower law or regulation to the Securities and Exchange Commission, the Department of Labor, or any other appropriate government authority.

Further, employees are hereby notified that, under the 2016 Defend Trade Secrets Act (DTSA):

- No individual will be held criminally or civilly liable under federal or state trade secret law for the disclosure of a trade secret (as defined in the Economic Espionage Act) that:

		<h1>WORKPLACE CONDUCT POLICIES</h1>	
PROCEDURE NUMBER: CIM0010	REV:	ORIGINAL ISSUE DATE: 04/09/2020	REVISION DATE:

- Is made **in confidence to** a federal, state or local government official, either directly or indirectly, or to an attorney; and made **solely for the purpose of** reporting or investigating a suspected violation of law; or,
- Is made in a complaint or other document filed in a lawsuit or other proceeding, **if such filing is made under seal** so that it is not made public; and
- An individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by order in that proceeding.

5.0 CODE OF ETHICS

Wherever operations are maintained, the Company will strive to improve the quality of services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Employees are expected to adhere to high standards of business and personal integrity as a representation of the Company’s business practices.

The Company intends to comply with all U.S. antitrust laws applicable to normal business operations and will hold employees responsible for abiding by these laws as well. In compliance with Section I of the Sherman Antitrust Act, no employee may enter into an agreement (expressed or implied, formal or informal, written or oral) with any competitor restricting any of the following conditions or business offering:

- Prices;
- Costs;
- Profits;
- Offerings of products and services;
- Terms of sale conditions;
- Production or sales volume;
- Production capacity;
- Market share;
- Quote decisions;
- Customer selection;
- Sales territories; or
- Distribution methodology.

5.1 Exchange of Information with Competitors

Communication with competitors would be an infringement of antitrust laws, specifically if the communication is accompanied by some action. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee may discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section I of the Sherman Antitrust Act, unless the Company’s legal counsel determines that the communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees may not attend:

- Unauthorized meetings with competitors;
- Meetings where the communication with competitors is in violation of the paragraph above; or
- Meetings for trade associations held to discuss business without adhering to the formal rules established by the trade association for its meetings.

	<h1>WORKPLACE CONDUCT POLICIES</h1>		
PROCEDURE NUMBER: CIM0010	REV:	ORIGINAL ISSUE DATE: 04/09/2020	REVISION DATE:

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult with the Company’s legal counsel before attending any event that may develop standards or certify products with competitors.

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any confidential information, ethical violation and whether the violator cooperated in any subsequent investigation.

6.0 TOBACCO USE IN THE WORKPLACE

Smoking, including the use of e-cigarettes, vaping and smokeless tobacco is not permitted in any area of the manufacturing plants, walkways or buildings. Smoking and the use of smokeless tobacco or products is only permitted in the designated smoking areas and on designated breaks.

Employees must dispose of cigarette butts and other waste materials in proper receptacles, consistent with local laws.

Non-compliance is a violation of Company policy and may lead to disciplinary action up to and including employment termination.

6.1 Definitions

Electronic smoking device: Any electronic product that can be used to simulate smoking in the delivery of nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe, vaping and any cartridge or other component of the device or related product.

7.0 PERSONAL APPEARANCE

The image the Company projects to the public is reflected in the appearance of our employees. Simply stated, employees should look well-groomed and should be dressed appropriately for their specific duties. Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their own safety and the safety of co-workers, and their need to interact with the public.

Below are a few guidelines for professional appearance:

- Clothing should not constitute a safety hazard.
- All employees should practice common sense rules of cleanliness and comfort.
- When jeans are appropriate for the position, the jeans must be in good condition.
- Tank tops, t-shirts, jogging suits, flip-flops, slippers, garments that are unnecessarily revealing, sweatpants and other similar apparel are generally not permitted.
- Personal appearance should include cleanliness. If an employee shaves, then the employee's facial hair should be clean-shaven or trimmed. If an employee does not shave, facial hair should be clean and well-groomed.
- Jewelry may be restricted for safety reasons, based on the position.

		<h1>WORKPLACE CONDUCT POLICIES</h1>	
PROCEDURE NUMBER: CIM0010	REV:	ORIGINAL ISSUE DATE: 04/09/2020	REVISION DATE:

An employee is encouraged to seek the advice of his/her supervisor or Human Resources with questions regarding appropriate dress or appearance at work. If an employee reports to work in a manner that violates this policy, he/she may be instructed by his/her supervisor to return home to change. The time that nonexempt (hourly paid) employees are absent for this purpose will be unpaid unless state law requires otherwise.

Nothing in this policy is intended to prevent an employee from wearing a hair or facial hair style that is consistent with his/her cultural, ethnic or racial heritage or identity. This policy will be interpreted to comply with applicable local, state or federal law.

7.1 Religious, Medical and Disability Accommodations

The Company will reasonably accommodate an employee's religious beliefs, medical condition or disability as required by law. An employee who needs such an accommodation should contact Human Resources.

8.0 ATTENDANCE AND PUNCTUALITY

Employees are expected to be regular in attendance and to be punctual. Any tardiness or absence causes problems for fellow employees and supervisors. If employees are absent, their workload must be performed by others, just as they must assume the workload of others who are absent. To limit problems caused by employee absences or tardiness, we have adopted the following policy that applies to absences not previously approved by the Company.

Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized company business or otherwise authorized to leave. Non-approved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.

