

EMPLOYEE HANDBOOK

VERSION 1/1/2026



100% EMPLOYEE-OWNED ENTERPRISE

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Welcome to Trinity Products, LLC!!

Starting a new job is exciting, but it can be overwhelming at times. This employee handbook has been developed to help you become acquainted with our Company and answer many of your initial questions.

As an employee at Trinity Products, LLC, the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality products and services to customers and to do this more efficiently and economically than our competitors. By satisfying our customers' needs, they will continue to do business with us and will recommend us to others. You are an important part of this process, for your work directly influences our Company's reputation. This employee handbook explains many of our personnel policies and benefits that are in effect at this time, and the specific opportunities and responsibilities that exist for you within our Company. In an effort to be responsive to the needs of a growing organization, changes or additions to this employee handbook will be made when necessary. We will keep you informed when these changes are made. We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Bryan Davis, President

Trinity Products, LLC

1.0 EMPLOYER RELATIONS

1.1 A WORD ABOUT THIS HANDBOOK

The policies outlined in this employee handbook should be regarded as general information concerning the Company's policies, procedures and benefits, which in a developing business will require changing from time to time. This handbook is only one source of information and describes other important sources. Your direct Supervisor and/or Department Manager are your most important source of information and your best line of communication. If you have any questions about the provisions of this handbook, or any other Company policies, procedures or benefits, please ask your direct Supervisor and/or Department Manager. The Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that it deems appropriate. This handbook supersedes and replaces any and all prior employee handbooks of the Company. This employee handbook generally describes the current benefit plans maintained by our Company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding any particular benefit plan. The employee handbook and other plan documents are not contractual in nature and do not guarantee any continuation of benefits. Our Company abides by employment-at-will, which permits the Company or the employee to terminate the employment relationship at any time, for any reason, with or without notice. Neither the policies contained in this employee handbook, nor any other written or verbal communication, are intended to create a contract of employment or a warranty of benefits and no provision of this handbook shall restrict the right of the Company or any employee to terminate the employment relationship (which is legally considered to be employment at will) at any time, for any reason. The policies contained in this handbook, or elsewhere, and all other working conditions, may be interpreted, added to, deleted, or changed by our Company in its sole discretion without prior notice and without anyone's agreement, except that we will not modify our policy of employment-at-will in any case. The employment policies and benefit summaries found in this employee handbook are written for all employees.

1.2 NEW EMPLOYEE ORIENTATION

Upon joining our Company, all employees are provided with access to the Employee Handbook. The handbook is available in digital and printed formats. You were given a copy of our employee handbook and acknowledged receipt. If you lose your employee handbook or it becomes damaged in any way, please notify Human Resources as soon as possible to obtain a replacement. You will also be asked to complete personnel and payroll forms, as well as present documentation to verify your employment eligibility. This documentation, or a receipt stating that you have applied for this documentation, must be presented within three (3) business days of your hire date, or you will be suspended until the required documentation is presented. The actual document(s) must be presented within ninety days of your hire date. If this documentation cannot be produced after ninety days, disciplinary action may result, up to, and including, possible termination of employment.

1.3 EQUAL EMPLOYMENT OPPORTUNITY

Our Company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: race, age, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding or related medical condition), marital status, national origin, ancestry, ethnicity, sexual orientation, gender (including gender identity and gender expression), citizenship status, physical or mental disability,

genetic information, military or veteran status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment) or any other legally protected status. You may discuss equal employment opportunity-related questions with any member of management. Any employee who has concerns about any discrimination in the workplace should bring these issues to the attention of his/her immediate Supervisor, the Department Manager, the Human Resources Director, or any other member of Management with whom he/she feels comfortable. Employees can raise concerns without fear of reprisal. Anyone engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including possible termination of employment.

1.4 REASONABLE ACCOMMODATIONS

Accommodating Employees with Disabilities

The Company complies with the Americans with Disabilities Act (ADA) and applicable state and local laws in ensuring equal opportunity and employment for qualified individuals with disabilities.

Qualified individuals needing a reasonable accommodation to perform the essential functions of a job should contact Human Resources. A supervisor who receives a request for an accommodation is required to promptly notify Human Resources of the request. On receipt of an accommodation request, the Company will engage in an interactive process with the individual to discuss possible reasonable accommodations. The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless (a) doing so causes a direct threat to these individuals or others, which cannot be eliminated by reasonable accommodation, or (b) the accommodation creates an undue hardship, in accordance with applicable law. All employment decisions are based on the merits of the situation in accordance with applicable job criteria, not an individual's disability.

Accommodations Due to Pregnancy, Childbirth, and Related Conditions

The Company provides accommodations to employees when needed due to limitations related to pregnancy, childbirth, or related medical conditions, provided such accommodations are reasonable and do not pose an undue hardship.

An employee who needs a reasonable accommodation should inform their supervisor or Human Resources. On receipt of an accommodation request, the Company will engage in an interactive process with the employee to determine possible reasonable accommodation options consistent with the Pregnant Workers Fairness Act and/or state law. Human Resources will facilitate the process. Employees may be required to provide medical support for the accommodation. Reasonable accommodations that do not result in an undue hardship on the operation of the Company will be considered for all employees with limitations due to pregnancy, childbirth, or related medical conditions. All employment decisions are based on the merits of the situation in accordance with applicable job criteria.

Religious Accommodations

The Company complies with Title VII of the Civil Rights Act of 1964 and applicable state and local laws in prohibiting discrimination based on an employee's religious beliefs. The Company will provide reasonable accommodations for employees who request an accommodation based on a sincerely held religious belief unless an accommodation would create an undue hardship or a direct threat in accordance with applicable law. Employees should contact Human Resources to request an

accommodation based on sincerely held religious beliefs.

1.5 HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION

We prohibit harassment of any kind, including harassment on the basis of, but not limited to: race, age, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding or related medical condition), marital status, national origin, sexual orientation, citizenship status, physical or mental disability or veteran status, or any other category protected by law. Harassment includes verbal, physical or visual conduct based on race, age, color, religion, creed, sex, marital status, national origin, ethnicity, ancestry, sexual orientation, gender (including gender identity and gender expression), citizenship status, physical or mental disability, military or veteran status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other category protected by law. "Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the individual's Protected Characteristic(s), and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to Protected Characteristic(s).
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of Protected Characteristic(s), (including, for example, in email and text messages).
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their Protected Characteristic(s).

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of their sex.
2. Making submission to or rejection of such conduct the basis for employment decisions.
3. Creating an intimidating, offensive, or hostile work environment by such conduct.

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal: sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.

2. Nonverbal: making suggestive or insulting noises, leering, whistling, or making obscene gestures.
3. Physical: touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Such forms of unlawful harassment or retaliation may constitute discrimination under various federal, state, and/or local laws, which the Company will not tolerate. Any employee who is found to have engaged in such conduct will be subject to disciplinary action up to and including employment termination.

1.5.1 COMPLAINT PROCEDURE:

1.5.1.1 Reporting Violations

Employees who feel they are being harassed or who witness harassment by any Trinity employee or any other person encountered in connection with their employment at Trinity should report the incident(s) promptly to their immediate Supervisor or Department Manager. Employees who prefer not to discuss the matter with their immediate Supervisor may contact the Human Resources Director or any other member of Management with whom they feel comfortable. Any employee who observes conduct they believe to be harassing, retaliatory, or discriminatory in violation of this policy must report such conduct as outlined above. Supervisors and/or Managers who receive complaints, observe or become aware of possible conduct in violation of this policy must immediately report the matter to the Human Resources Director to ensure proper handling. Failure to do so may result in discipline, up to and including possible termination of employment.

1.5.1.2 Investigating Complaints

Every complaint or report of harassment, discrimination or retaliation will be promptly and thoroughly investigated. For any complaint where the Company deems it appropriate, an investigator who is not an employee of the Company may conduct the investigation. Although absolute confidentiality cannot be guaranteed, all complaints will be handled as confidentially as possible and only those persons with a need to know will be informed of the investigation findings. The investigation findings will be documented. The complaining employee will be kept advised of the progress of the investigation. All employees are expected to cooperate with investigations of complaints.

1.5.1.3 Discipline

If the investigation determines that violation of this policy occurred, the Company will take appropriate remedial action for the circumstances, which may involve discipline. Disciplinary action for a violation of this policy will vary, depending upon the circumstances, but can range from a verbal reprimand up to and including discharge.

1.5.1.4 Appealing Decisions

If the complaining employee is dissatisfied with the handling of the investigation, the employee may submit a letter of appeal to the Company's President within five (5) business days of being notified of the decision which he/she is appealing. The President will review the investigation documentation and any other relevant information and provide a written response to the complaining employee within 15 business days. If no response is provided, the appeal is deemed to be denied.

1.5.1.5 Retaliation Prohibited

The Company prohibits retaliation or unlawful discrimination against an employee for reporting or complaining about discrimination or harassment or for participating in an investigation of such a complaint or report. Such misconduct will result in disciplinary action up to and including employment termination. Any employee who knowingly makes a false report of harassment or discrimination or knowingly provides false information in the course of an investigation will be subject to disciplinary action up to and including employment termination.

1.6 NO WEAPONS POLICY

All persons entering upon or using the property of Trinity Products, including persons to whom a concealed carry endorsement has been issued, and excepting only police officers, security guards or other persons who have been given express written permission by the Company's President to carry a weapon on or in Company property, are prohibited from carrying prohibited weapons, unless applicable state law provides otherwise.

