



# **Employee Handbook**

**June 1, 2019**

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## *Welcome*

Welcome! As an employee of RoboVent (the “Company”), you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Company.

For over 25 years our focus has been the delivery of clean air and healthy environments in manufacturing facilities. This has earned us a leading position in the collection and filtering of airborne contaminants common in a wide variety of metalworking processes. But our expertise has grown beyond those operations to include process systems involving wood, paper, chemical, pharmaceutical and food production.

Our success is driven by a simple principle: take care of customers by carefully listening to them to understand their needs. Doing so has allowed us to grow alongside the numerous Fortune 500 companies we count as loyal customers. RoboVent’s products have been engineered for flexibility, ease of use, consistent performance and unsurpassed quality.

As a member of our team, you are also integral in our success. This employee handbook is intended to explain the terms and conditions of employment. Written employment contracts between RoboVent and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your manager will be happy to answer any questions you may have.

## General Employment Policies

## Right to Revise

This employee handbook contains the employment policies and practices of RoboVent (including RoboVent Products Group, Inc. and RoboVent Solutions Group, Inc.) in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

RoboVent reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the President or Chief Financial Officer of RoboVent.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and RoboVent as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

## Open-Door Policy

Suggestions for improving RoboVent are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to the Company. We ask you to first discuss your concerns with your manager, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate manager, who will then investigate and provide a solution or explanation.
- If the problem persists, you may present it to Human Resources, who will investigate and provide a solution or explanation. While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact Human Resources. We encourage you to bring the matter to Human Resources as soon as possible after you believe that your immediate manager has failed to resolve it.
- If the problem is not resolved, you may present the problem to the President and/or Chief Financial Officer of RoboVent, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, RoboVent values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

## Anti-Harassment

RoboVent is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. Company policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. **All such conduct violates Company policy.** The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including managers and managers, as well as vendors, customers, independent contractors and any other persons. Applicants, employees, unpaid interns, volunteers and independent contractors are all protected from harassment.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by Company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

If you believe that you have been the subject of harassment or other prohibited conduct, bring your complaint to your own or any other Company manager, Human Resources, RoboVent's Chief Financial Officer or RoboVent's President as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Managers will refer all complaints involving harassment or other prohibited conduct to Human Resources, RoboVent's Chief Financial Officer or RoboVent's President. The Company will immediately undertake an effective, thorough and objective investigation of the allegations.



If the Company determines that harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Company encourages all individuals to report any incidents of harassment or other prohibited conduct forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book or can be found by visiting the agency website at [www.eeoc.gov](http://www.eeoc.gov).

## Equal Employment Opportunity

RoboVent is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is **unlawful**.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including managers and coworkers.

If you believe you have been subjected to any form of unlawful discrimination, submit a complaint to your manager or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact Human Resources. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

## Drug and Alcohol Abuse

RoboVent is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a Company vehicle while under the influence of alcohol;
- Distribution, sale, or purchase of an illegal or controlled substance while on the job; and
- Failure to comply with the Company drug and alcohol testing procedures.

## Drug and Alcohol Testing

RoboVent has implemented substance testing to support the Company commitment to providing a safe working environment for all employees. All drug testing will be completed at a certified RoboVent authorized drug and alcohol testing facility.

Prior to starting employment with RoboVent, all candidates are required to successfully complete a pre-employment drug testing. All offers of employment with RoboVent are contingent upon successful completion and passing of the pre-employment drug test. Applicants who fail to cooperate in a drug test will not be hired and will not be allowed to re-apply or re-test in the future.

During employment, subsequent drug and alcohol testing may be conducted for the following reasons:

- When a reasonable suspicion exists that an employee is under the influence of any illegal drug or alcohol in violation of the RoboVent Drug and Alcohol Abuse Policy. Reasonable suspicion means suspicion based on specific observations including but not limited to: an employee's appearance, behavior, speech, smell, attitude, mood and/or breath odor. The Company will be responsible for coordinating transportation to the testing facility;
- After an employee has been referred by the Company for chemical dependency treatment or evaluation, or while an employee is or after participating in a chemical dependency treatment program;
- Post injury or accident during work hours or on the work site or while conducting business on behalf of RoboVent
- Randomly as stipulated by client agreements and requirements; and
- For any other reason provided by law.

Refusal to submit to drug testing in accordance with the RoboVent Drug and Alcohol Abuse policy will result in immediate termination. Employees who test positive for illegal drugs or alcohol or are found in violation of this policy will be subject to disciplinary action, including termination.

Violation of these rules and standards of conduct will not be tolerated. RoboVent also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, RoboVent reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on RoboVent. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a manager of such use immediately before starting or resuming work.

RoboVent will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

## At-Will Employment Status

RoboVent personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No manager or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the President and/or Chief Financial Officer of RoboVent has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

## Introductory Period

The first 90 days of continuous employment at RoboVent is considered an introductory period. During this time you will learn your responsibilities, get acquainted with fellow employees, and learn the essential functions of your position. Your manager will closely monitor your performance.

Completion of the introductory period does not entitle you to remain employed by RoboVent for any definite period of time. Your status as an at-will employee does not change – the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

## Employment Classifications

An employee's employment classification is determined by RoboVent upon hire or when there is a change in job function, employment status, or working hours. All employees are classified as exempt or non-exempt according to their job responsibilities and wage and hour regulations.

### Exempt

Exempt employees are generally employees in management and/or decision making positions. Exempt employees are not entitled to overtime pay.

### Non-Exempt

Non-exempt employees are entitled to overtime pay and meal/rest breaks in accordance with federal and state wage and hour regulations.

In addition to being classified as exempt or non-exempt, each employee is designated as one of the following classifications:

- **Regular Full-Time:** Regular full-time employees are those who are hired to work on a regular schedule. Regular full-time employees are scheduled for and regularly work 30 or more hours per workweek. Regular full-time employees are eligible for benefits as outlined in the employee handbook.
- **Regular Part-Time:** Regular part-time employees are those who are hired to work on a regular schedule. Regular part-time employees are scheduled for and regularly work less

than 30 hours per workweek. Regular part-time employees may be eligible for selective benefits as outlined in the employee handbook.

- Temporary: Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.
- Inactive: Inactive employees are those on a leave of absence, work-related or non-work-related.

