



GLOBAL EMPLOYEE HANDBOOK

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INTRODUCTION TO THE GLOBAL HANDBOOK FOR EPIQ EMPLOYEES

Welcome to the Employee Handbook (collectively, with any applicable local appendix, "Handbook") for Epiq ("Epiq"). This Handbook is applicable to all Epiq Employees, both in the U.S. and Internationally, and supersedes all previous communications, written or oral, regarding the policies. It will be updated from time to time. As a condition of your employment, you are responsible for monitoring the Handbook and corresponding policies for updates.

ABOUT THIS HANDBOOK

As your employer, Epiq maintains an objective to provide its Employees with a work environment that is fair in its consistency of personnel practices and policies. A written Employee handbook is an important step in achieving that objective, but there are things that remain outside its scope or ability:

- You are responsible for reading, understanding and complying with the provisions of this Handbook as well as other Epiq policies, obligations and guidelines.
- This Handbook will be periodically updated and revised. It is your responsibility to review all communications related to the Handbook and to regularly review revisions to the Handbook.
- The Handbook contains important information about your job, including policies and procedures for which you will be held accountable.
- The Handbook does not provide an answer to every situation or question. There may be additional guidelines that apply to a department, specific line of business or administrative area.
- In addition to this Handbook, there may be an appendix that applies to you based on the country or location where you work. If so, the local requirements or procedures in that appendix are intended to supplement this Handbook. In the event of a direct conflict, your applicable local appendix will control for those specific items only.

While this Handbook supersedes any previous Employee handbook that may have applied to you, the policies described in this Handbook and its incorporated appendices for specific locations are to be construed together with any applicable policies and procedures in force in your local jurisdiction whether or not listed in any applicable appendix, as well as any terms and conditions of employment (including at-will employment for U.S. Employees, meaning that you or the company can terminate your employment at any time without notice or payment). Just as Epiq's business environment and applicable laws change from time to time, the policies in this Handbook may be modified as necessary with or without notice. No two employment situations are exactly alike, and particular circumstances may warrant individualized consideration. Epiq 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, consistent with applicable law.

No oral statements or representations can in any way alter the provisions of this Handbook. This Handbook and its local or regional appendices as applicable, as well as your offer letter, employment contract and/or nondisclosure agreement if applicable, set forth the terms and conditions of your employment with Epiq, except as modified by an employment agreement (if applicable), work rules, applicable law or an applicable collective bargaining agreement. This Handbook is non-contractual. Further, nothing in this Handbook, or in any other personnel document, including benefit plan descriptions, constitutes a contract of employment, nor does the Handbook constitute a promise or representation of continued employment for any Employee.

Because laws vary from country to country and from state to state, some policies and procedures may include variations, depending on where you are employed. Additionally, policies and procedures may be tailored to the specific needs of your business unit, department and/or geographic location. The availability and content of benefits may vary as well, depending on an Employee's business unit and/or geographic location. Employees should consult their Human Resources representative for country — or state — specific information regarding compensation and benefits as well as policies and procedures.

Nothing in this Handbook or the local or regional appendices as applicable is intended to violate or supersede mandatory applicable law. To the extent that any of the provisions contained in this Handbook (including any appendix) conflict with any applicable law, then the applicable law shall govern.



There are numerous resources available to assist you in answering your questions about this Handbook and other policies or terms applicable to your employment. In most cases, first check with your manager when you have a question or concern. Additionally, a Human Resources representative who works with your team or location is available for help and advice.

EQUAL EMPLOYMENT OPPORTUNITY

It is Epiq's policy to comply with all applicable equal employment opportunity laws by making all employment decisions without unlawful regard or consideration of any individual's race, religion, ethnicity, color, sex, sexual orientation, gender identity or expressions, transgender status, sexual and other reproductive health decisions, marital status, age, national origin, genetic information, ancestry, citizenship, physical or mental disability, veteran or family status or any other basis protected by applicable national, federal, state, provincial or local law. Epiq's policy prohibits unlawful discrimination based on any of these impermissible bases, as well as any bases or grounds protected by applicable law in each jurisdiction.