- Prohibited weapons include, but are not limited to: firearms, explosives, knives with fixed blades of any length, gravity assisted and automatic opening knives, and folding knives with blades over four inches in length, bows and arrows, stun guns, blackjacks or any other weapons, devices, instruments, substances or objects that may be used as a means of intimidation or may produce bodily injury or death, or any other devices restricted or regulated under local, state or federal law.
- Company property includes but is not limited to: all yard and outdoor work areas, all buildings, parking lots, walkways, driveways, storage areas, lockers and desks, Company-owned, rented, used or leased real and personal property, including Company-owned, rented or leased vehicles, or any other property under the Company's ownership or control.

All employees are further prohibited from possessing prohibited weapons while in the course and scope of performing their job for the Company, whether or not they are on or in Company property at the time and whether or not they are licensed to carry a weapon. This policy also prohibits all persons from possessing weapons at Company sponsored functions such as parties or picnics.

All employees who are on or in Company property, including those to whom a concealed carry endorsement has been issued, are subject to a search of their personal belongings including, but not limited to, purses, briefcases, or lunch boxes, to the extent allowed by applicable law. Failure to abide by the terms and conditions of this policy, including refusing to consent to a search may result in disciplinary action up to and including possible termination of employment. Further, carrying a weapon on to Company property in violation of this policy may be considered an act of criminal trespass, may be grounds for immediate removal from Company property, and may result in prosecution.

If you have a question about whether an item or device is covered by this policy or if you become aware of anyone violating this policy, please contact the Human Resources Director. You are responsible for making sure that you are in compliance with this policy.

1.7 ISSUE RESOLUTION PROCEDURE

Our goal is to treat each employee as an individual while developing a spirit of teamwork, with individuals working together to attain a common goal. However, whenever a group of individuals work together, differences may arise between them. Therefore, it is understood that, at times, an employee and immediate Manager may have an honest difference of opinion regarding application of Company policy, the rating of employee's job performance, or the fairness of the Supervisor in handling routine matters within the Department. Employees should discuss with their immediate Manager any issues that involve what the employee perceives as unfair treatment or any questions, suggestions or complaints that the employee may have. If the matter remains unresolved, the employee is encouraged to contact their Managers, Manager in a further attempt to resolve the matter. It is Company policy that you shall not be retaliated against in any way for using the above procedure. The Company will not tolerate discouraging an employee from utilizing this procedure.

1.8 EMPLOYEE CONDUCT & DISCIPLINARY PROCEDURES

In order to provide a safe, pleasant, and productive working atmosphere, Trinity has established certain rules to which all employees must adhere.

The most important rule is the "Rule of Reason." This recognizes that everyone should exercise common sense in all actions and that there are circumstances when exceptions to the rule should be made. If you think that there may be special facts or circumstances that justify setting aside a rule, you should explain your thinking to the appropriate member of management before taking any action which may violate the rule.

In enforcing these rules and regulations, Trinity may use progressive discipline, depending upon the circumstances of each particular situation. Some actions or offenses are so serious that they merit immediate suspension or discharge without prior warning. The appropriate disciplinary action to be taken in a given situation and the determination as to whether discipline is appropriate is left at the sole discretion of Trinity.

It is also recognized that different standards will be applied to newly hired individuals while they are being evaluated for regular employment.

1.9 WORK RULES

The following are actions that will result in discipline. This is not intended to identify all causes, so unacceptable conduct not specifically covered in this policy may result in disciplinary action. Also, repeated violations of the same rule or policy, violations of more than one rule or policy in a single act, or violations of different rules or policies at different times may result in accelerated or compounded disciplinary action.

The following constitutes, but is not limited to, the type of conduct that is prohibited. Anyone who engages in such conduct, as well as any conduct prohibited elsewhere in this Handbook, may be subject to disciplinary action, up to and including termination of employment:

- Possession, distribution, sale, transfer, or use of alcohol (except for official Trinity-sanctioned functions), drugs or other controlled substances while at work, or being under the influence of alcohol, drugs or other controlled substances while at work.

- Engaging in disruptive behavior that distracts the attention of others from their work and affects their ability to complete their work tasks.
- Any willful damage, careless or negligent use, theft, or any other unauthorized removal or appropriation of property or records belonging to Trinity, to another employee, customer, or to an affiliate or any visitor of Trinity.
- Misrepresentation of information in connection with any absence from work.
- Falsification of personnel, medical, timekeeping, or other records, or omission of pertinent facts from those records.
- Any act of dishonesty, or any act which causes management to be unable to invest trust or confidence in an employee.
- Unauthorized disclosure of trade secrets or confidential information.
- Insubordination or other disrespectful conduct, including but not limited to refusal to obey a direct order or instruction from a Supervisor, failure to perform job duties, or verbal abuse.
- Fighting or committing or threatening any act of violence on the job.
- Unless otherwise allowed by applicable law, possession on the job of dangerous or unauthorized materials, such as weapons, explosives or firearms, or knives with blades over the length prohibited by law, or use on the job of any tool or object in a threatening, intimidating or injurious manner.
- Unsatisfactory work performance.
- Negligent or intentional abuse of or failure to maintain Company equipment.
- Failure to maintain appropriate records.
- Engaging in any activity which would be a legal conflict of interest or give rise to the appearance of a conflict of interest with an employee's employment at the Company.
- Violation of (or failure to observe) security or safety rules or failure to observe safety practices, including failure to wear required safety equipment or tampering with Company equipment or safety equipment.
- Negligence, or any careless action, which endangers the life or safety of the employee or another person.
- Unauthorized removal, theft, dishonesty, fraud, conversion or use of Company property, materials, facilities or equipment or that of other employees, visitors, or customers.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on Company premises or when representing the Company.

- Fighting or provoking a fight on Company property or negligent damage of property.
- Threatening or intimidating fellow employees on or off the premises at any time, for any purpose.
- Unauthorized use of Company equipment or property for personal reasons or using Company equipment for profit.
- Breaching trust or giving confidential or proprietary Company information to competitors or other organizations or to unauthorized Company employees, working for a competing business while a Company employee, or breach of confidentiality of personnel information.
- Immoral, illegal, inappropriate or indecent conduct, including any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs; or otherwise violating Company policies related to discrimination and harassment.
- Sleeping, appearing to sleep or loitering during working hours.
- Excessive use of telephones, networks, systems, property, or internet for personal use.
- Creating or contributing to unsanitary conditions.
- Failure to promptly report accidents or illnesses occurring in the workplace, work-related injuries, or damage to Company property.
- Acting rudely or disrespectfully toward employees, customers or Company visitors.
- Unauthorized absences from the work area during scheduled work hours.
- Violation of any personnel policy or procedure, including, but not limited to, any policies or procedures contained in this Handbook.

Unless in conflict with applicable law, for purposes of this policy, “on the job” means inside the office, on the parking lots, in shop work areas, or in the immediate vicinity of our facilities. It also means away from the premises if the individual is performing duties for Trinity or acting on a business-related matter.

Nothing in this policy prohibits or restricts employees from engaging in lawful, protected activity under the National Labor Relations Act.

1.10 NON-CONFORMING REPORTS

Non-Conforming Reports are written reports issued by any employee in the Company who witnesses a violation of Company process or practice, most often related to a problem with manufacturing, shipping, paperwork, or any other process. Non-Conforming Reports are entered into our NCR System. A weekly meeting is held to discuss all open/unresolved NCR reports. The NCR is only closed/deemed resolved when BOTH the author and either the Vice President of Operations or President agree the root cause has been identified, the corrective action is complete, and the preventive action has been properly documented and any related training is complete.

2.0 GENERAL

2.1 CATEGORIES OF EMPLOYMENT

FULL-TIME EMPLOYEES regularly work at least 30 hours or more each workweek.

“REGULAR”, full-time employees are those who meet these criteria who are not seasonal or per diem employees and, as a result, are eligible for certain fringe benefits in accordance with the terms and conditions of such benefits.

PART-TIME EMPLOYEES work less than 30 hours each week and are eligible for certain fringe benefits, based on the terms and conditions of such benefits.

SEASONAL/TEMPORARY EMPLOYEES perform a job for a specified time, normally less than one year. These employees are eligible for statutory benefits only. (Statutory benefits are mandated by Federal, state or local law and include Social Security, Workers’ Compensation insurance and unemployment compensation insurance.)

PER DIEM EMPLOYEES do not work regularly scheduled hours but are called in to work on an as-needed basis. Per Diem employees are eligible for statutory benefits only.

In addition to the preceding, employees are also categorized as “exempt” or “non-exempt.”

NON-EXEMPT EMPLOYEES - Pursuant to the Fair Labor Standards Act (FLSA) and applicable state law, non-exempt employees are entitled to overtime pay for all hours worked in excess of 40 hours per week.

EXEMPT EMPLOYEES - Pursuant to the Fair Labor Standards Act (FLSA) and applicable state law, exempt employees are, generally, those who perform administrative, professional, Supervisory or Managerial responsibilities or those who are considered outside sales personnel. Exempt employees are not entitled to overtime pay.

Upon hire, you will be notified of your employment classification.

2.2 EMPLOYMENT RECORDS

Employment-related information, including personal information such as address, telephone numbers and emergency contacts, is kept in your personnel file. We ask that you inform the Company of any changes or additions that would affect this file. If you wish to review your personnel file, you may do so by requesting a personnel file review appointment with the Human Resources Director. Materials contained within your personnel file are the property of the Company and may not be removed or copied, unless applicable law requires otherwise. Personnel file information will not be provided to third parties without a signed release by the employee or as otherwise required by law.

2.3 TERMINATION OF EMPLOYMENT

Should you decide to leave your employment with us, we ask that you provide us with at least two (2) weeks’ advance written notice. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with the Company. Our Company does

not provide a “letter of reference” to or for former employees. Instead, upon request, we will confirm our employees’ dates of employment, final rate of pay, and job title. The net amount of your final paycheck will be calculated, and your final paycheck will be available on the first payday after your resignation or termination, unless applicable law requires otherwise. All Company property must be returned upon resignation or termination.