## Job Duties

During the introductory period, your manager will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or RoboVent. Your cooperation and assistance in performing such additional work is expected.

RoboVent reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

## Performance Evaluations

Each employee will receive periodic performance reviews conducted by his or her manager. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance concerns.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in compensation or promotions. Compensation increases and promotions are solely within the discretion of RoboVent and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your manager, and that you are aware of its contents.

## Punctuality and Attendance

As an employee of RoboVent you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your manager. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide one hour advance

notice to your manager before the time you are scheduled to begin working for that day. You must inform your manager of the expected duration of any absence. If you fail to provide advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your manager as soon as practicable of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your manager and your absence continues for a period of three (3) consecutive days, RoboVent will consider that you have voluntarily abandoned or quit your employment.

## Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard.

Because each employee is a representative of RoboVent in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Acceptable clothing for non-uniformed employees includes a sweater, sport coat, or a dress shirt worn with slacks or skirt. Women may also elect to wear dresses of like style. All clothing should be conservative in nature, clean and without rips or holes.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a company representative with day-to-day personnel responsibility and discuss the need for accommodation.

### Uniforms

All employees required to wear uniforms provided by RoboVent must take care of their uniforms and report any wear or damage to their manager. Instructions regarding cleaning and maintenance of uniforms will be provided. Managers will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your manager.

Positions requiring uniforms include Production Staff, Regional Technical Managers, Field Technicians, Service Technicians, Project Managers, and Installation Technicians.

## Personnel Records

You have a right to inspect or receive a copy of the personnel records that RoboVent maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to Human Resources. You can obtain a form for making such a written request from Human Resources.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. RoboVent may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than thirty (30) calendar days from the date RoboVent receives your written request to inspect or copy your personnel records (unless you/your representative and RoboVent mutually agree in writing to a date beyond thirty (30) calendar days but no later than thirty-five (35) calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, RoboVent will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

RoboVent is required by law to keep current the names and addresses of all employees. Employees are responsible for notifying the Company in the event of any change in personnel related information.

## Employee Benefits



## Holidays

RoboVent observes the following holidays:

### United States

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

### Canada

New Year's Day  
Family Day  
Good Friday  
Patriot's Day/Victoria Day  
Memorial Day/Canada Day  
Civic Day  
Labor Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day

When a holiday falls on a Saturday or Sunday, it is generally observed on the preceding Friday or the following Monday. However, RoboVent may grant another day off in lieu of closing. Holiday observance will be announced in advance.

To be eligible for holiday pay, you must be a regular full-time employee, regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your manager or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday you will receive regular base rate of pay.

## Paid Time Off

It is important for employees of RoboVent to have time away from work for vacations, holidays, appointments, school activities, personal time, illness, jury duty, or a leave of absence. RoboVent offers a paid time off benefit to provide compensation during an employee's time away from work. All time off must be documented in the time and attendance system and pre-authorized by your manager at least two (2) weeks prior to the requested day(s) off. If the request for time off is for illness or other unforeseen circumstances, request must be provided with as much advanced notice as possible.

All regular full-time employees that regularly work 40 hours per week are entitled to paid time off (PTO) based upon their calendar years of active service. Active service commences with an employee's first day of regular full time work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Employees with less than one year of service receive a prorated amount of PTO based on the hire date through January 1 of the subsequent year. Temporary and part-time employees do not accrue paid time off. Employees on a leave of absence do not accrue paid time off.

On January 1 of each calendar year, eligible employees will be granted their annual PTO hours.

Employees may elect to take PTO in increments of four (4) or eight (8) hours per work day and not to exceed eight (8) hours in one work day. Employees may elect to take PTO for the purposes of Family Medical Leave only in increments of no less than one (1) hour per work day and not to exceed eight (8) hours in one work day.

Employees may carry over up to forty (40) hours of PTO at the end of each calendar year.

Employees are required to use any accrued PTO before taking unpaid time off. Employees may not request more than their allotted annual PTO amount; however, a manager at their discretion may grant unpaid time off to employees.

Accrued and unused PTO will not be paid out upon separation unless otherwise required by law.

Paid time off accrues according to the following schedule:

<i>Years of Service</i>	<i>Days Granted per Calendar Year</i>	<i>Hours Granted per Calendar Year</i>
Year of Hire	1 day per month of service	8 hours per month of service
1 <sup>st</sup> Calendar Year	13 days	104 hours
2 <sup>nd</sup> Calendar Year	14 days	112 hours
3 <sup>rd</sup> Calendar Year	15 days	120 hours
4 <sup>th</sup> Calendar Year	16 days	128 hours
5 <sup>th</sup> Calendar Year	17 days	136 hours
6 <sup>th</sup> Calendar Year +	18 days	144 hours

## Insurance and Retirement Benefits

RoboVent is committed to providing the following benefits for full-time regular employees who consistently work thirty (30) or more hours per week. Eligible employees may receive RoboVent health insurance on the first of the month following the completion of sixty (60) calendar days of full time employment. Eligible employee will be eligible to participate in the Rensa Filtration 401k plan six months after hire (in January 2018 RoboVent became a subsidiary of Rensa Filtration, Inc. and certain benefits will be provided to you through Rensa Filtration, Inc.). Employees upon becoming eligible for certain employee benefit plans, will receive Summary Plan Descriptions which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have, contact Human Resources.

The Company reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The Company offers the following employee benefits:

- Health, Dental, and Vision Insurance
- Life and Disability Insurance
- Retirement 401k Plan

## Leaves of Absence

### Family and Medical Leave

Family and medical leave provides up to twelve (12) work weeks of unpaid family/medical leave within a twelve (12) month period, under the following conditions:

- The employee has been employed with the Company for a total of at least twelve (12) months prior to the commencement of leave. The Twelve (12) months of employment must have accumulated within the previous seven years (certain exceptions apply);
- The employee has worked at least 1,250 hours during the previous twelve (12) month period before the need for leave; and
- The employee is employed at a work site where there are fifty (50) or more employees within a seventy-five (75) mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of your child, or placement of a child with you for adoption or foster care;
- Incapacity due to pregnancy, prenatal medical care or child birth;
- Your serious health condition that makes you unable to perform your job;
- To care for your spouse, child or parent who has a serious health condition.

For additional information about eligibility for family/medical leave, contact the Human Resources.

### Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their twelve (12) week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Eligible employees may also take a special leave entitlement of up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for a covered servicemember (FMLA/CFRA for twelve (12) weeks if the care provider is eligible for both, followed by fourteen (14) weeks of (FMLA only), or twenty-six (26) weeks of FMLA only if leave is not CFRA covered leave). A covered servicemember is either: A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are different from the FMLA definition of “serious health condition.”

### Calculating the twelve (12) month Period

For purposes of calculating the twelve (12) month period during which twelve (12) weeks of family and medical leave or qualifying exigency leaves may be taken, RoboVent uses a rolling twelve (12) month period measured backward from the date an employee uses any family leave.

Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of twelve (12) weeks of family and medical leave in the designated twelve (12) month period.

For leave to care for a covered servicemember, the twelve (12) month period begins on the first day of the leave, regardless of how the twelve (12) month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of twenty-six (26) workweeks during a twelve (12) month period.

### Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

- Please contact Human Resources as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Company at least thirty (30) days before leave is to begin. The employee must consult with his or her manager regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.
- If the employee cannot provide thirty (30) days notice, the Company must be informed as soon as is practical.
- If the Family and Medical Leave request is made because of the employee's own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the Company and the employee.

### Certification

RoboVent requires the employee to provide certification. You will have fifteen (15) calendar days from the Company's request for certification to provide it to the Company, unless it is not practicable to do so. The Company may require recertification from the health care provider if the employee requests additional leave upon expiration of the time period in the original certification. *(For example, if an employee needs two (2) weeks of family and medical leave, but following the two (2) weeks needs intermittent leave, a new medical certification will be requested and required.)* If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never

received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of twelve (12) work weeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or to perform any one or more of the essential functions of his/her position because of the serious health condition.

If an employee is absent because of his/her own serious health condition, the Company will also require a medical release to return to work form or certification from the employee's health care provider that the employee is able to resume work.

Failure to provide a release to return to work certificate from the employee's health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

#### Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

#### Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of twelve (12) work weeks, or twenty-six (26) workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. The employee is responsible for continued payment of the employee's contribution to the RoboVent insurance plans while on leave and in accordance with the standard payroll periods.

#### Substitution of Paid Leave

FMLA leave is unpaid. An employee may use accrued paid time off while taking FMLA leave. An employee on leave may also be eligible to receive benefits through the RoboVent insurance

and/or state programs.

### Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid ten percent (10%) of salaried employees employed within seventy-five (75) miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

### Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the twelve (12) work week entitlement (twenty-six (26) work week entitlement if leave is to care for a service member) in any twelve (12) month period. No carryover of unused leave from the first twelve (12) month period to the next twelve (12) month period is permitted.

### Intermittent Leave

Employees may take Family and Medical Leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is thirty (30) minutes.

### Parental Leave

RoboVent provides paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. Parental leave runs concurrently

with Family and Medical Leave Act (FMLA) leave, as applicable.

Full-time regular employees that have been employed with RoboVent for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) consecutive months immediately preceding the date the leave would begin are eligible for paid parental leave. In addition, employees must meet one of the following criteria:

- Have given birth to a child;
- Be a spouse or committed partner of a woman who has given birth to a child; or
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

Eligible female employees who have given birth will receive up to four (4) weeks of paid parental leave per birth, adoption or placement of a child/children in a rolling forward calendar year. All other eligible employees that are new parents will receive up to two (2) weeks of paid parental leave per birth, adoption or placement of a child/children in a rolling forward calendar year. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than maximum allotted (four (4) or two (2) weeks), per birth, paid parental leave in a rolling twelve (12) month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that twelve (12) month time frame.

Each week of paid parental leave is compensated at 100 percent (100%) of the employee's regular, straight-time weekly pay based on regular hours worked. Paid parental leave will be paid on a bi-weekly basis on regularly scheduled pay dates. If an employee is eligible for state funded wage replacement, the employee will be required to file a claim for such benefits and RoboVent will coordinate benefits, so not to exceed 100 percent (100%) of the employee's regular wages. Coordination with state benefits does not extend paid parental leave beyond the weeks allotted under this policy.

Approved paid parental leave may be taken at any time during the three (30) month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this three-month time frame.

Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the three (3) month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the three (3) month time frame. Upon termination of the individual's employment at the Company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the twelve (12) weeks of available FMLA leave per a twelve (12) month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed twelve (12) weeks during the twelve (12) month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued paid time off. Upon exhaustion of accrued paid time off any remaining leave will be

unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The Company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Company paid leave such as paid vacation leave or paid sick leave. If a Company holiday occurs while the employee is on paid parental leave, such day will be considered as paid parental leave and will not extend the total paid parental leave entitlement.

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary Human Resources forms and provide all documentation as required by the Human Resources department to substantiate the request. As is the case with all Company policies, RoboVent has the exclusive right to interpret this policy.

### Extended Medical Leave

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, you may use any paid time off previously accrued.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Human Resources will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

An employee that needs reasonable accommodations should contact Human Resources and discuss the need for an accommodation.

Any leave taken under this provision qualifying as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of twelve (12) work weeks of family/medical leave in a twelve (12) month period.

### Domestic Violence, Sexual Assault or Stalking Leave

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid time off for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible.

Employees who are victims of domestic violence, sexual assault or stalking and need a



reasonable accommodation for their safety at work should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The Company may request recertification every six (6) months from the date of the previous certification. You should notify the company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any, which are effective and will make reasonable accommodations unless an undue hardship will result.

RoboVent will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

## Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact Human Resources.

## Jury Duty and Witness Leave

RoboVent encourages employees to serve on jury duty when called. You should notify your manager of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

You may retain any mileage allowance or other fee paid by the court for jury services. To be compensated for time off while serving jury duty, employees may use any accrued paid time off.

## Military Leave

Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

## Volunteer Civil Service Personnel Leave

Employees who serve as a volunteer firefighter, air patrol, peace officer, or emergency rescue personnel are to notify RoboVent management of their volunteer status. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may be eligible to take unpaid leave time to engage in training and service. When taking time off for emergency duty, please alert your manager before doing so when possible.

## Personal Leave

A personal leave of absence without pay may be granted at the discretion of RoboVent. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of twelve (12) work weeks of family/medical leave in a twelve (12) period.