Religious discrimination includes failing to reasonably accommodate an individual's religious practices where the accommodation does not impose undue hardship on Epiq. It is the responsibility of every applicant or Employee to make the Employee's need for reasonable accommodation due to the Employee's religious practices known to Epiq by submitting a written request for accommodation to the Human Resources Department in advance so that appropriate scheduling arrangements can be made.

It is the responsibility of every Employee and those not directly related to Epiq, such as vendors, consultants, clients, customers or other Epiq contacts, to ensure that discrimination on any of these impermissible bases does not occur in the workplace. The Chief Human Resources Officer is responsible for the implementation of this policy. Any questions or concerns regarding this policy should be directed to the Human Resources Department.

As part of its policy to comply with all applicable equal employment opportunity laws, Epiq not only prohibits discrimination in employment against otherwise qualified applicants and Employees on account of a physical or mental disability, but also prohibits discrimination based on a perception of, or association with, a person with such a disability. In addition, Epiq will provide reasonable accommodation to individuals with a known physical or mental disability as required by law if such accommodation would not impose an undue hardship on Epiq, and such accommodations would enable the individual to apply for, or perform the essential job functions for, the position in question. This policy is not intended to afford Employees with any greater protections than those which exist under national, federal, state, provincial or local law.

Epiq will accommodate disabilities in accordance with applicable law. It is the responsibility of every applicant or Employee with a physical or mental disability to make the Employee's need for reasonable accommodation known to Epiq by submitting a written request for accommodation to the Human Resources Department and providing applicable documentation.

STANDARD CODE OF CONDUCT AND DUTIES

The following constitutes Epiq's Standard Code of Conduct and Duties (the "Code").

An Employee's behavior can have serious consequences and jeopardize not only personal credibility but that of Epiq as well. Therefore, each of us is expected to understand and abide by the Code in our day-to-day actions and decisions. We are each expected to seek and find the appropriate answer in every business situation and to:

- Act with uncompromising honesty and integrity;
- Treat others, always, with respect and fairness;
- Be knowledgeable about and obey the laws, the Code of Conduct, the Employee Handbook and all other Epiq policies;
- Exceed client expectations with innovative solutions that provide superior value and service; and
- Act on behalf of Epiq to protect its assets, interests and reputation.



Epiq is a great company, and we will continue to win in the marketplace by putting our clients first, by acting with integrity and by making proper business conduct the foundation of our everyday behavior. This is our Code and the values by which we expect our Employees to conduct Epiq's business. If you need help or have questions with any current or foreseeable issues, please speak up. Several avenues are available to assist you including your manager, a Human Resources representative, or the Compliance Hotline.

Our individual and collective actions represent and support the success and reputation of our business.

PURPOSE

The Code covers every Employee irrespective of status, level or grade, and serves to:

- Describe Epiq's commitment to ethics and compliance with applicable law;
- Set forth basic standards of ethical and legal behavior;
- Detail reporting mechanisms for known or suspected ethical or legal violations; and
- Help prevent and detect wrongdoing.

We will face situations that are not always governed by any law or regulation, or may not be specifically identified in the Code, the Handbook, or other applicable policies. It is the job of each Employee to seek and find the appropriate answer in every business situation. This Code presents guidelines for appropriate business conduct and will help us deal responsibly with the range of complex business practices that affect our reputation. Each of us should be able to answer "yes" to the following questions before acting on behalf of Epiq:

- "Are you willing to have your actions appear on the front page of tomorrow's newspaper?"
- "Is your action honest and performed with integrity?"
- "Will your action support Epiq's reputation as an ethical company?"

ETHICS

Epiq conducts its business affairs in compliance with all applicable laws and regulations. We expect all Employees to strictly comply with these standards and to refrain from engaging in activities that are unlawful or may bring discredit to the organization. As all Epiq Employees represent Epiq in the performance of their duties, all Employees are responsible for giving those outside of the organization the best possible opinion of this Company. Epiq expects each Employee to use ethical practices in all business-related activities:

- Use and uphold national, federal, state, provincial and local law that may regulate sales transactions and customer services offered through Epiq.
- Never use Epiq information as a means for personal profit or gain.
- Do not solicit, obtain, accept or retain any personal benefit from any supplier, vendor, customer, client etc. or any individual doing or seeking business with Epiq. Personal benefit includes a gift, gratuity, favor, service, compensation in any form, discount, special treatment or anything of monetary value. Gifts to Employees by vendors should not be required or expected. When gifts are given, they should not be elaborate or expensive. Employees should consult with their manager before accepting any personal benefit.
- Be truthful and accurate in all representations you make regarding company products and services. If you have responsibility for a product and you know there are flaws or issues with that product, it is your affirmative responsibility to report them.
- Conduct yourself in accordance with the highest professional standards, and in such a way that does not expose the customer or Company to unnecessary embarrassment or disparagement.
- Do not engage in discriminatory conduct contrary to law or policy.
- Maintain the confidentiality of information that has been obtained in the course of professional service unless it is incumbent on you to disclose on a company business-need-to-know-basis or disclosure is required by law.
- Do not make false statements regarding competitors of Epiq or any products carried by Epiq's competitors.



WHISTLEBLOWING POLICY

Epiq intends to conduct its activities in a legal and ethical manner. Illegal and unethical acts may affect every Employee. Therefore, if you are aware of an activity that you believe to be illegal, improper, or unethical, you have the right and obligation to report it. Epiq will not take adverse employment action against an Employee for reporting such activity in good faith. If you know of or suspect such acts by another Employee, talk with your manager, with any other manager, or with the Human Resources Department. If another Employee, including your manager, asks or requires you to participate in an illegal or unethical act, refuse to do so and immediately report the request to Human Resources. All reports will remain confidential. If you are not comfortable reporting inappropriate activity to your manager, any human resources, legal or compliance team member, you may visit Epiq's Integrity or call the hotline at the numbers below. All calls are answered by a third-party and will remain anonymous. Participation in or failure to report illegal, improper or unethical activities could result in disciplinary action, which may include termination of employment.

Australia	1.800.763.983
Belgium	0800.260.39
Brazil	0.800.892.2299
Canada	Toll free: 1.800.235.6302 Text/SMS: 404.666.7764
China	+400.120.3062
France	0805.080339
Germany	0800.181.2396
Hong Kong	800.906.069
India	000.800.100.4175
Ireland	1800-904-177
Japan	0800.170.5621
Korea	070 4732 5023
Netherlands	0.800.022.0441
New Zealand	0800.002341
Poland	00.800.141.0213
Singapore	800.852.3912



Switzerland	0800.838.835
United Kingdom	0-(808)-189-1053
United States	Toll free: 800.461.9330 Text/SMS: 404.666.7764

The procedure set out in this Policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should refer to the Company's Grievance Procedure or the Harassment Policy (as appropriate).

This Policy covers every Employee working for the Company irrespective of their status, level or grade.

This Policy is for guidance only. Neither this Policy nor any part of its contents forms part of your contract of employment. Epiq may alter, add to or depart from this Policy at any time. In addition, Epiq is not bound to follow any particular procedural step in this Policy and may miss or jump steps at its absolute discretion. It is important that you read this Policy carefully and comply with its terms.

FAIR DEALING

We must deal fairly with Epiq's clients, vendors, competitors and other Employees. No one should take unfair advantage of anyone through manipulation, abuse of privileged information, misrepresentation or concealment of material facts or any other such practices. Anyone acting on behalf of Epiq may gather competitive information only in a lawful way.

In addition, there are many laws that set standards for fair dealing, with civil and criminal implications, including intellectual property rights, employment matters, antitrust/anti-competition, unfair competition, insider trading, defamation and contract law. Please seek guidance from your manager, a Human Resources representative, or the Legal Department in any circumstance where doubt exists.



CONFLICTS OF INTEREST

A conflict of interest exists when a person's private interests interfere in any way with the interests of Epiq. Employees must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to Epiq in conducting Epiq business activities. Employees are generally prohibited from doing independent business with a competitor, client or vendor.

All actual or apparent conflicts of interest between personal and professional relationships must be handled honestly and ethically. Do not direct business to companies in which you, a relative or a friend has an interest unless there is full disclosure and agreement in writing to your manager and others as needed. Examples of conflicts that must be disclosed and agreed to by management include but are not limited to:

- Having a family interest (e.g., any interests of your spouse/domestic partner, parent, child or sibling) in a transaction with the company in question.
- Having an individual or family interest in excess of 2% of total capitalization in any Epiq competitor, client or vendor. This does not apply to mutual funds that might hold an interest.
- Acquiring an individual or family interest in property (such as real estate, patent rights, securities or other properties) or a business where you believe the company has, or might have, an interest.
- Using methods or products developed on the job for personal gain.
- Having outside business interests or activities that may negatively affect Epiq's reputation.