Unless this property is returned (and found to be in good working condition as in the case of keys, tools, laptops, cell phones, etc.), the Company may take further action to recoup any replacement costs and/or seek the return of Company property through the appropriate legal recourse. You should notify the Company if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

2.4 REHIRE OF FORMER EMPLOYEE

If you are a former employee who has left our Company on good standing, you will be given consideration for reemployment similar to any other qualified applicant. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the measuring of benefits, as allowed by law or specific benefit plan rules.

The following good-standing conditions ordinarily must apply for reemployment:

- You provided adequate termination notice (normally two weeks);
- You had a satisfactory attendance record while previously employed;
- Your overall performance met Company standards; and
- You had been recommended for rehire by your immediate Supervisor.

If a potential temporary employee / re-hire does not meet all of these conditions, written pre-approval by the Human Resources Director is required.

It is our policy not to reemploy former employees who are discharged for misconduct. As a former employee, you are not on a preferential hiring list but are considered for reemployment along with all qualified applicants.

2.5 ATTENDANCE POLICY

Employees are expected to be present and on time for their individual work schedule. Regular attendance and punctuality are important to keep teams and the Company operating properly. An attendance infraction / unapproved absence is any exception to an employee’s work schedule that was not pre-approved in advance by their Department Manager and includes arriving late or leaving early for their scheduled shift or lunch break or being absent for any part or all the scheduled workday, unless applicable law requires otherwise. Employees are required to “call in” and report all attendance infractions / absences by contacting their immediate Supervisor’s or Department Manager’s cell phone (voice call or text).

Trinity Products is committed to providing a culture that is supportive of both the Company’s business demands and offers employees reasonable flexibility to schedule their time away from work. To effectively manage employee absenteeism in a fair and equitable manner, Trinity has created an Attendance Policy.

Please reference the separate Company attendance policy for additional details.

2.5.1 FAILURE TO CLOCK IN OR OUT

Non-Exempt Employees must personally clock-in and clock-out for each scheduled shift and for lunches. Employees may not clock in or clock out for other employees. If there is any problem recording a clock-in or clock-out, employees should inform a manager immediately. Employees who consistently fail to clock in or out personally may face disciplinary action, up to and including termination of employment.

2.6 FMLA and ADA

Points will not be assessed for any absence that is covered by the Family and Medical Leave Act (FMLA), Pregnant Workers Fairness Act, Americans with Disabilities Act (ADA) and/or applicable state law.

2.7 OFFICE BUSINESS HOURS

Because of the nature of our business, your work schedule may vary depending on your job. Our normal office business hours are Monday - Friday 7:30 a.m. - 4:30 p.m.

Yard/Shop/Mill hours vary by job and are determined by your Department Manager.

2.8 LUNCH BREAK

An unpaid lunch break of at least 30 minutes is to be taken each workday. Your Department Manager is responsible for approving the length of the break and for scheduling of this time. It is your responsibility to clock out and clock in for your lunch break. Working through your lunch break should only happen in rare instances and requires prior approval by your Department Manager.

2.9 LUNCHROOM

A lunchroom is available for your use. Although the Company provides general custodial care, you are expected to clean up after eating in this room. This room should be kept clean for the next person's use.

2.10 INFORMATION POSTINGS

Information of interest and importance to you is regularly posted on our TV by the time clock, in the lunchroom, and/or emailed. We suggest you check these areas frequently to stay up to date. These are for administrative use by the Company and for business purposes only; employees may not post, remove, or tamper with any information posted. Information is also displayed on TVs in lunchrooms.

2.11 DRESS CODE

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. Our customers' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent the Company with your appearance as well as your actions. The properly attired employee helps to create a favorable image for the Company, to the public and fellow employees. If your Department Manager thinks that your dress may be hazardous

or does not meet the standards required by your role and this policy, you will be sent home without pay.

Examples of casual dress for office employees are jeans, khakis, walking shorts (of jean or khaki material, not shorter than arm's length, with fingertips extended), sport shirts, polo shirts, blouses and sweaters, sweatshirts, T-shirts, tennis shoes, sandals and loafers. Proper undergarments are required. The following items are excluded from the dress code, and will not be permitted: suggestive or explicit slogans or pictures on T-shirts, jogging suits, sweat suits, revealing attire (short-shorts, crop, tank or tube tops, clothes made of see-through materials), loose footwear (flip-flops), and any attire that is deemed offensive or otherwise violates Company policy. These exclusions are discretionary. Management will have the final decision as to the specifics of casual dress if there are problems determining the appropriate dress.

2.12 CARE OF EQUIPMENT

You are expected to use proper care when using the Company's property and equipment. No property may be removed from the premises without the advanced authorization of your immediate supervisor or department manager. If you lose, break or damage any property, you must immediately report it to your immediate Supervisor, Department Manager or another member of management.

2.13 PERSONAL TELEPHONE CALLS

It is important to keep our telephone lines free for customer calls. Although the occasional use of the Company's telephones for a personal emergency may be necessary, routine personal calls are discouraged.

All employees are to limit personal use of cell phones while working. Excessive personal or inappropriate use of cell phones, as deemed by Supervisors or Managers, is subject to disciplinary action.

2.14 MONITORING OF TELEPHONE CALLS

It is necessary to monitor telephone calls in some areas for legitimate business purposes. Employees may be monitored (either live or by digital recording) at any time during business calls without notice. By accepting and/or continuing employment with the Company, you hereby consent to the Company's monitoring of telephone calls.

2.15 CUSTOMER AND PUBLIC RELATIONS

Our Company's reputation has been built on excellent service and quality work. Maintaining this reputation requires the active participation of every employee. The opinions and attitudes that customers have toward our Company may be shaped for a long time by the actions of a single employee. It is sometimes easy to take a customer for granted, but when we do, we run the risk of losing not only that customer, but his or her associates, friends, or family who may also be customers or prospective customers. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

2.16 SOLICITATION AND DISTRIBUTION

In order to avoid unnecessary annoyances and interruptions from your work, solicitation by an employee of another employee is prohibited while either person is on working time. Employee distribution of literature, handbills or other printed materials in work areas is prohibited at all times. Trespassing, soliciting or distribution of literature by non- employees on these premises is prohibited at all times.

2.17 PROTECTING COMPANY INFORMATION

Protecting our Company's confidential information is the responsibility of every employee, and we all share a common interest in ensuring it is not improperly or accidentally disclosed. Do not discuss the Company's or any customer's confidential business with anyone who does not work for us. All telephone calls regarding a current or former employee's position/compensation with our Company must be forwarded to the Human Resources Department.

For purposes of this policy, confidential information means any and all trade secrets, Company Intellectual Property, valuable Company information, confidential relationships (with customers and/or vendors), and any other protectable interests of Trinity, including but not limited to:

- Lists of applicant candidates and respective contact information, work history, qualifications, work performance, and compensation history;
- Client/customer and prospective client/customer lists and respective contact information, personal identification information, financial information, profiles, client/customer marketing information, market analysis, contract information, and referral information;
- Information concerning the level of business provided to any client/customer, including preferences and requirements, payment history, prices charged, individual skill sets favored by any client/customer or other information which otherwise would be of assistance in acquiring, serving and/or retaining any client/customer;
- Contact information for persons within client or prospective client organizations who have control or input over the selection of vendors who provide the type of services provided by Trinity to client;
- Financial statements or reports, bid information, including bids and business proposals made or under development, contract proposals, market analyses, costs, pay and bill rates, profit margins, accounts receivable information, and other financial information of or concerning Trinity, including any operations, office or branch of Trinity.
- Business structure, business strategies and plans, business methods, forms, operating procedures and manuals, and software programs;
- Vendor, referral partners and affiliates list and contact information, vendor agreements, vendor profiles, information regarding vendor relationships, business relationship or pricing, and software or services provided.

- Marketing materials including marketing and advertising plans and strategies; material and content; manuals, forms or processes; lead generation systems, manuals, processes, and vendors; website development and maintenance including URL's, pictures, videos, descriptions, color, font and layout; and tracking information or processes;
- Information regarding ownership interest or compensation; methodology and calculation of commission splits; information regarding the performance or compensation of other Trinity employees without their knowledge or consent; investment or costs information; legal matters to which Trinity is a party;
- Confidential, trade secret and proprietary information of others with whom Trinity has a business relationship which is learned or acquired by an employee during the term of his or her employment; and
- Any other information, formula, pattern, compilation, program, device, method, technique or process that is not generally known to the public or to other persons who can obtain economic value from its disclosure or use and is the subject of efforts by Trinity to maintain its secrecy.

Employees are not permitted to use any confidential information when using any Artificial Intelligence (AI) or similar platform. Any questions should be directed to the Director of Human Resources and the Director of Information Technology.

2.18 COMPANY INTELLECTUAL PROPERTY

Within the scope of your employment, on Company time, and/or using Company assets, you may conceive (in whole or in part), invent, develop, create, and/or reduce to practice intellectual property (the "Company Intellectual Property"). Company Intellectual Property shall include without limitation, patents and patent rights, trademarks and trademark rights, copyrights, trade secrets and trade secret rights, and all goodwill associated therewith. Company Intellectual Property shall include discoveries, improvements, ideas, software, and other works of authorship, inventions, processes, and know-how.

With respect to Company Intellectual Property, by accepting employment with the Company, you hereby:

- Agree that the Company does and will own all Company Intellectual Property;
- Assign to Company any rights, title, or interest that you have or will have in Company Intellectual Property;
- Agree to promptly execute and deliver assignment documents further memorializing and/or perfecting Company's ownership of, and title in, Company Intellectual Property;
- Agree to promptly execute and deliver inventor declarations and other inventor documents associated with patents or patent rights included in Company Intellectual Property;

- Agree to assist in the preparation of any formal documents required to protect Company Intellectual Property;
- Agree to assist in the procuring of Company Intellectual Property, including without limitation patent prosecution, trademark prosecution, and copyright prosecution;
- Agree to assist in the defense of Company Intellectual Property, including the Company's title in Company Intellectual Property;
- Agree not to challenge or assist in the challenge of the validity of Company Intellectual Property; and
- Agree to maintain the confidentiality of Company Intellectual Property, unless otherwise authorized by the Company.