## Bereavement

RoboVent grants leave of absence to regular full-time employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to three consecutive scheduled workdays off with pay with the approval of the Company. The employee's manager may approve additional unpaid time off.

## Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her manager at least two days' notice.

## External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of RoboVent or the individual employees. Attendance at such activities, whether required by the Company or requested by individual employees, requires the written approval of your manager. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by the Company, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the general manager in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While RoboVent generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

## Operational Policies

## Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Company's objectives. The following conduct is prohibited and will not be tolerated by RoboVent. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- Removing or borrowing Company property without prior authorization;
- Unauthorized use or misuse of Company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Company property;
- Participating in horseplay or practical jokes on Company time or on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating or participating in a disruption of any kind during working hours on Company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a manager or member of management, or the use of abusive or threatening language toward a manager or member of management;
- Using abusive, threatening or intimidating language at any time on Company premises;
- Violation of Company punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or Company policy, rule, procedure or violation of the Company's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the Company's anti-harassment or equal employment opportunity policies; and

- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or RoboVent remain free to terminate the employment relationship at any time, with or without reason or advance notice.

## Electronic and Social Media

This policy is intended to protect the Company's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Black Berries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers, and Wi-Fi devices.

RoboVent also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices (such as cell phones, Blackberries or smart phones or writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through RoboVent servers are Company property owned by the Company for the purpose of conducting Company business. These items must be maintained according to RoboVent rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Company property may be removed from the premises.
- All electronic communications also remain the sole property of RoboVent and are to be used for Company business. For example, email messages are considered Company records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of RoboVent and remains the property of RoboVent.
- Information stored in RoboVent computers and file servers, including without limitation Customer Lists, Vendor Lists, Supplier Lists, Designs, and Data Specifications is the property of the Company and may not be distributed outside the Company in any form whatsoever without the written permission of RoboVent's Chief Financial Officer or President.
- Violation of any of the provisions of this policy, whether intentional or not, will subject RoboVent employees to disciplinary action, up to and including termination.

## Monitoring of Company Property

RoboVent reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the

employee's presence. RoboVent computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. The Company reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Company policy or any law occurs. E-mail may be monitored by the Company and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the Company's ownership of the electronic information or ability to monitor the information. The Company may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by RoboVent management.

### Prohibited Use

All existing Company policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Company assets or resources. It is a violation of RoboVent policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory, harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against RoboVent policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to un-securely communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Company computer is a violation of the Company's policy against sexual harassment. This description of prohibited usage is not exhaustive and it is within the discretion of RoboVent to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, managers, or staffing.

### Social Media

RoboVent uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. If you have specific questions about which programs the Company deems to be social media, consult with your manager.

Use of Internet based programs such as Facebook, Linked-In, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of Company goals. However, only authorized individuals are allowed to speak/write in the name of RoboVent using the social media tools of the Company.

Your manager will authorize you if you can use these Company social media tools to perform your job duties. Authorized individuals using the Company social media tools shall identify themselves honestly, accurately and completely and comply with all Company policies in using this media.

Your authorization is limited to business purposes and personal use of these Company social

media tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of Company property apply.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Company policies against inappropriate usage, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information apply.

Nothing in the RoboVent social media policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment.

### Employee-Owned Devices

RoboVent recognizes that occasional use of the employee's own computers (including hand held devices) and electronic communications may occur during working time. The Company allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time or violate any Company policy. All other company policies, including the Company's no tolerance for discrimination, harassment or retaliation in the workplace apply. RoboVent reserves the right to adjust this policy on a case by case basis as it deems appropriate.

### Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles, uniforms, company purchased tools, vehicles, and equipment are RoboVent property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. RoboVent reserves the right to inspect all Company property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Company property may be removed from the premises.

Company voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. RoboVent reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

RoboVent may periodically need to assign and/or change "passwords" and personal codes for email, voicemail, company cell phones, computers, tablets, and other devices. These communication technologies and related storage media and databases are to be used only for Company business and they remain the property of RoboVent.

RoboVent reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the company voice-mail and email systems are subject to the same company policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.



## Company Vehicles

RoboVent provides company owned vehicles for certain positions within the organization. Company vehicles are to be used for RoboVent business purposes only and are to be kept clean and maintained. The following guideline applies to company vehicles:

- Company vehicles are not for personal use unless explicitly authorized by the employee's manager.
- All expenses in relation to fueling, servicing and insuring vehicles will be paid by RoboVent.
- The intended use of Company supplied vehicles is for transport to and from work, clients, and other legitimate business use. Private use is only permitted with consent from RoboVent's Chief Financial Officer or President.
- The Company vehicle is to be driven only by a RoboVent designated driver.
- Drivers of company owned vehicles are required to provide Company business related transportation for other RoboVent employees.
- It is the responsibility of the driver to ensure their vehicle is maintained, kept clean and well presented. Smoking and Pets are prohibited in Company vehicles.
- Any consumption of alcohol or other impairing substances before or while driving the Company supplied vehicles is strictly prohibited.
- Any insurance deductible (\$1,000) which arises from damage to the vehicle, for which the driver is responsible, may need to be paid by the driver.
- Drivers of Company owned vehicles are expected to drive in a safe and orderly manner and comply with all laws and traffic regulations. It is the responsibility of the driver to pay for any fines or penalties incurred while driving company owned vehicles.
- Drivers of Company vehicles must report all driving violations to Human Resources immediately. Violations include but are not limited to moving violation tickets, vehicle accidents, suspended drivers' license, or any driving related misdemeanors such as Driving Under the Influence (DUI). Should the employee develop a bad driving record, RoboVent may need to remove him/her from the Company's insurance policy and Company vehicle privileges will be rescinded. Failure to report any and all driving related violations may result in disciplinary action, including termination.
- Drivers ensure they will not text while driving, or use the phone while driving, unless with a hands-free device. Texting while driving may result in termination of employment.

It is the employee's responsibility to track business and personal miles, and turn in their log at the end of each calendar year in order to accurately track the personal income tax owed by the employee for the personal miles driven.

## Prohibited Use of Cell Phone While Driving

In the interest of the safety of our employees and other drivers, RoboVent employees are prohibited from using cell phones (including all smart phones) while driving on Company business and/or Company time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Company business and/or Company time. The

Company recommends preprogramming frequently used numbers into your phone rather than looking up numbers before dialing them. Violating this policy is a violation of law and a violation of Company rules.