NEPOTISM

Employment decisions are based on individual merit and business need and, therefore, the Company permits the employment of relatives with certain restrictions. For the purpose of this policy, the term "relative" shall mean a person related to an employee by blood or marriage, persons living in the same household or persons that are in a committed relationship.

When one employee is in a position to manage, supervise, assign work to, review, or otherwise affect employment decisions about another employee, any relationship between them that holds the potential for personal bias to enter into work decisions is not permitted.

A supervisory employee who fails to disclose a relationship that presents potential for personal bias, as provided for in this policy, may be subject to discipline up to and including immediate termination.

Conflicts of interest may not always be clear. Questions should be directed to your manager, a Human Resources representative or the Legal Department.

CLIENT RELATIONSHIPS

Epiq competes in the marketplace by offering the best products and services at competitive prices. No benefit should be given to a client with an explicit or implicit requirement to use or purchase Epiq products or services. Certain discounts, rebates, free products or services and re-billings occur in the ordinary course of business and are permitted, provided such benefits comply with local business conduct standards, federal antitrust, security and other laws and client contractual commitments.

All Employees are required to comply with Epiq's Travel & Entertainment Policy that also applies to our client relationships.

VENDOR RELATIONSHIPS AND BUSINESS GIFTS

The giving of business gifts by vendors is a customary way to strengthen business relationships and, with some restrictions, may be an acceptable business practice, subject to applicable law. "Business gifts" include business entertainment as well as goods. Employees should never accept a gift that could be perceived as anything other than nominal in value and limited in frequency. Anything that could reasonably be thought to have more than nominal intrinsic value, being offered to Employees individually or as part of a group, must have a manager's approval prior to acceptance or attendance.



Business gifts in connection with commercial vendors and other nongovernmental parties, are allowed provided that all such gifts are nominal in value and not received with the intent or prospect of influencing the recipient's business decisions, other than to foster general goodwill, and subject to applicable law. Even nominal gifts can be inappropriate if used in a way which creates the impression that a certain vendor is endorsed.

Transportation, hotel and other expense reimbursement by vendors or potential vendors are prohibited in conjunction with attendance at a vendor-sponsored trip or event unless the Employee is a presenter at the program or part of a panel, and other participants are treated equally.

Vendor-sponsored dinners, where one or more Epiq Employees attend, are allowed if the dinner is not lavish and such dining occurs in conjunction with business discussions and would not be deemed by others as influencing our actions or decisions.

Tickets or fees paid to sporting, theater, concert or other events are allowed to be accepted only if not lavish and preferably with the vendor attending with our Employee(s). The Employee's manager must be informed in advance and give specific written acceptance and acknowledgement of any such vendor tickets, fees or events that the Employee will be attending or benefiting from. The manager must determine the appropriateness to ensure the intent is simply to foster general goodwill and continued healthy relationship building. Acceptance by any one Employee during the course of the year should be minimal and limited in frequency.

Bribery is illegal and a violation of this Handbook, including but not limited to this provision and the Anti-Bribery and Anti-Corruption Policy provision below and applicable law. Epiq does not allow corrupt practices in any form, including bribery. Special laws and rules (international, country-specific, local and regional, as applicable) apply to gifts given to local, national and international government Employees and we must abide by all that applies.

If you have questions regarding the appropriateness of any gift, favor or entertainment, you should consult with your manager, a Human Resources representative, or the Legal Department.

ANTI-BRIBERY AND ANTI-CORRUPTION POLICY

All Epiq Employees must conduct business in an honest way and without the use of bribery or corrupt practices to obtain or give an unfair advantage. Many different local laws govern the giving or receiving of payments in connection with receiving an improper advantage, including but not limited to the U.S. Foreign Corrupt Practices Act and the U.K. Bribery Act.