2.19 OFFICE EQUIPMENT, E-MAIL AND INTERNET ACCESS

The Company reserves the right to allow or disallow e-mail and/or Internet access to any or all employees. The Company further reserves the right to inspect incoming and outgoing messages or mail at any time, with or without prior notice. All communications, including text and images, are Company property and, upon request, will be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. No employee should expect privacy for any use of any Company computer systems or networks. Any employee using Company computer systems and/or networks expressly consents to having any e-mail communications, electronic files, or other uses or applications of the Company computer system monitored.

All office equipment, including but not limited to computers, facsimiles, and copy machines are the property of the Company and, as such, are to be used solely for job-related purposes. Employees using computers away from the Employer's premises to access computers on the Employer's premises are to use caution to protect their computers and the content of their computers from damage or theft. Employees who are authorized to work with confidential information on the Employer's computers will keep such information confidential. Other employees will not access such information, and if inadvertently they gain access to confidential information, they will immediately exit from the document or program, immediately inform their Department Manager of the incident, and will otherwise keep such information confidential.

Use of the Internet and/or e-mail is a privilege, and abuse will not be tolerated. Abuse includes, but is not limited to, viewing, storing or accessing sexually oriented web sites and/or chat rooms or viewing or storing, accessing, sending or receiving any other materials that are illegal or inappropriate for the work environment; transmitting or displaying confidential information of the Company; transmitting information, statements or opinions that are libelous, slanderous, defamatory, discriminatory, offensive, pornographic, inflammatory, threatening or harassing; faking or altering sent or received e-mails, faxes or any other communications sent from or received in the workplace; disguising identity when creating or transmitting messages or material, or other fraudulent activities, such as using the Company equipment or networks for personal gain, such as sending resumes on-line or conducting other business.

Employees are not to transmit material on the Company's equipment in violation of any state or federal law or government regulation. Failure to observe copyright or license agreements may result

in disciplinary action from the Company or legal action by the copyright owner. If an employee receives unsolicited offensive material, the IT Manager and Human Resources Director should be notified immediately.

There should be no expectation of privacy in connection with the use of the Company's equipment or the transmission, receipt or information stored in such equipment.

2.20 EMPLOYEE BUSINESS EXPENSES

It is Company policy to reimburse employees for all reasonable and necessary business expenses incurred by the employee. Rules and guidelines are necessary for controlling costs and to meet Internal Revenue Service requirements. Generally, however, it is the policy of the Company to reimburse employees for travel and entertainment expenses incurred on behalf of the Company. It is the responsibility of each employee to account for his or her expenses. There must be sufficient detail and/or proof of the business purpose of expenses. Employees will be reimbursed for all reasonable and necessary business expenses related to traveling on Company business, which may include transportation, meals, lodging, telephone charges, tips, and other reasonable miscellaneous expenses.

It is the Employee's responsibility to ensure that you understand and reference the Company's "Reimbursement for Business Expenses Personally Paid for by Employees" Procedure before performing the following task. Contact your Manager, Chief Financial Officer or Human Resources if you have any questions about this task.

Decline all Auto insurance and prepaid fuel options (fill the tank when you return the auto) offered by Auto Rental Companies. Liability coverage exists through our corporate insurance as well as your personal insurance.

All expenses will require appropriate documentation of the expense to be eligible for reimbursement.

Approved reimbursements will be processed and included in the employee's bi-weekly payroll. Employees can expect to see reimbursement reflected in their paycheck on the next scheduled pay day following approval.

3.0 COMPENSATION and BENEFITS

3.1 RECORDING YOUR TIME

You are required to maintain an accurate record of all time worked. Non-Exempt employees must “clock in” upon start of their shift and “clock out” at the end of your shift. You should also “clock out” for lunch and “clock in” when you return to work. Do not “clock in/out” for another employee under any circumstances. If this occurs, disciplinary action, up to and including termination of employment, may result. If there is any problem recording a clock-in or clock-out, employees should inform a Manager immediately. Employees who consistently fail to clock-in or clock-out may receive disciplinary action, up to and including termination.

Non-exempt employees are prohibited from working “off-the-clock.” “Off-the-clock” work means work you may perform before you clock in, during any portion of your meal or rest break, or after you clock out. Any employee who works “off-the-clock” will be subject to disciplinary action, up to and including discharge. No Manager or Supervisor or any other Company employee may instruct or knowingly approve (either expressly or implicitly) any employee to work “off-the-clock.” If an employee believes this has occurred, then the employee should immediately report their concerns to their Manager or Supervisor or Human Resources. If you do work “off-the-clock,” with or without approval, you must report such time, and you will be paid for it.

3.2 PAYDAY

The pay period is from Wednesday morning to the following Tuesday evening. Paychecks are issued on alternating Fridays and include two (2) pay periods. If your time is not entered accurately, the Company reserves the right to question payment for that period of time.

3.3 PAY RAISES

Pay raises are at the sole discretion of the Company based on performance and behavior compared to expectations of the position.

3.4 OVERTIME

There may be times when you will need to work overtime so that we may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible. All overtime must be approved in advance by your Supervisor or Department Manager. Non-exempt hourly employees will be paid at a rate of time and one-half their regular hourly rate for hours worked over 40 hours in a pay period. Only actual hours worked in a given pay period will apply in calculating overtime. Time off for PTO, a leave of absence, or any other reason is not considered time worked for purposes of performing overtime calculations.

3.5 PAYROLL DEDUCTIONS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security (FICA) / Medicare

- State Disability Insurance/Family Leave, if applicable
- Unemployment Taxes
- Local Taxes
- Other items designated by or for the benefit of the Employee/Associate, or required by state law.

The Company may also be required to deduct from your pay due to receiving a court order demanding wage deductions, wage assignments, support orders and/or other legal requirements.

The Company will make the required legal deductions based on information you provide, and any court orders received. If you have any questions regarding these deductions, please contact Payroll.

To Report Concerns or Obtain More Information:

- If you have questions about deductions from your pay, please immediately contact Human Resources.
- If you believe you have been subject to any improper deduction or your pay does not accurately reflect your hours worked, you should immediately report the matter to your Manager or Supervisor and to Human Resources.
- If your Manager or Supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact Human Resources.

3.6 PAY FOR ALL TIME WORKED

It is the Company's policy and practice to accurately compensate employees and to do so in compliance with all applicable local, state and federal laws. It is the employee's responsibility to make sure management is aware of any time worked so that the Company compensates the employee properly. Time worked equals all time spent on the job performing (or performing required work preparatory or ancillary to performing) work duties.

Non-exempt employees should not work any hours that are not authorized by their Manager or Supervisor. They should not start work early, finish work late, work during a meal or rest break, or perform any other extra or overtime work unless authorized to do so.

Exempt Employees

The Company complies with all state and federal laws regarding the payment of exempt employees. If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you work for the Company in accordance with the requirements of the Fair Labor Standards Act ("FLSA") and applicable state law. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. The Company prohibits deductions from exempt employees' salary except under the limited circumstances set forth in the FLSA and as allowed by state law.

Exempt employees may be subject to payroll deductions in the following circumstances as provided in the FLSA, unless prohibited by state law:

- The employee performs no work in the workweek
- The employee has used all available PTO, and requests unpaid time off in full-day increments for personal reasons
- The employee is absent from work for one or more full days due to sickness or disability and is not eligible for compensation under the Company's applicable PTO and leave policies or has exhausted their paid time off benefits.
- To offset any amounts received as payment for jury fees, witness fees, or military pay
- Penalties imposed for violating safety rules of major significance
- Unpaid disciplinary suspension of one or more full days imposed for violations of workplace conduct rules (e.g. violations of the Company harassment or workplace violence policies)
- Unpaid leave taken pursuant to the Family and Medical Leave Act
- The first or last week of employment in the event you work less than a full week

In addition, payroll deductions may be made where specifically authorized by the employee or by court order.

If you believe that improper deductions have been made from your pay, this violation should be reported immediately to your Manager or Supervisor or Human Resources. All reported or suspected improper deductions from an exempt employee's pay will be promptly and thoroughly investigated. If the Company determines that improper deductions were made from an exempt employee's pay, the Company will promptly reimburse the employee the amounts improperly deducted. The Company will take all reasonable measures to ensure that the mistake is corrected in the future and that deductions from exempt employees' pay are made only in accordance with the FLSA and state law.

3.7 WORKERS' COMPENSATION

On-the-job injuries are covered by our Workers' Compensation Insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, you must immediately report your injury to your immediate Supervisor, any member of Company management, or the Safety Director. Failure to do so may result in disciplinary action up to and including possible termination of employment and, consistent with applicable state law, could jeopardize your claim for Workers' Compensation benefits. We also require your assistance in alerting management to any condition, which could lead to or contribute to an employee accident. The Company prohibits any employee from taking any adverse action against an employee in retaliation for filing a workers' compensation claim or otherwise exercising his or her rights under the applicable Workers' Compensation laws. The amount of benefits payable to you and the duration of payment depend upon the nature of your injury or illness. You will be taken to a nearby urgent care center or hospital if you cannot be treated adequately on the Company premises. Refusal to be treated at our Company-authorized facility may jeopardize any compensation due you under Workers' Compensation laws.

For specific information about how to handle work-related injuries, see the “Workplace Incident Procedure” given to you during your onboarding meeting and currently available on the Company’s intranet page. Your Supervisor or Manager will also be able to help you.