Writing, sending, or reading text-based communication – including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications – on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving. Violating this policy is a violation of law and a violation of Company rules.

## Employees Who Are Required to Drive

Employees whose job duties require them to drive a Company vehicle or their own vehicles for Company business will be required to show proof of current valid driving licenses and proof of insurability under the Company's policy or current effective insurance coverage before the first day of employment.

RoboVent participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of his or her job, RoboVent retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on Company business will be reimbursed at the rate of IRS standard mileage rate per mile.

## Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of RoboVent property, possession of dangerous weapons or firearms, or abuse of the Company's drug and alcohol policy.

RoboVent is not responsible for damage to or loss of personal items on Company property. Employees should not bring personal valuables to the workplace.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave RoboVent. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

## Solicitation and Distribution of Literature

In order to ensure efficient operation of the Company's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Company property. RoboVent has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her manager.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

## Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding RoboVent, its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your manager. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

## Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of RoboVent, which impairs an employee's ability to exercise good judgment on behalf of the Company, can create an actual conflict of interest. Manager-subordinate romantic or personal relationships also can lead to managerial problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate manager, or any other appropriate manager, for a determination about whether an actual conflict exists. If an actual conflict is determined, RoboVent may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

## Travel and Expense Reimbursement/Credit Card Policy

This policy sets out the governing principles for the reimbursement of travel, entertainment and other business expenses incurred during the conduct of Company business, as well as the issuance and use of credit cards. It is the Company's policy to reimburse employees for ordinary, necessary and reasonable expenses when directly related to the transaction of Company business. Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the Company, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of entertainment, there is a clear business purpose. Employees are expected to exercise prudent business judgment regarding expenses covered by this Policy.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the Company's President and/or Chief Financial Officer. Company employees are responsible for complying with this policy. Employees submitting expenses that are not in compliance with this policy will not be reimbursed.

At no time may an employee use a Company credit card, gas card, or Company accounts for personal expenses or use. Inappropriate or unauthorized use of Company assets will result in disciplinary action, including termination, and may also result to criminal charges.

### Expense Reimbursement Requests

Requests for reimbursement of business expenses must be submitted through the Company's expense processing platform, Concur. Each expense shall be separately identified. While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than ten dollars (\$10.00). Requests for exceptions to this policy should document extenuating circumstances and be approved by a member of the accounting department.

The Company complies with IRS regulations, which require that all business expenses be substantiated with adequate records. Receipts for all business expenses must be submitted, including documentation of the following:

- The amount of the expenditure;
- The time and place of the expenditure;
- The business purpose of the expenditure; and
- The names and the business relationships of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee. Reimbursement requests shall be promptly submitted, and in no event more than thirty (30) days after the expense was incurred. Reimbursement requests more than thirty (30) days old may be rejected.

### Approvals

Expense reimbursement forms, together with required documentation, must first be submitted to the employee's manager through Concur. Managers approving expense reports are responsible for ensuring that the expenses reported are proper and reimbursable under this policy, the expense report has been filled out accurately and has the required documentation,

and the expenses are reasonable and necessary. If an expense is determined to be non-reimbursable, it is the manager's responsibility to review this with the employee and ensure it does not happen again. All expense reports are audited, in detail, by members of the accounting team, including the Chief Financial Officer. The President and Chief Financial Officer maintain oversight on expense reimbursement approval, and final reimbursement is subject to their review.

Travel approval is required by an employee's manager before an employee books any business travel expense. It is the responsibility of the employee to complete the Employee Travel Authorization Form and obtain managerial approval.

#### Credit Card Expense Reports – For Credit Card Holders Only

Credit cards issued in the name of the Company may be provided, at the discretion of the accounting department, to those employees whose jobs require a significant amount of travel, entertainment, or business purchasing. Employees requesting a credit card shall submit a written request to the Chief Financial Officer, setting forth the necessity for the credit card. Credit cards issued in the name of the Company are a privilege which may be revoked at any time. Company-issued credit cards shall not be used for personal expenses.

Employees with Company issued credit cards are solely responsible for the charges put on their card. If receipts and documentation are not provided, the Company may look to the employee for reimbursement. Under no circumstances should recurring charges of any kind be placed on the card without prior approval of a member of the accounting department.

Employees are required to submit their credit card receipts through Concur on the 15th and 28th of each month. The Concur expense reports will go to the employee's direct manager for review and approval. Thereafter the expense report will be reviewed by the accounting department.

#### Reimbursable Expenses

The following are reimbursable expenses, as long as they are in compliance with the applicable provisions of this Policy, and are for business purposes. When possible, the employee should choose the lowest cost alternative, consistent with good business practices. Neither luxury nor sub-standard modes of transportation and accommodations should be used:

- Overnight accommodations. If not staying in a hotel, nightly limits are \$100 for a single night and \$80 for multiple nights.
- Airfare, train fare, bus fare, taxicabs, and related tips.
- Airline baggage fees.
- Business entertainment meals and expenses, including tips up to 20%.
- Car rental expenses, including fuel.
- Business Miles incurred on personal vehicle.
- Toll and parking charges.
- Conference and convention fees.
- Business center costs (i.e., copying, faxing, etc.).
- Uniforms, only as specifically approved in advance by HR.
- Branch office lunches are allowable at a cost of \$5.00 per employee. An employee may not expense lunch if her or she misses the office provided lunch or wants something different.

- All non-standard expenses and special requests must have written approval from the employee's manager.
- TSA pre-check if the Employee is a frequent traveler is allowed but must be pre-approved by the employee's manager.
- Other reasonable and necessary business expenses, not specifically excluded by this section.

#### Non-Reimbursable Expenses

- Airline club dues.
- First class or business class airfare.
- In-flight movies/refreshments.
- Hotel room movies and other forms of personal entertainment.
- Traffic fines.
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity.
- Parties and gifts for Company employees without prior approval.
- Reimbursement for business miles in excess of the cost of airfare to the same destination.
- Airline wifi usage, one-time expenses and annual memberships, unless approved by an employee's manager.
- Hotspot device usage ("Jetpack", "Aircard", or "Mifi").
- Annual shopping memberships like Amazon Prime, Sam's Club, etc. unless approved by the Accounting department.
- Personal cell phone bills. Company offers a company phone for those that need it for business purposes.
- Employee gifts or payments through PayPal, gift cards, or other means of payment.
- LinkedIn membership cost and/or other LinkedIn services.
- Personal fuel consumption.
- Car washing and detailing.