Epiq is committed to the highest legal and ethical standards. Our customers rely on our integrity and honesty in all our dealings, and many of our customers require compliance in their contracts with us. Bribery and corruption erode the quality of our services, and they undermine the economic growth and development in societies where this behavior takes place. Any breach of this policy will result in disciplinary action, including termination under appropriate circumstances. If you have any suspicions, concerns or queries, please contact the Legal Department. Please see your applicable local appendix for more information.

PROTECTION AND PROPER USE OF COMPANY RESOURCES

Theft, carelessness and waste have a direct impact on Epiq's profitability. We are responsible for using Epiq resources in a prudent manner. These include money, equipment, supplies, property and Employee time.

RECORDING MEETINGS, CONVERSATIONS OR DISCUSSIONS

Employees are prohibited from recording (including video or audio recording) any meetings, conversation or discussion including without limitation in-person meetings, telephone calls, video conferences, and conference calls, without first reviewing the guidance in the [Teams Meeting Recording Policy](#)



CONFIDENTIAL INFORMATION

Epiq's business relies on the trust our customers have that we will keep information confidential. As an Employee, you may have access to confidential and proprietary information that belongs only to Epiq, its customers or its vendors. "Confidential Information" is any information about Epiq, its customers or its vendors that is not known to the general public. For example, this may include certain information about Employees (e.g., banking information, medical files, government ID numbers), clients, trade secrets, marketing, sales, data processing, employer compiled compensation data, finances, and strategies (e.g., mergers and acquisitions). You could learn this information in many ways, including customer copy, proofs, printed materials, electronic information or what someone tells you. However, "Confidential Information" does not include your own wages or other terms and conditions of employment, which you may disclose to others within the company should you choose to do so.

Unless it is necessary for the performance of your work duties or disclosure is specifically authorized or required by Epiq or applicable law, you may not use, disclose, duplicate or remove from the premises any confidential information during the course of your employment with Epiq or indefinitely after your employment with Epiq ends. The prohibition on use and disclosure of confidential information serves two objectives. First, it preserves the competitive advantage of Epiq, its customers and its vendors. Second, it ensures the integrity of the financial markets and Epiq's business, as local legislation prohibits the purchase or sale of securities (e.g., stock) until certain confidential information becomes public. Any unauthorized use or disclosure of such information to anyone, including friends, relatives, or other unauthorized persons, is not only a breach of confidence, but can be illegal and subject you to criminal and civil liability consistent with applicable law. Along with the obligation of not using or disclosing Epiq's confidential information, you are similarly obligated not to use or disclose the confidential information from your former employers in your job at Epiq.

CONTRACT SIGNING AND REVIEW

No Employee may enter into oral agreements/contracts that could bind Epiq without appropriate approval or authorization. Before any contract is made or signed, it must be reviewed by the Legal Department. Only a limited number of people can sign contracts that bind Epiq. You are responsible for confirming whether you are within your authority before signing any contract. If you are unsure, contact your manager for guidance and approval.

ACCOUNTS, INTERNAL CONTROLS AND FINANCIAL REPORTING

Epiq is committed to compliance with applicable accounting laws and regulations and relies on its Employees to ensure complete and accurate annual and quarterly consolidated financial statements in accordance with generally accepted accounting principles and maintaining appropriate accounting and financial reporting policies and internal controls. Each Employee involved in these activities is responsible for upholding these standards, and records must be kept of all transactions and retained per company policy or as required by law. Employees are expected to cooperate fully with our internal and external auditors. Information must be complete and not falsified or concealed under any circumstance.

All disbursements and receipts of funds must be properly recorded and entered in a timely manner. No undisclosed or unrecorded funds, assets or liabilities may be maintained for any purpose. All costs of doing business must be properly entered into the accounting records in accordance with applicable laws and accounting standards.

Disclosures made in reports and documents submitted to any of our stakeholders, including our related parties and lenders, will be full, fair, accurate, timely and understandable.

DOCUMENT RETENTION

Epiq is committed to creating and maintaining all documents required by law and necessary to its operation. All Epiq personnel, including officers, managers, administrative support staff, employees, independent contractors and other personnel, shall adhere to the Company's policy and time limits on document retention.

All records and documents for which the period of retention as set forth by Epiq management has expired shall be clearly marked for destruction. All records so marked shall be routinely destroyed by an employee or third party to be designated by management in such a manner as to ensure that such records cannot be retained in a usable or readable form by any person or entity. Data and records stored electronically shall be purged, to the extent possible, from the systems at the same time hard copies are destroyed.