If an employee is unable to report for work on any day, he/she must call his/her supervisor at least **two (2) hours** or as soon as practical, before the time the employee is scheduled to begin working for that day. The Company may inquire about the general reason for an absence or tardiness. Unless extenuating circumstances exist, an employee must call in on each day he/she is scheduled to work but will not report to work.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment, unless the absence or tardiness is legally protected. The following types of time off will not be considered grounds for disciplinary action under this policy:

- Excused time off, including vacation and other forms of paid time off;
- Sick leave provided under a mandatory sick leave law;
- Approved leaves of absence, including jury duty leave, military leave, leave protected under the Family and Medical Leave Act or similar state laws, and time off or leave provided under the Americans with Disabilities Act or similar state laws; and/or
- Time off due to a work-related injury that is covered by workers' compensation.

Each situation of absenteeism or tardiness will be evaluated on a case-by-case basis. Even one unexcused absence or tardiness may be considered excessive, depending upon the circumstances. However, the Company will not subject employees to disciplinary action or retaliation for an absence or for tardiness that is legally protected. If the employee believes that his/her absence or lateness to work is legally protected, the employee should notify his/her manager of this fact at the time of the absence or tardiness. Employees will not be required to reveal the nature of any underlying medical condition. If an employee believes he or she has been mistakenly subject to disciplinary action for an absence or for tardiness that the employee believes is legally protected, the employee should promptly discuss the matter with his/her manager or Human Resources.

	<h2 style="margin: 0;">WORKPLACE CONDUCT POLICIES</h2>		
PROCEDURE NUMBER: CIM0010	REV:	ORIGINAL ISSUE DATE: 04/09/2020	REVISION DATE:

Absent extraordinary circumstances or a legally protected reason, if an employee fails to report for work without any notification to his/her supervisor and his/her absence continues for a period of three days, the Company will consider that the employee has abandoned and voluntarily terminated his/her employment.

9.0 OUTSIDE EMPLOYMENT

The Company respects an employee's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Conflicts of Interest policy or adversely affect the employee's ability to perform his/her job. Under certain circumstances, if an employee's personal conduct begins to adversely affect his/her performance on the job or begins to make it impossible for him/her to carry out any or all of his/her job duties while at work, appropriate disciplinary action up to and including termination.

An example of an activity that might adversely affect an employee's ability to perform his/her job duties is outside employment. While the Company does not prohibit employees from holding other jobs, the following types of outside employment are prohibited:

- Employment that conflicts with the employee's work schedule, duties and responsibilities or creates an actual conflict of interest;
- Employment that impairs or has a detrimental effect on the employee's work performance with the Company;
- Employment that requires employees to conduct work or related activities during working times or using any of the Company's tools, materials or equipment; and
- Employment that directly or indirectly competes with the business or the interests of the Company.

For the purposes of this policy, self-employment is considered outside employment.

The Company will not assume any responsibility for an employee's outside employment. Specifically, the Company will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

10.0 SOCIAL MEDIA

The Company recognizes that many employees engage in social media activity. For purposes of this policy, social media activity includes all types of postings on the internet, including, but not limited to, postings on social networking sites, such as Facebook, Instagram, LinkedIn, and Tumblr; blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and postings of video or audio on media-sharing sites, such as YouTube, TikTok, Twitch, or Flickr. Social media activity also includes permitting, or failing to remove, posts by others whenever the employee can control the content of posts, such as on a personal page or blog.

Whether an employee is on or off the clock, an employee should refrain from identifying oneself with the Company using electronic media. By doing so an employee may create the impression that he/she is acting in an official capacity as a Company representative, or his/her interests and activities are endorsed by the Company.

The following guidelines apply to an employee's activities on public internet forums where or in which an employee's identify is associated with the Company's name.

- An employee should ensure that his/her internet and social media conduct is consistent with all policies contained in the Company's Code of Conduct. As a representative of the Company, an employee's statements and conduct must be in-line with Company policies and procedures.
- Before creating online content (including images and recordings), ensure the content will not adversely affect individual job performance, the performance of fellow employees or otherwise adversely affect members,

		<h2>WORKPLACE CONDUCT POLICIES</h2>	
PROCEDURE NUMBER: CIM0010	REV:	ORIGINAL ISSUE DATE: 04/09/2020	REVISION DATE:

customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests. Refrain from using derogatory language, obscenity, or engage in any conduct that would not otherwise be acceptable in the Company's workplace.

- Show proper respect for peoples' privacy and personal beliefs or opinions, including co-workers. Remember certain topics could be considered objectionable or inflammatory. Do not reference, quote or post photos of Company employees, executives, board members, partners, customers or vendors without their express approval.
- If an employee published a blog, posts a comment, or shares images the pertain to the work he/she performs for the Company, the employee should ensure it is made clear that what is being represented is his/her views/opinions and not the views/opinions of the Company. At a minimum, an employee's blog should include the following standard legal disclaimer language: *DISCLAIMER: This is a personal web site, produced in my own time and solely reflecting my personal opinions. Statements on this site do not represent the views or policies of my employer, past or present, or any other organization with which I may be affiliated. All content is copyrighted.*

This policy applies to all employees and applies to social media activity that relates in any way to the Company's business, employees, customers, vendors, or competitors or that identifies an employee's affiliation with the Company (other than as an incidental mention of place of employment in personal social media activity unrelated to the Company).

The Company's policies with respect to nondiscrimination, anti-harassment or retaliation and protection of confidential company information apply to social media usage.

This policy applies to social media activity when on or off duty, while using the Company's or personal electronic resources, and whether the employee posts anonymously or using a pseudonym.

11.0 LOGOS, COPYRIGHTS AND TRADEMARKS

The Company expects employees to observe all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Company's own copyrights, trademarks and brands. Additionally, no pictures, oral recordings or video recordings may be taken on Company property, including but not limited to Company employees, products, equipment and facilities, without the expressed consent of the Company's CEO.

This Policy supersedes all prior policies and statements, whether verbal or written, regarding the subject matter contained herein. The Company reserves the right to change, amend, modify or terminate this Policy at any time.