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee and manager must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this Policy.

#### Additional Points of Clarification for Commonly Incurred Expenses

##### *Meals*

While traveling on business, employees may expense meals that meet a total daily limit. This is not a daily per diem rate and per diem rates are not a reimbursable expense. It is the expectation that employees will be reasonable with meal cost while traveling. Receipts are required for all meal expenditures and will be subject to approval by the employee's manager and a member of the accounting department.

The daily limit for expensed personal meals is \$55.00; this is NOT a per diem rate. This limit will be set in Concur and any overages will flag as exceptions to an employee's manager and the accounting department. It is understood that costs fluctuate based on location and mindful

discretion is required. The Service and Installation departments are exempt from the personal meal reimbursement and receive per diems.

The meal cost structure is for personal meals and does not apply to meals with customers, customer entertainment, or preapproved employee special events. It is expected that employees show responsibility and good judgement with cost for special events, dinners, and outings.

#### *Air Travel*

All employees are expected to travel coach class and are encouraged to search for the lowest available fare. All flights must be booked using the Concur Travel tool, and flights should be booked at least two (2) weeks in advance where possible to keep the flight costs down. Full-fare airline tickets are not permitted without approval by the employee's manager. All flights have a \$600 limit – all exceptions must be approved in advance by a member of the accounting department.

Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline credits are to be reported to management, these must be tracked and used. Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

#### *Lodging*

An employee may elect to pay for their overnight lodging directly. The employee will receive reimbursement of up to \$100.00 per overnight stay, or \$80 for multiple nights. Requests for reimbursement must be submitted timely, within 30 days of incurrence. PayPal must be used for these transactions; cash payments are not permitted as a reimbursable expense.

Prudent judgment should be used when selecting a hotel or motel. A single room with a private bath in a moderately priced business class hotel or motel is the Company's standard.

For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation.

The Company will not reimburse an employee for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse or partner for purposes of this policy.

#### *Rental Cars*

It is expected that reservations will be made through Concur for an appropriate vehicle, depending on the type of travel, typically a midsize sedan. Per day costs for rental cars are expected to be in the \$50 to \$60 dollar range for base rate, although rates vary by rental location. Should the need arise for a larger vehicle, prior approval from an employee's manager or a member of the accounting department is required.

If midsize sedans are not available at the Company's preferred vendor(s), the employee should review non-preferred rental car companies instead of incurring a higher cost for a luxury car. Luxury car rentals will not be reimbursed by Company.

Employees driving rental cars for business purposes are covered under the Company's business liability policy, therefore additional insurance coverage at the counter should NOT be purchased and is not reimbursable under this policy. An exception to this policy relates to employees renting a car in the country of Mexico. In this case, the supplemental insurance

should be accepted.

### *Personal Vehicles*

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the currently allowable IRS rate. Business miles submitted for reimbursement should be for the entire business trip, net of any personal miles.

Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and will be responsible for any damage to the vehicle, as well as for liability.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

### *Company Vehicles*

Company vehicles may be issued if business reasons exist as determined by Company management. The employee is responsible for proper care and maintenance of the vehicle. However, reasonable vehicle maintenance costs such as below will be covered by the company:

Oil Changes as needed from local office designated, economical service center.

- Car washes as needed to keep Company owned vehicles reasonably clean, not to exceed \$30 a month.
- Additional maintenance as needed, but requires prior authorization from a member of the accounting department.

### *Personal Use of Company Car ("PUCC"):*

PUCC is a non-cash fringe benefit to an employee; consequently, the value of this benefit must be added to an employee's W-2 as taxable income.

To determine the value of this benefit, the Annual Lease Value ("ALV") of the Company vehicle determined in accordance with IRS guidelines is divided between business mileage and personal miles, with the value attributed to personal mileage considered taxable income. In addition, if the Company pays for fuel when a Company vehicle is used for personal business, the IRS adds 5.5 cents per mile as an additional non-cash benefit. This additional non-cash fringe benefit will not apply because RoboVent employees will be responsible for fuel consumed during personal use of a Company vehicle.

Each employee provided with a Company vehicle is responsible for maintaining a detailed log tracking both business and personal miles. A copy of this log must be remitted to the accounting department at the end of each calendar year. If an employee does not keep accurate records, all miles driven will be considered personal and the entire ALV will be taxable to the employee.

Employees with Company vehicles are required to submit their business and personal mileage use of the vehicle via a workflow in SalesForce. This is mandatory information that the Company is required to obtain per IRS regulations.

### *Office Supplies*

Any office supply or peripheral computer equipment purchase that is personal in nature (i.e., new mouse, keyboard, computer bag, or specialized supplies) must be approved by a member of the accounting department prior to purchase. There must be a necessary and reasonable need for the purchase.



### *Policy Exceptions*

Generally, any exception to this policy must have the prior written approval of the employee's manager the Company's President or Chief Financial Officer. Requests for exception should document extenuating circumstances or proposed overall savings to the Company.

### Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the manager should be called immediately.

RoboVent is a service business and all of us must remember that the customer always comes first. Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your manager or executive management to intervene.

### News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Company's President and/or Chief Financial Officer may comment to news reporters on RoboVent policy or events relevant to RoboVent.

This policy does not limit an employee's right to discuss the terms and conditions of his or her employment, or to try and improve these conditions.

### Off-Duty Conduct

While RoboVent does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility.

Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations will not be tolerated.

## Other Employment

While employed by RoboVent, employees are expected to devote their energies to their jobs with the Company.

Employment that directly conflicts with the Company's essential business interests and disrupts business operations is strictly prohibited.

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to RoboVent explaining the details of the additional employment. If the additional employment is authorized, RoboVent assumes no responsibility for it. RoboVent shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

## Political Activity

Many employees participate in political activities on their own time. Company time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. RoboVent will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by RoboVent announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that RoboVent officially endorses or opposes any candidates for political office that RoboVent itself has not publicly announced. Company employees are entitled to their own personal position.

The Company will not discriminate against employees based on their lawful political activity engaged in outside of work.