Any documents that have been the subject of an incident that could lead to litigation or government investigation, and any documents that have been requested by an attorney or an administrative agency, are exempted from the general retention and destruction policy. They shall not be destroyed until the matter is fully resolved and written authorization from the CEO has been given regarding their destruction.

Epiq management shall have final authority with respect to the destruction and disposition of any and all records and documents. A full copy of Epiq's Document Retention Policy and the time limits for retaining such documents is available through the Human Resources Department. Anyone having questions or concerns regarding the Company's document retention policy should contact Human Resources.

ADVERTISING AND MARKETING

Epiq's reputation as a responsible company extends to the products and services we offer and how we represent them. The information we communicate in our advertisements, product brochures, web-based information, demonstrations, exhibits, trade shows, salesperson conversations and responses to Requests for Proposal ("RFPs") must be accurate and trustworthy.

All branding, product descriptions, designs, logos, addresses and business unit descriptions contained in any marketing materials must be reviewed by the Marketing Department prior to their use. All advertising or advertising campaigns, press releases, product brochures and similar communications must be reviewed by the Marketing and Legal Departments prior to implementation.

POLITICAL ACTIVITIES

Employees may not engage in partisan political activity at work or use Epiq resources for those activities, subject to applicable law. These Epiq resources include offices, office equipment, supplies, stationery (e.g., letterhead, business cards), computers, telephones or company communication platforms (e.g., email, instant messaging, networking). As a general principle, Employees are discouraged from contributing in support of or opposition to a political candidate that could be construed as affiliated with Epiq. Further, Epiq will not contribute in support of political candidates for elective office and Employees should not solicit such contributions from Epiq.

The purpose of this Company policy is to establish a "safety margin" that avoids unintentionally entangling Epiq in political election campaigns and to avoid any conflicts of interest. In the event of questions or uncertainty, please confer with the Legal Department.

SOLICITATION AND DISTRIBUTION

We are committed to providing a work environment that is pleasant, productive and free from unnecessary distractions. Solicitation (asking an Employee to do anything or agree to anything that, in either event, is not directly related to that Employee's job responsibilities or the objectives of Epiq) and distribution (distributing written or printed material that is not directly related to the objectives of Epiq) can create an unwelcome imposition on other Employees.

Employee Solicitation

During working time, we expect Employees to focus on work duties. Unless permitted by local laws, local regulations or collective bargaining agreements, you may not engage in solicitation nor willingly accept solicitation on behalf of any club, society, religious organization, political party, labor union or similar association, or for any other purpose, during working time.

Distribution

Unless permitted by local laws, local regulations or collective bargaining agreements, you may not distribute or receive literature during working time, and you may not distribute literature in working areas at any time. The term "working areas" includes all areas of the premises except the parking lot and designated break areas.



Bulletin/Notice Boards

Most bulletin boards are reserved solely for communication between Epiq and Employees. Some locations also provide a bulletin board for Employee use. Check with your manager, or your Human Resources representative, regarding bulletin board availability. If you post an item on an Employee bulletin board, your full name must be clearly visible and legible on the posting. Unless permitted by local laws, regulations or collective bargaining agreements, bulletin boards may not be used to support, promote or advertise any commercial, political, religious, charitable or other outside organization.

Solicitation or Distribution by Non-Employees

Non-Employees may not solicit or distribute literature to Employees on Epiq property at any time.

APPROPRIATE AND SAFE WORK ENVIRONMENT

While conducting business on behalf of Epiq, we must be free from the influence of drugs, alcohol or other substances that impair our ability to work safely and effectively. To ensure our safety and the safety of those around us, we may not misuse prescription medication or possess, distribute or sell alcohol or illegal substances on Company premises or when working on Epiq's behalf. At Company-sponsored or other authorized events where alcohol is served, moderate and responsible alcohol consumption is generally allowed. Violation of this policy will subject you to disciplinary action, including termination under appropriate circumstances.