3.8 HEALTH INSURANCE

The Company offers health insurance benefits to regular, full-time employees. These benefits begin in accordance with the specific benefit plan rules. You will be given a benefit packet at hire and the human resources team will help you enroll in benefits and answer any questions about benefits. In most cases, failure to enroll when initially eligible will delay any benefit until the next open enrollment period unless there is a qualifying event.

3.9 HOLIDAYS

Our Company observes the following eight holidays each year:

- New Years Eve
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

Regular, full-time employees are eligible for Holiday Pay. If one of the above holidays falls on Saturday, it normally will be observed on the preceding Friday. If one of the above holidays falls on Sunday, it normally will be observed on the following Monday. You must work your scheduled workday before and after the holiday in order to be paid for the holiday, unless you are using earned Paid Time Off (PTO) or are off work on an excused absence.

The Company reserves the right to schedule work on a holiday. Failure to report to work on a designated working holiday without Supervisor or Manager approval could lead to disciplinary action, up to and including possible termination of employment.

Employees eligible for holiday pay who work on a holiday will receive time and a half plus holiday pay. All employees not eligible for holiday pay will receive regular pay. Holiday pay is always calculated as regular time and paid as 8- hour days regardless of length of current shift assignment.

3.10 PAID TIME OFF (“PTO”) FOR EMPLOYEES NOT IN ILLINOIS

Trinity recognizes the importance of employees balancing work and home life. Accordingly, we provide the opportunity and encourage employees to take paid time off from work. Paid Time Off or “PTO” is an employee benefit for regular full-time employees that allows the opportunity to receive compensation while taking time off from their normally scheduled work time. PTO hours are added at the completion of each two-week pay period, unless applicable law requires otherwise.

Amount of PTO hours accrued depends on an employee’s length of employment, as follows:

- Year 1 (from “regular full-time” employment start date to end of first year): 3.08 hours per two-week pay period (80 hours per year)
- Years 2 through 6: 4.62 hours per two-week pay period (120 hours per year)
- Years 7 through 11: 6.15 hours per two-week pay period (160 hours per year)
- Years 12+: 7.69 hours per two-week pay period (200 hours per year)

Unused, accrued PTO will carry over from year to year. Employees are allowed to accumulate a maximum of one and one-half (1 ½) times their yearly amount. No hours above that amount will be credited to an employee. Once an employee reduces their accumulated hour balance below the maximum, PTO hours will again be added to the employee balance.

PTO may be used in increments of 1 hour. PTO will be paid at the employee’s normal hourly wage. Employees may only use PTO for hours they are scheduled to work. PTO may be used as it is earned.

All employees shall be paid their unused, accrued PTO hours calculated at their then current wage rate upon termination of employment.

When PTO use is foreseeable, employees must provide reasonable notice of the need for PTO use, preferably at least seven days prior to the expected absence. If the need for PTO is unforeseeable, employees must provide notice as soon as practicable.

3.11 PAID TIME OFF (“PTO”) FOR EMPLOYEES IN ILLINOIS

Trinity recognizes the importance of employees balancing work and home life. Accordingly, we provide the opportunity and encourage employees to take paid time off from work. Paid Time Off or “PTO” is an employee benefit for all employees in Illinois, regardless of whether they work full-time or part-time, that allows the opportunity to receive compensation while taking time off from their normally scheduled work time. PTO hours are added at the completion of each two-week pay period, unless applicable law requires otherwise.

For full-time employees, the amount of PTO hours accrued depends on an employee’s length of employment, as follows:

- Year 1 (from “regular full-time” employment start date to end of first year): 3.08 hours per two-week pay period (80 hours per year)
- Years 2 through 6: 4.62 hours per two-week pay period (120 hours per year)
- Years 7 through 11: 6.15 hours per two-week pay period (160 hours per year)
- Years 12+: 7.69 hours per two-week pay period (200 hours per year)
- Part-time employees will accrue one hour of PTO for every 40 hours worked.

Unused, accrued PTO will carry over from year to year. Employees are allowed to accumulate a maximum of one and one-half (1 ½) times their yearly amount. Part-time employees are allowed to accumulate a maximum of 80 hours per year. No hours above that amount will be credited to an

employee. Once an employee reduces their accumulated hour balance below the maximum, PTO hours will again be added to the employee balance.

PTO may be used in increments of 1 hour. PTO will be paid at the employee's normal hourly wage. Employees may only use PTO for hours they are scheduled to work. PTO may be used as it is earned.

All employees shall be paid their unused, accrued PTO hours calculated at their then current wage rate upon termination of employment.

When PTO use is foreseeable, employees must provide reasonable notice of the need for PTO use, preferably at least seven days prior to the expected absence. If the need for PTO is unforeseeable, employees must provide notice as soon as practicable. Employees are required to "call in" and report the need for PTO by contacting their immediate Supervisor's or Department Manager's cell phone (voice call or text).

3.12 CELL PHONE REIMBURSEMENT POLICY

Trinity issues an allowance for those employees who hold positions eligible for the cell phone allowance. This allowance is meant to off-set a portion of the overall costs of the cell phone ownership and is not intended to cover those costs in full. The benefits of such an approach include: 1) a call log is not required; 2) monthly reporting is not required; 3) a single phone may be used for both personal and business purposes.

The allowance will be paid at a flat rate of \$30/month.

Only one cell phone allowance will be provided per eligible employee.

The allowance rates will be evaluated, and if appropriate, may be adjusted annually to align to current market rates. General guidelines of those positions eligible for the allowance are:

- The job function of the employee requires the majority of time outside of his/her assigned office or work area and it is important to Trinity that the employee is accessible during those times.
- The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours.
- The employee must be able to contact emergency personnel related to emergencies while at work.

Human Resources will maintain a list of employee names and cell phone numbers available on the Company intranet.

This Allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises or bonuses.

Each recipient of a cell phone allowance must notify Trinity of his/her cell phone number and must continue to maintain the cell phone while in receipt of the allowance. It is the employee's responsibility to notify payroll of change or cancellation of their personal cell phone account.

Any cell phone contract will be between the cell phone service provider and the employee. The employee will be solely responsible for all payments to the service provider. If, prior to the end of the cell phone contract, a personal decision by the employee, employee misconduct, or misuse of the phone results in the need to end or change the eligibility for an allowance, the employee will bear the cost of any fees imposed by the cell phone service provider associated with that change or cancellation of the contract. Trinity does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the mobile device in any manner contrary to local, state, or federal laws will constitute misuse, and may result in termination of the allowance.

Because the mobile device is owned by the employee, the employee may use the phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the employee is expected to work directly with the cell phone service provider for resolution. Support from Trinity IT staff is limited to connecting a personally owned mobile device to the Trinity Exchange Server.

Any allowance agreement will be immediately cancelled if an employee changes job positions to one that is not eligible for the allowance.

Trinity is not responsible for any loss of or damage to personal equipment.

Requests for reimbursement for phone accessories are not covered and will be denied.

The allowance is neither permanent nor guaranteed. Trinity reserves the right to discontinue the allowance. The allowance will be terminated upon employee termination.

3.13 401(k) PLAN

A 401(k) Plan for retirement has been established as a benefit for employees of the Company. As a regular, full-time employee, working thirty hours or more per week, and more than eighteen (18) years of age, the 401(k) Plan is available to you in accordance with the Summary Plan Document.

3.14 PARENTAL LEAVE

The purpose of parental leave is to enable parents to care for and bond with a newborn or adopted child. Following childbirth or adoption, biological and adoptive parents will receive two (2) consecutive weeks (80 hours) of paid bonding parental leave. The paid bonding parental leave must be utilized within the first 90 days following the birth or adoption of the child. This leave will run concurrently with Family and Medical Leave Act (FMLA) leave. Full-time employees, who have been employed continuously for more than one (1) year prior to the leave, shall be eligible for this paid parental leave benefit.

Qualifying birth mothers are also eligible for coverage under our Short-Term Disability Insurance.

To the extent applicable state law provides paid leave benefits, the employee will receive the greater of the two benefits.

4.0 UNPAID LEAVE

4.1 FAMILY AND MEDICAL LEAVE (FMLA)

Certain Trinity employees are covered by the Family and Medical Leave Act (FMLA). This policy is designed to explain your rights and obligations if you are covered by this law.

4.1.1 ELIGIBLE EMPLOYEES

To be eligible for FMLA leave, an employee must, as of the date his or her leave begins:

- Have been employed for at least 12 months;
- Have worked at least 1,250 hours in the preceding 12-month period and;
- Work at a site at with 50 or more employees within a seventy-five mile radius.

For purposes of this policy, a serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either of the following:

- (1) In-patient care (*i.e.*, an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);
- (2) A period of incapacity of more than three consecutive full-calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (a) treatment two or more times by a health care provider or under the supervision of a health care provider within thirty days of the start of the incapacity, or (b) treatment by a health care provider on at least one occasion within seven days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider;
- (3) Any period of incapacity or treatment due to pregnancy, or for prenatal care;
- (4) Any period of incapacity or treatment due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
- (5) A period of incapacity or treatment which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- (6) Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

A “qualifying exigency” referenced above under “Active Duty Leave” refers to the following circumstances:

- (1) Short-notice deployment: To address issues arising when the notification of a call or order to active duty is seven days or less;
- (2) Military events and related activities: To attend official military events or family assistance programs or briefings;
- (3) Childcare and school activities: For qualifying childcare and school-related reasons for a child, legal ward, or stepchild of a covered military member;
- (4) Care of the covered military member's parent if the parent is incapable of self-care;
- (5) Financial and legal arrangements: To make or update financial or legal affairs to address the absence of a covered military member;
- (6) Counseling: To attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
- (7) Rest and recuperation: To spend up to fifteen calendar days for each period in which a covered military member is on a short-term rest leave during a period of deployment; or
- (8) Post-deployment activities: To attend official ceremonies or programs sponsored by the military for up to ninety days after a covered military member's active duty terminates or to address issues arising from the death of a covered military member while on active duty.