## Guests and Visitors

Visits from personal guests are to be kept to a minimum, in order to preserve an appropriate work environment. It is extremely important that the impression left with RoboVent visitors is that of a professional organization with the highest standards of conduct.

All guests and visitors are to check in at the front desk upon arrival and departure from any RoboVent location.

## Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

## Off-Duty Use of Facilities

Employees are prohibited from remaining on RoboVent premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use.

## Parking

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of RoboVent property. Employees may not use parking areas specifically designated for customers, vendors, or Company vehicles. RoboVent is not responsible for any loss or damage to employee vehicles or contents while parked on Company property.

## Smoking

Smoking, tobacco use, or vaping is not allowed in any enclosed area of the facility or at a client's location.

## Gifts

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with RoboVent because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the Company in advance.

## Conducting Personal Business

Employees are to conduct only RoboVent business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

## Compensation

## Work Schedules

RoboVent is normally open for business between the hours of 7:00 a.m. to 4:30 p.m. EST, Monday-Friday. Your manager will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your manager, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

## Timekeeping Requirements

All non-exempt employees are required to use a time tracking software (ADP) to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Employees must record their own time at the start and at the end of each work period.

Employees must clock out for their meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." Working off the clock violates Company policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your manager. If you perform any off-the-clock work, please report the work to your manager.

Employees also must record their time whenever they leave the building for any reason other than RoboVent business.

Employees will be required to certify that their time record is accurate.

Any handwritten marks or changes on the timecard must be initialed by a manager. Punching another employee's timecard, allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your manager.

## Meal and Rest Periods

### Rest Breaks

All nonexempt employees are entitled to rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out.

You will be authorized and permitted one (1) 10-minute rest break for every four (4) hours you work. A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

You are authorized and permitted to take a rest break in the middle of each four hour work period.

There may be practical considerations that make this general timing infeasible and that require RoboVent to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible.

### Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least thirty (30) minutes if you work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five (5) hours per day but no more than six (6) hours, you may waive the meal period. This cannot be done without the mutual consent of you and your manager. You must discuss any such waiver with your manager in advance.

Your meal period will be provided no later than the end of your fifth hour of work.

If you work more than ten (10) hours in a day, you will be provided a second, unpaid meal period of at least thirty (30) minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve (12) hours. This cannot be done without the mutual consent of you and your manager and must be in writing. You must discuss any such waiver with your manager in advance.

### Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. RoboVent will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a manager.

RoboVent provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of forty (40) hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight twenty-four (24) hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

## Payment of Wages

Paychecks are normally available by direct deposit on pay day. If you do not have direct deposit, the paycheck will be available at your location's office or will be mailed to your home. If you observe an error on your check, please report it immediately to your manager.

All employees of RoboVent are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on workday before the holiday.

RoboVent offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least ten (100 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two (2) pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least ten (100 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than ten (100 days before the end of the pay period.

## Pay for Mandatory Meetings/Training

RoboVent will pay employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her manager

## Advances

RoboVent permits advances only in extenuating emergency circumstances. Advances must be pre-approved by your manager and be paid back on the following pay period.

## Safety and Health



## Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your manager or to the Human Resources department.

## Environmental Health and Safety Rules

All employees are required as Company policy to fully observe and comply with the Federal, State, Provincial, Local Municipal, Customer and RoboVent Safety Rules, Regulations and Work Practices which promote a healthy and safe work environment, prevent accidents and safeguard the welfare of equipment, property, and employees.

As a RoboVent team member, it is your responsibility to know and understand the following:

- Safety Glasses (ANSI Z87.1) shall be properly worn at all times in any manufacturing environment, production area, prototype environment, warehouse area, shipping and receiving area, or any other so designated as a personal protection requirement. Employees requiring prescription lenses are required to obtain prescription safety glasses or wear safety over-glasses so to maintain the ANSI 787.1 safety glass requirement.
- Steel or composite toe shoes (ANSI Z41) shall be properly worn at all times (outside designated walk paths) in any manufacturing environment, warehouse area, shipping and receiving area, or any other area where required due to applicable hazards present.
- Properly rated (ANSI, ASTM, or equivalent) protective gloves shall be worn by team members where and when required by the hazards of the task performed. All protective gloves and sleeves will be issued by RoboVent. No team member shall use his or her own personal protective gloves or sleeves.
- Hearing protection devices shall be properly worn always in RoboVent work areas and/ or plants where required. The wearing of “ear buds” or any headphones (wired or wireless) is prohibited while working on the production floor.
- Bump caps and hard hats shall be worn always where, when and as required.
- Respirators shall be worn where required by the task or work area. Before a team member is permitted to wear a respirator, he or she shall complete a medical questionnaire and be fit tested.
- All Personal Protective Equipment (PPE) used and worn on RoboVent premises shall be purchased and supplied by RoboVent. RoboVent team members are prohibited from using PPE not purchased and supplied by RoboVent. This does not apply to steel or composite toe shoes and prescription safety glasses.
- Report all accidents, injuries, or unsafe working conditions immediately to your Team Lead, Supervisor, Manager, HR, or EHS representative immediately.
- Never turn on, use, repair, or operate a machine or piece of equipment unless you have been given specific instructions on operating procedures and have been approved by your Supervisor/Manager to do so.
- All motorized mobile equipment, such as aerial lifts, boom lifts, forklifts, etc. shall not

be operated without obtaining the proper training, license, or certifications. Do not operate motorized mobile equipment in a reckless or careless manner. Seat belts shall be worn and both feet shall be placed on the floor at all times.