4.1.2 LENGTH OF LEAVE

An eligible employee is entitled to up to 12 weeks of FMLA leave within any rolling 12-month period, unless the leave is for military caregiver reasons, then the employee is entitled to 26 weeks of FMLA leave in any rolling 12-month period. If both spouses in a family work for Trinity, they will be entitled to a total of 12 weeks of unpaid leave (rather than 12 weeks each) for the birth, adoption, or foster placement of a child, or to care for a parent with a serious health condition, or a combined 26 weeks for military caregiver leave.

4.1.3 PAY DURING LEAVE

Employees must concurrently exhaust any short-term disability benefits, workers compensation benefits, accrued paid time off, or any other form of applicable paid leave for FMLA leave. All substituted paid leave that is being concurrently exhausted will be counted against an eligible employee's FMLA leave entitlement. When all paid leave has been exhausted, the remainder of the FMLA leave is unpaid.

4.1.4 CERTIFICATION

If an employee takes a leave of absence because of the serious health condition of the employee or the employee's family member, the employee must submit a written medical certification form from a health care provider evidencing the serious health condition.

The employee will have fifteen calendar days in which to return a completed certification form following the Company's request for the certification. If the employee fails to provide timely

certification after being required to do so, covered leave may be delayed moving forward until the certification form is finally submitted. Absences counted against the employee for a late certification will not be reversed absent exceptional circumstances. If an employee never returns the completed form, the FMLA will be denied and the absences will be unprotected. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will be given a period of seven days to provide the necessary information.

Trinity reserves the right to require that the employee receive a second (and possibly a third) opinion from another health care provider (at the Company's expense).

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders.

A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form or Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave form as well as any necessary supporting documentation.

Once the Company has received a complete and sufficient certification form from the employee, the Company will advise the employee whether he or she has been approved or denied FMLA and, if possible, will advise how much FMLA will be used.

Employees returning from FMLA leave must be able to assume all of the essential functions of their jobs upon return, with or without reasonable accommodation. Before returning to work, an employee who is on leave of absence due to his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide such certification may result in the delay or denial of job restoration.

Employees on FMLA leave must periodically inform the Human Resources department of their status and intent to return to work while on FMLA leave.

In the following circumstances, the Company may, in its sole discretion, require recertification of the qualifying reason for FMLA: (1) where the employee needs more leave than the original certification justified; (2) where circumstances and facts cast doubt on the employee's need for FMLA; or (3) when the need for FMLA extends beyond six calendar months. In these situations, the employee will have fifteen days in which to provide a completed Recertification form.

4.1.5 INTERMITTENT or REDUCED LEAVE

Leave taken under this policy for the birth of a child, the placement of a child for adoption or foster care, or to care for such child may be taken on an intermittent or reduced work schedule only with the Company's approval.

Leave taken because of the employee's or family member's serious health condition may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee seeks to take leave on an intermittent or reduced-schedule basis, the employee must submit medical certification from a health care provider, stating that the intermittent or reduced-schedule leave is medically necessary.

Trinity may require an employee taking intermittent or reduced-schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave. The employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to the Company's operations.

Employees taking unforeseeable intermittent leaves must follow the Company's standard call-in procedures absent unusual circumstances.

4.1.6 MEDICAL BENEFITS

During an FMLA leave, Trinity will continue to make group health benefits available to an employee (and his or her family) on the same terms and conditions as if they had continued as an active employee. Employees on paid FMLA (because they are concurrently using a paid leave benefit) will continue to have their premium payments deducted from their paycheck as if they were on non-FMLA paid leave. Employees on an unpaid FMLA leave (for which no paid leave is substituted or after all paid leave has been exhausted) will need to maintain the benefits they accrued prior to commencement of the leave by making premium payments. If the payment is not received on the due date or thereafter, the company will provide the employee written notice of non-payment and provide fifteen days to make the payment. If the payment is not made within the fifteen-day window, and at least thirty days have passed from the due date, then coverage under the benefit plan will lapse, retroactively to the original due date.

4.1.7 JOB RESTORATION

Upon return from FMLA leave, employees will be returned to the same or an equivalent position.

If an employee fails to return to work after FMLA leave has ended, Trinity may normally recover health insurance premiums it paid under its group plan during the leave period, unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition.

If an employee exhausts 12 weeks of FMLA but needs additional leave, the HR Department should be contacted so that options for continued leave can be reviewed in accordance with applicable law.

4.1.8 EMPLOYEE NOTIFICATION

An employee who can reasonably foresee the need to take FMLA leave is required to notify the HR Department of the date of commencement and the expected duration of the leave at least thirty (30) days in advance of the leave. Failure to provide such notice may result in denial or delay of leave. If the need for FMLA leave is not foreseeable, notice should be given as soon as is reasonable.

4.1.9 KEY EMPLOYEES

An employee who qualifies as a "key employee" may be denied restoration of employment after a period of FMLA leave if holding the employee's position would cause the company grievous economy injury. A "key employee" is an employee who is salaried and is among the highest paid ten percent of the work force within seventy-five miles of the place where the employee reports to work. Upon requesting FMLA leave, an employee will be notified by the Company of his/her status as a "key employee" if there is a possibility that the Company may deny reinstatement after leave.

4.1.10 NO RETALIATION

The Company will not interfere with, restrain, or deny the exercise of any right provided under the FMLA. The Company will also not discharge, discriminate, or retaliate against any person because that person exercises rights under the FMLA; opposes any practice made unlawful by the FMLA; or is involved in any proceeding under or relating to the FMLA. If you feel that you have been discriminated or retaliated against due to your assertion of FMLA-protected rights or participation in an FMLA-related proceeding, please contact your Supervisor, manager or Human Resources.

4.2 BEREAVEMENT

Full-time regular employees are eligible for up to three (3) paid days for the death of an immediate family member, unless state law provides otherwise. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents and parents-in-law.

Requests for bereavement leave should be made to your Supervisor or Manager as soon as possible. You must provide documentation in order to be paid for your leave.

If you need more than the three paid days off, you may use any available earned PTO.

4.3 JURY DUTY

Employees summoned for jury duty will be granted an unpaid leave in order to serve, unless otherwise required. Employees are to coordinate arrangements with your immediate Supervisor and the Payroll & Benefits Coordinator as soon as you receive your summons. You are required to return to your job if you are excused from jury duty during your regular working hours.

4.4 MILITARY LEAVE

Employees who are required to serve in any branch of the Armed Forces of the United States or are engaged in state military service are given the necessary time off, without pay. Reemployment rights and benefits for military leave are specified by state and federal law. Earned PTO may be used for this leave if the employee chooses. Military orders should be presented to your immediate Supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Company unless military necessity makes this impossible. You must notify your immediate Supervisor of your intent to return to employment based on requirements of the law.

4.5 REASONABLE ACCOMMODATION MEDICAL LEAVE

The Company complies with the reasonable accommodation obligations under the ADA and will engage in the interactive process to discuss an unpaid leave of absence as a reasonable accommodation with employees who are unable to perform the essential functions of their job due to a physical or mental disability. Leave under this policy is at the discretion of management and will be considered in accordance with the reasonable accommodation obligations of the ADA. A reasonable accommodation leave of absence may be provided to employees who are unable to perform the essential functions of their job due to physical or mental disability and are not eligible for FMLA. Similarly, leave under this policy may be granted as a reasonable accommodation for employees who have exhausted FMLA but are unable to return to work due to a disability that prohibits them from performing the essential functions of their job. Leaves of absence under this

policy will be handled on a case-by-case basis in accordance with the ADA. The duration of any leave of absence under this policy will vary depending on the particular circumstances of each employee's need and whether additional leave is reasonable under the circumstances and/or would create an undue hardship for the Company.

4.6 LACTATION ACCOMMODATIONS

The Company supports nursing parents and complies with all state and federal laws regarding expressing breastmilk in the workplace. The Company will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy should be reported to Human Resources.

The Company provides reasonable break times for an employee to express breast milk for one year after the employee gives birth, or as otherwise required by applicable law. Employees may use provided paid breaks if possible, but may take additional breaks at a reasonable time. Employees should work with their supervisor and Human Resources regarding scheduling and reporting additional break time. Additional break time will be unpaid unless the employee is not completely removed from duty, or as otherwise required by state law. Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time.

The Company provides designated private spaces at all Company sites for employees to express breast milk. If a designated room is used for additional purposes, the Company will prioritize the use of the room for expressing breast milk. If multiple employees need to use the designated private space for expressing breast milk, Human Resources will work with the employees on scheduling or designating additional space. Employees with private offices should use their offices to express breastmilk.

Employees who need lactation accommodations should contact the Human Resources Director.

4.7 STATE PERMITTED LEAVES

Some states provide for leaves of absence for crime victims, domestic violence victims, organ/bone marrow donors, first responders, school activities, expanded disability/medical leave, and other reasons. Employees should contact Human Resources regarding questions specific to state laws regarding these types of leave or any other state-related leave policies.

5.0 SAFETY

5.1 SAFETY RESPONSIBILITIES

Each employee, Supervisor and Manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately. Please also refer to the Injury Prevention Manual.

Every employee is required to observe the following safety rules:

- Notify your Supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your Supervisor or member of management immediately.
- The unauthorized use of alcoholic beverages or illegal/illicit substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the Company's property is forbidden.
- Wear personal protective equipment in accordance with the job you are performing. Use, adjust and repair machines and equipment only if you are trained and qualified. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess...ask your Supervisor.
- Know the locations, contents and use of first aid and firefighting equipment.
- Comply with OSHA standards.