- All “danger”, “warning” and other HSE related signage posted in RoboVent facilities must be strictly adhered to at all times.
- When using or handling materials or chemicals, the requirements and instructions from the MSDS (SDS) shall be available. RoboVent team members must follow instructions per the “Right to Know” guidelines for material handling.
- Access to fire extinguishers, fire suppression system risers, egress aisles, and exit doors must be maintained at all times.
- All trash, waste or recyclable materials shall be placed in the appropriate collection containers and receptacles.
- Hazardous Energy Control training, alternatively referred to as Lockout/Tagout or LOTO training, shall be provided and/ or received prior to performing a task that has the potential to expose a team member to Hazardous Energy Sources.
- Safety guards and other safety devices are provided for your protection. Removal, alteration, or nonuse is prohibited. The act of bypassing a guard or safety device is prohibited and is grounds for dismissal.
- Horseplay, throwing objects, running, and practical jokes are not permitted during the course of work.
- Should a task require lifting of heavy or awkward objects, you should obtain instructions from your Supervisor on the proper method of lifting using the strength of your legs instead of your back. ALWAYS ask for assistance if the load is heavy enough to potentially cause sprain or strain. Lifting assists such as mechanical lift assists, dollies, or pallet jacks, or cranes when available, must be used to limit possible injuries.
- Seat belts must be worn when operating, or riding as a passenger, in a vehicle while on company business. Hands free communication devices shall be used when and where feasible to do so.
- No loose, dangling, or hanging jewelry shall be worn while operating equipment on the premises of RoboVent. Piercings that pose an additional risk to the team member must be removed or covered in a manner which mitigates this risk.
- Long hair must be contained in a hair net or tied up in a manner to insure there is no opportunity of it becoming caught in moving machinery. Generally, this applies to hair longer than shoulder length.
- RoboVent team members are responsible for performing their job in a safe manner. If there is a question or uncertainty about a procedure, task, or piece of equipment, please contact your Supervisor, Manager, or EHS representative. Team members also have the responsibility to address any instance of non-compliance. RoboVent hosts are responsible for the activities, actions, and EHS compliance of visitors and contractors while visiting or performing services on a RoboVent or Customer site.

## Safety and Working Hours

RoboVent wants to ensure that employees are well rested and ready to work in a safe manner. As a guideline, employees will be scheduled to work no more than twelve (12) hours in one (10) workday and provided a minimum of ten (10) hours rest time between work shifts. At times, employees may be required to work beyond the twelve (12) hours in one workday. When the need arises to work additional hours, employees will be provided a minimum of eight (8) hours rest time between work shifts.

## Safety Investigations

RoboVent diligently investigates all reports of safety risks and work related injuries and illnesses. It is the desire of the Company to investigate incidents in order to prevent future incidents, minimize safety risks in the workplace, and enforce important safety rules and procedures.

Safety investigations are conducted by the RoboVent Safety Manager immediately upon knowledge of a potential risk or actual work injury or illness. Upon completion of the investigation, the Safety Manager submits results of the investigation to the review committee consisting of Human Resources, the appropriate department manager, and division head. The committee considers the severity of the incident and violation of company policies and subsequently implements appropriate corrective action.

## Workers' Compensation

RoboVent, in accordance with state laws, provides insurance coverage for employees in case of work-related injury. To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your manager;
- Seek medical treatment (a medical facility will be provided for you) and follow-up care if required;
- Complete and cooperate with the workplace safety investigation; and
- Provide the Company with a certification from the treating health care provider regarding and work restrictions, status of the injury or illness, as well as your ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires RoboVent to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

### Workers' Compensation and FMLA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and federal law (Family Medical Leave Act), will be placed on FMLA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA for a maximum of twelve (12) weeks in a twelve (12) month rolling period.

### Returning to Work

It is RoboVent's policy to return an injured team member to work as soon as it is safely possible (and consistent with the treating physician's instructions) using any and all reasonable accommodations based on the team member's work restrictions and available work to be performed.

It is the policy of RoboVent to provide light duty work when available and the employee is qualified to perform the light duty work available. If the Workers' Compensation Physician has released the team member to return with restrictions, RoboVent is committed to identifying a work task for the team member that is consistent with the assigned restrictions. The team member must notify his/her Supervisor and the Human Resources Department of stated restrictions. It is the responsibility of the team member to ensure they do not violate any work restrictions throughout the course of their work.

All personal injuries and/or medical treatments occurring outside of the scope of work which prevents, hampers, or obscures an employee's ability to perform his/her assigned duties as defined by their job description, shall require a Return to Work release from the treating physician prior to returning to the workplace.

If, at any time, RoboVent has reason to believe an employee is physical or mentally impaired from performing their assigned position in a safe manner, the employee may be sent home and be required to obtain a fit for duty exam and Return to Work release prior to returning to work.

While on restrictions or "light duty", team members are not authorized to work overtime, unless pre-approved by the manager of the light duty position.

A leave of absence, time off from work, or a reduction in work hours due to an illness and/or injury will run concurrently with all federal and state applicable leaves.

## Heat Exposure

The Company is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All managers are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five (5) minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time.

Please talk to your manager for details on how to ensure you are protected from heat illness dangers.

## Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- If weather conditions prevent you from safely traveling to work, you must notify your manager by phone, if telephone service is functional, or by any other available means.
- In the event of a natural disaster, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact the office immediately, if possible.

## Recreational Activities and Programs

RoboVent or its insurer will not be liable for payment of workers compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

## Security

RoboVent has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your vehicle, desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your manager when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

## Workplace Violence

The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of weapons on Company premises, at Company-sponsored events or on Customer premises shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

<b>Example</b>	<b>Type of Threat</b>
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their managers have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

# Employment Separation

## Employee References

All requests for references must be directed to Human Resources. No other manager or employee is authorized to release references for current or former employees.

By policy, RoboVent discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, RoboVent also will inform prospective employers of the amount of salary or wage you last earned.

## Involuntary Termination

Violation of RoboVent policies and rules may warrant disciplinary action. The Company has a system of discipline that may include verbal warnings, written warnings, and/or suspension. The system is not formal, and RoboVent may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of discipline in no way limits or alters the at-will employment relationship.

All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

## Reductions in Force

Under some circumstances, RoboVent may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Company will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, RoboVent will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

## Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at RoboVent, or fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, his or her manager (unless the absence is protected by law). All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.



## Confirmation of Receipt

## Confirmation of Receipt

I have received my copy of the Company's employee handbook effective June 1, 2019. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at RoboVent is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between RoboVent and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with RoboVent.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. RoboVent reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the President or Chief Financial Officer of RoboVent, no manager or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the President or Chief Financial Officer of RoboVent has the authority to make any such agreement and then only in writing, signed by the President or Chief Financial Officer.

I hereby agree not to commence any action or suit (whether Statutory, Common Law, Federal, State, or otherwise) relating to any employment with my employer more than SIX (6) MONTHS after the date of termination of such employment or accrual of the cause of action whichever is earlier, and waive any Statute of Limitations to the contrary.

Employee's Signature \_\_\_\_\_

Employee's Printed Name \_\_\_\_\_

Date \_\_\_\_\_