A violation of a safety responsibility is in itself an unsafe act. A violation may lead to disciplinary action, up to and including possible termination of employment.

5.2 GOOD HOUSEKEEPING

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your Supervisor.

5.3 TOBACCO & "VAPING"

Tobacco use (smoking, chewing, etc.) and vaping are prohibited in all enclosed buildings and structures. In outdoor areas, tobacco use & vaping are prohibited within (10) feet of outside entrances, operable windows, and ventilation systems of enclosed areas.

Cigarette butts, etc., are to be disposed of in designated containers located in the site specific smoking areas at each location. At no time are these to be disposed of inside the buildings or directly on the ground.

5.4 SEVERE WEATHER

Severe weather is to be expected during certain times of the year. Although driving may at times be difficult, when caution is exercised, the roads are normally passable. Except in cases of extreme weather, we are all expected to work our regular hours. Time taken off due to poor weather conditions must be reported in accordance with the requirements of the Company's Attendance and Punctuality policy. If extreme weather conditions require closing of the building or delayed starts, employees will receive official notification from Alert Media, therefore it is imperative your contact information is kept current. Paid leave or remote work options will be provided when feasible. Timekeeping will be adjusted per the company's business interruption procedures. Time off from scheduled work due to emergency closings will be unpaid for all employees, unless applicable law requires otherwise.

5.5 DRUG, ALCOHOL AND TESTING POLICY

The Company maintains a drug and alcohol-free workplace policy, which aims to prevent employees from coming to work while using, possessing or being under the influence of drugs or alcohol by deterring drug use, identifying potential impairment through testing and providing support for employees struggling with drug and alcohol use or misuse issues. Generally, employees are prohibited from working, operating Company vehicles or machinery, or being present on Company premises while using, possessing, buying, selling, manufacturing, dispensing, or being under the influence of illegal or recreational drugs or while being under the influence, possessing or consuming alcohol. The Company conducts drug and alcohol testing pre-employment and during employment in certain situations.

Please reference the separate Company Drug, Alcohol Policy and Testing Policy for more detailed information.

CONNECTICUT HANDBOOK ADDENDUM

Connecticut Harassment, Discrimination, and Retaliation Prevention

This policy supplements the Harassment, Discrimination, and Retaliation Prevention Policy in the main Employee Handbook and applies to all Connecticut employees.

Connecticut employees should note the following:

"Sexual harassment" is defined by Conn. Gen. Stat. §46a-60(b)(8) as any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature when:

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

Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties, which may include, but are not limited to, cease and desist orders; hiring, promotion or

reinstatement; compensatory damages, back pay, temporary or permanent injunctive relief, punitive damages, attorney's fees and court costs.

Complaint Procedure

Connecticut employees promptly should report conduct they believe violative of this policy to their supervisor, any other member of management, or to Human Resources.

In addition to the Company complaint procedure, Connecticut employees who believe that they have been discriminated against, harassed, or retaliated against, or who are aware of such conduct toward others, also have the option to report it to the following agencies that will investigate and prosecute complaints of unlawful discrimination, harassment, and retaliation in employment: Connecticut Commission on Human Rights and Opportunities (CHRO) or the Equal Employment Opportunity Commission (EEOC).

Using the Company complaint procedure does not prohibit the employee from filing a complaint with the agencies. Employees have 300 days to file a complaint with the agencies.

Connecticut Family and Medical Leave Act

Under Connecticut's Family and Medical Leave Act ("CFMFLA"), Eligible Employees as defined in the CFMFLA may receive up to 12 weeks of leave in a 12-month period for (1) the birth of a child of the employee within the first year after birth; (2) the placement of a child with the employee in connection with the adoption or foster care of the child; (3) to care for a Family Member with a serious health condition; (4) a serious health condition of the employee; (5) to serve as an organ or bone marrow donor; (6) a qualifying exigency related to the employee's spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the armed forces; and (7) to care for a spouse, son, daughter, parent, or next-of-kin with a serious injury or illness incurred on active duty in the armed forces.

Eligible Employees may also qualify for 2 additional weeks (up to 14 weeks total) of leave in connection with an incapacity that occurs during pregnancy, and up to 26 weeks of leave in a single 12-month period to care for a covered service member with a qualifying serious injury or illness.

Under the CFMFLA, "Eligible Employee" means an employee who has been employed for at least three months immediately preceding their request for leave. A "Family Member" means a son, daughter, parent, parent-in-law, grandparent, grandparent-in-law, sibling, spouse of the employee, or an individual related to the employee by blood or affinity, and whose close association the employee shows to be the equivalent of those family relationship.

Except in the case of leave taken because of the birth or placement of a child with the employee in connection with adoption or foster care, unless otherwise agreed by the Company, Eligible Employees may be eligible to take leave on an intermittent basis for a serious health condition of an Eligible Employee or covered family member.

CFMFLA leave is unpaid. However, employees are required to concurrently utilize accrued Company-provided paid vacation/personal leave as part of such family/medical leave; provided that Eligible Employees may choose to retain up to two weeks of accrued paid vacation/personal leave, if available. For those employees who qualify for leave under the federal Family and Medical Leave Act (FMLA), leave pursuant to the CFMFLA will run concurrently with any leave to which the employee is entitled under the federal FMLA.

If the leave is foreseeable for the birth or placement of a child due to adoption or foster care, the employee must provide at least 30 days advance notice before the leave is to begin, unless the date

of birth or placement requires leave to begin in less than 30 days, in which case the employee should provide as much notice as is practicable. If the leave is for a serious health condition or for organ/bone marrow donation, the employee must provide 30 days advance notice, unless the date of the treatment requires leave to begin in less than 30 days, in which case the employee must provide as much notice as is practicable. For a serious health condition of a covered family member, the employee must provide certification stating (1) the date on which the serious health condition began; (2) the probable duration; (3) appropriate medical facts within the health care provider's knowledge regarding the condition; (4) a statement that the employee is needed to care for the family member and an estimate of the amount of time that such employee needs to care for the family member; and (5) a statement that the employee is unable to perform the functions of the position of the employee. For the employee's own serious health condition, the employee must provide certification stating (1) the date on which the serious health condition began; (2) the probable duration; (3) appropriate medical facts within the health care provider's knowledge regarding the condition; and where applicable, (4) information regarding the need for intermittent leave.

Employees who take CTFMLA leave are entitled to be restored to their original positions or, if the original position is unavailable, to an equivalent position with equivalent benefits, pay, and terms and conditions of employment.

The law prohibits employers from retaliating against Eligible Employees for requesting or using CTFMLA leave, or applying for paid leave benefits from the Connecticut Paid Leave Authority. Examples of unlawful retaliation may include disciplining or terminating an individual for exercising rights under the CTFMLA, for opposing unlawful conduct, or for participating in a CTFMLA-related proceeding. The law also prohibits employers from interfering with an employee's rights under state law. Examples of unlawful interference may include improperly refusing to grant CTFMLA leave.

The Company prohibits unlawful retaliation or interference. Employees who believe their rights have been violated should immediately inform Human Resources. Employees who believe their CTFMLA rights have been violated also have the option to file a complaint directly in Connecticut Superior Court, or with the Connecticut Department of Labor ("CTDOL"). To file a CTFMLA complaint with the CTDOL, employees should complete and submit the appropriate CTFMLA complaint form found on the CTDOL's website at: <https://portal.ct.gov/DOLUI/newfmlguidance>.

Employees will apply to the Company for time away from work, by contacting the Human Resources Director.

Connecticut Paid Leave Benefits

Employees who have earned wages of \$2,325 in the highest-earning quarter of the first 4 of the 5 most recently completed quarters and are currently employed, or were employed within the last 12 weeks, may be eligible for wage replacement benefits administered by the Connecticut Paid Leave Authority. In most cases, these benefits are available for up to 12 weeks in a 12 month period for reasons covered by the CTFMLA, with an additional 2 weeks available to an employee for incapacity or medical treatment during pregnancy. Benefits are limited to 12 days for leave to deal with the effects of family violence or sexual assault.

Paid leave benefits from the Connecticut Paid Leave Authority are in addition to paid time off benefits offered by the Company, however the total compensation received by the employee cannot exceed the employee's regular rate of compensation while working for the Company.

Connecticut Paid Leave benefits are administered by the Connecticut Paid Leave Authority. More information about the program, and instructions for how to apply are available at

<https://ctpaidleave.org/>. To receive income replacement benefits while on leave, employees must contact the Connecticut Paid Leave Authority. In some situations, it will be necessary for the employee, the Company and the Connecticut Paid Leave Authority to communicate in order to establish the reason for the leave or to verify the duration and frequency of the leave.

Electronic Monitoring

The Company may engage in electronic monitoring of employees. The term “electronic monitoring” is defined as the “collection of information on an employer’s premises concerning employees’ activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems.”

The Company may, without prior notice, electronically monitor employees when it has reasonable grounds to believe employees are engaged in misconduct that violates the law, violates the legal rights of the company and/or other employees, or creates a hostile work environment.

Connecticut Drug and Alcohol Free Workplace Policy

Pre-employment Testing: When submitting an application for employment with the Company, applicants will be provided with a copy of the policy, this Supplement, and a notice that the applicant will be subject to drug testing after being extended a conditional offer of employment. Any individual applying for employment who was terminated from the Company within the 12 months prior to re-application will not be subject to pre-employment testing.

Post-Accident Testing: Employees will not be subject to post-accident testing except to the extent that the circumstances also support reasonable suspicion/for cause testing.

For-Cause Testing: For-cause testing is permitted if an employer has reasonable suspicion that an employee is under the influence of drugs or alcohol, which adversely affects or could adversely affect the employer’s job performance.

Random Testing: Random testing will be done only on (a) safety-sensitive positions that have been certified as such by the Connecticut Department of Labor, or (b) if such testing is required by federal law by virtue of the position.

Return-To-Work and Follow-Up Testing: Return-To-Work and Follow-Up Testing will be conducted only as part of an employer-sponsored EAP in which the employee voluntarily participates.

Testing Results: Connecticut applicants and employees have a right to inspect or obtain a copy of their drug test results from the Company by contacting hr@trinityproducts.com. All applicants who are extended a conditional offer of employment, undergo testing, and test positive will be provided with a copy of the positive urinalysis test result. Employees will be given an opportunity to submit a written statement to the Company explaining a positive test result. Such statement will be maintained with the test result in the employee’s confidential medical file

ILLINOIS HANDBOOK ADDENDUM

Illinois Harassment, Discrimination, and Retaliation Prevention Supplement

This policy supplements the Harassment, Discrimination, and Retaliation Prevention Policy in the Employee Handbook, and applies to all Illinois employees. The Company hopes that any incidents of sexual harassment can be resolved through the internal Complaint Procedure outlined in the main Employee Handbook.

Pursuant to Illinois law, sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true: (i) submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment; (ii) submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions; (iii) such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.

The Company requires that all employees annually participate in sexual harassment prevention training.

In addition to the internal Company complaint procedure, Illinois employees also have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the U.S. Equal Employment Opportunity Commission (EEOC) and/or the Chicago Commission on Human Relations ("CCHR"). A charge with the IDHR must be filed within two years of the incident of sexual harassment. A charge with the EEOC must be filed within 300 days of the incident. A charge with the CCHR must be filed within 365 days of the alleged incident. The State of Illinois also has created a Sexual Harassment Helpline, which is administered by IDHR: 1-877-236-7703. Using the Company complaint procedure does not prohibit the employee from filing a complaint with these agencies.

Illinois Department of Human Rights (IDHR):

Chicago: 312-814-6200 or 800-662-3942

Chicago TTY: 866-740-3953

Springfield: 217-785-5100

Springfield TTY: 866-740-3953

Illinois Human Rights Commission (IHRC):

Chicago: 312-814-6269

Chicago TTY: 312-814-4760

Springfield: 217-785-4350

Springfield TTY: 217-557-1500

U.S. Equal Employment Opportunity Commission (EEOC):

Chicago: 800-669-4000

Chicago TTY: 312-869-8001

Chicago Commission on Human Relations (CCHR)

Phone: 312.744.4111

TTY: 312.744.1088

Fax: 312.744.1081

Illinois Pregnancy Accommodations Policy

This policy applies to all applicants or employees of the Company in the State of Illinois, and controls where it may conflict with the Company's other policies.

A pregnant employee has the right to:

- ask the Company for a reasonable accommodation for the employee's pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from pregnancy;
- reject an accommodation offered by the Company for the employee's pregnancy that the employee does not desire; and
- continue working during the employee's pregnancy if a reasonable accommodation is available which would allow the employee to continue performing her job.

The Company will not:

- discriminate against an employee because of the employee's pregnancy; or
- retaliate against the employee because the employee requested a reasonable accommodation.

It is illegal for the Company to terminate, refuse to hire, or refuse to provide someone with a reasonable accommodation because of their pregnancy.

For more information regarding a pregnant employee's rights, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or see the posting in your location which explains the law in more detail. The Company fully complies with the law.

If you have questions about your rights, in addition to contacting your supervisor, you have the right to contact the Illinois Department of Human Rights.

ADMINISTRATIVE CONTACTS:

Illinois Department of Human Rights
Chicago: 312-814-6200 or 800-662-3942
Chicago TTY: 866-740-3953
Springfield: 217-785-5100
Springfield TTY: 866-740-3953
www.illinois.gov/dhr

If you wish to seek an accommodation for your pregnancy, you should follow the accommodation process set forth in the Company's accommodation policy.

MISSISSIPPI HANDBOOK ADDENDUM

Mississippi Drug and Alcohol Free Workplace Policy

Scope of Policy: Applicants applying for employment and employees working in Mississippi are hereby advised that the Company has implemented a drug and alcohol policy and conducts a testing program pursuant to and consistent with the Mississippi Drug and Alcohol Testing Act, Miss. Code Ann. §71-7-1, *et seq.*, as amended, and §71-3-121, *et. seq.*, as amended, and are hereby advised of the existence of said Act. A copy of the applicable law is available for review upon request to hr@trinityproducts.com and a copy of the policy and this Supplement will be posted and made available for inspection.

Pre-Employment Testing: Applicants will be provided with written notice of drug testing upon application.

Medication Disclosure: An applicant or employee to be tested shall be given (1) a medication disclosure form ("Medications Disclosure Form") to permit the person to disclose any non-prescription or prescription medications that have been taken within 45 days prior to being tested, and (2) a statement that the form shall be submitted directly to the Company's designated Medical Review Officer (MRO), ensuring that no person or entity has access to the information disclosed on the form other than the MRO.

Testing Results: Within five working days after receipt of a positive confirmed test result report from the laboratory that conducted the test, the Company shall, in writing, inform an employee of such positive test results and inform the employee in writing of the consequences of such a report and the options available to the employee. The employee may request and receive from the employer a copy of the test result report.

Within 10 working days after receiving notice of a positive confirmed test result, the employee may submit information to Human Resources explaining the test results, and why the results do not constitute a violation of the policy and/or this Supplement. If the employee's explanation of the positive test results is not satisfactory to the Company, a written explanation submitted by the Company as to why the employee's explanation is unsatisfactory, along with the report of positive results, shall be made a part of the employee's medical and personnel record.

The employee who has provided the specimen shall be permitted by the Company to have a portion of the specimen retested, at the employee's expense, at a laboratory chosen by the employee.

Confidentiality: All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Company through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with the Act and its implementing regulations. Any information obtained by the Company pursuant to the Act and its implementing regulations shall be the property of the Company. The Company shall not release to any person other than the employee/applicant, or employer medical, supervisory or other personnel, as designated the Company on a need to know basis, information related to drug and alcohol test results unless: (a) the employee/applicant has expressly, in writing, granted permission for the Company to release such information; (b) it is necessary to introduce a positive confirmed test into an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (c) the information must be disclosed to a federal or state agency or other unit of the state or United States government as required by law, regulation or order, or in accordance with compliance requirements of a state or federal government contract, or disclosed to a drug abuse rehabilitation program for the purpose of evaluation or treatment of an associate; or (d) there is a risk to public health or safety that can be minimized or prevented by the release of such information; provided, however, that unless such risk is immediate, a court order permitting the release shall be obtained prior to the release of the information. The confidentiality provisions provided for by the Act shall not apply to other parts of an employee's personnel or medical files. If an employee refuses to sign a written consent form for release of information to persons as permitted in the Act, the Company shall not be barred for discharging or disciplining the employee.

PENNSYLVANIA HANDBOOK ADDENDUM

Pennsylvania Harassment, Discrimination, and Retaliation Prevention Supplement

This policy supplements the Harassment, Discrimination, and Retaliation Prevention Policy in the Employee Handbook, and applies to all Pennsylvania employees.

Complaint Procedure

In addition to the internal Company complaint procedure, Pennsylvania employees who believe they have been subjected to harassment may file a formal complaint with either or both of the government agencies listed here. Using the Company complaint procedure does not prohibit the employee from filing a complaint with these agencies.

Equal Employment Opportunity Commission

801 Market Street, Suite 1000,
Philadelphia, PA 19107-3126

William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222

Phone: 1-800-669-4000 / 267-589-9700 / or email PDOContact@eeoc.gov Fax: 215-440-2606 TTY:
800-669-6820 ASL Video Phone: 844-234-5122
Website: <https://publicportal.eeoc.gov/portal/>

Pennsylvania Human Relations Commission

Harrisburg: 333 Market Street, 8th Floor, Harrisburg, PA 17101-2210, Phone: (717) 787-9780, (717) 787-7279 TTY users only

Philadelphia: 110 North 8th Street, Suite 501, Philadelphia, PA 19107, Phone: (215) 560-2496, (215) 560-3599 TTY users only

Pittsburgh: 301 Fifth Avenue Suite 390, Piatt Place, Pittsburgh, PA 15222, Phone: (412) 565-5395, (412) 565-5711 TTY users only

Pennsylvania Donor Leave

Pennsylvania's Living Donor Protection Act (the "LDPA") provides time off to organ and tissue donors to cover time off for donation surgery, including necessary preparation and recovery.

Employees will be eligible for leave under the LDPA if they meet federal FMLA eligibility criteria and must follow the same Company procedures for LDPA as they would for FMLA.

Leave under the LDPA applies to an employee's own donation or to care for a spouse, child or parent who is making or receiving an organ or tissue donation. LDPA leave will run concurrently with FMLA leave. LDPA leave is unpaid.

To avoid a delay in FMLA and LDPA protection, the employee must give notice as soon as possible and practicable under the circumstances of enough facts to advise the person receiving the call that FMLA and LDPA may apply.

If an employee fails to give the required notice with no reasonable excuse, FMLA and LDPA coverage may be delayed for a period of time. This can result in discipline for absences taken prior to FMLA and LDPA coverage commencing.

Employees should make every reasonable effort to schedule foreseeable medical treatments so as not to disrupt the Company's operations.

Pennsylvania Final Paycheck Policy

A terminated employee who is laid off or voluntarily quits will be paid any wages owed on the next scheduled payday following the termination. If the employee requests, the Company will make such payment by certified mail.

Closing Statement

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

Bryan Davis, President TRINITY PRODUCTS LLC

Acknowledgment of Receipt and Review

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

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

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by TRINITY PRODUCTS LLC.

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

Signature

Date

Print Name