DIVERSITY, EQUITY, & INCLUSION

Epiq is committed to cultivating and preserving a culture of diversity, equity, and inclusion. At Epiq, we operate as "One Epiq". Our mission as a global workforce is to transform the way business operates through innovative technology and modern solutions. To ignite change in our corporate landscape, we rely on our many diverse backgrounds, experiences, ideas, and contributions. We are committed to fostering an environment where every employee feels they belong and is given opportunities for growth and success. By weaving diversity into the fabric of who we are, we embrace our unique voices to drive creativity and deliver solutions to our clients' biggest challenges. Our journey is ongoing, but our commitment is unwavering.

As part of this policy, we are committed to a workplace culture that values and promotes diversity, equity, inclusion, equal employment opportunities, and a work environment free of harassment and hostility. This includes:

Applying principles of equity to achieve equal employment opportunities for qualified individuals of all backgrounds. Attracting, recruiting, retaining, engaging, supporting, developing, and advancing underrepresented and diverse employees, including women, people of color, LGBTQ individuals, those with disabilities, and any other underrepresented employees. Promoting respectfulness, cultural awareness, and inclusivity through cultivating community spaces:

- Fostering a collaborative work environment in which all employees participate and contribute.
- Empowering and providing a safe space for all employees to express themselves, exchange ideas, and feel heard.
- Encouraging employees to be open and curious about others' experiences and perspectives. e.g., "would you be willing to tell me more about..."
- Avoiding generalizations and stereotyping based on assumptions.
- Ask questions to learn more about another's experiences; avoid attacking or debating the validity of someone else's experiences.
- Ask for consent to have a difficult or sensitive conversation with a coworker, e.g. "are you comfortable speaking about..." and respect the wishes of your coworker to continue the conversation or not.

All employees of Epiq have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, work functions on or off the worksite, and at all other company-sponsored and participative events. All employees will have access to DEI training to enhance their knowledge to fulfill this responsibility.

DEI is a Company initiative and commitment to our team. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action up to, and including, termination of employment. Employees



who believe they have been subjected to discrimination that conflicts with the Company's DEI policy and initiatives should seek assistance from their Manager or HR Business Partner.

- Diversity, equity, and inclusion are related and equally important concepts. Diversity includes but is not limited to differences in race, ethnicity, sex, gender, gender expression or identity, sexual orientation or identity, disability, religion, age, national origin, military or veteran status, family or marital status, language, physical or mental ability, socio-economic status and other characteristics that make our employees unique. Diversity encompasses the full range of characteristics and experiences that make each individual unique, from differences in backgrounds, experiences, perspectives, thoughts, interests, and ideas.
- Equity seeks to guarantee fair treatment, access, opportunity, and advancement for all through the identification and elimination of barriers thereby allowing full participation for marginalized groups.
- Inclusion seeks to ensure that all people have their views heard by creating an environment where employees feel valued, respected, accepted, and encouraged to fully participate in the organization including having full opportunities to collaborate, contribute and grow professionally.

Epiq's DEI initiatives are global in scope and are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; and the ongoing development of a work environment built on the premise of equity that encourages and enforces our core values as a company:

- **One Epiq** - We are at our best when we are developing genuine relationships, looking out for one another, freely and honestly sharing information, working together. We succeed when we rise above our departments, roles, and individual interests to come together, to move forward together.
- **Unwavering Integrity** - Relationships are built on trust, transparency, and dependability. Good news or bad, we value and expect honesty and candor.
- **Relentless Service** - Client relationships define us as a company and each person at Epiq defines us for our clients. Quality, speed, thoughtful consultation, and expertise; these are commitments to our clients, colleagues, and communities. We are relentless in delivering excellence.
- **Thrive on Big Challenges** - The challenges we encounter are large-scale and critical to our clients and colleagues. With expertise, experience, and innovation, we solve problems and deliver results. Whatever the challenge, whatever it takes, we are driven to persist and succeed.
- **Be Yourself, Belong with Epiq** - The strength of Epiq is in the unique backgrounds, voices, talents, and experiences of each person. With a culture of belonging, we enable teamwork, spark innovation, and fuel success.

While Epiq strives for equitable representation of employees, the purpose of this policy is not to favor certain individuals or groups or have the effect of excluding other individuals or groups. Equity means the equitable treatment of all employees regardless of their identity.

All leaders, managers, and employees play a role in making Epiq a diverse, equitable, and inclusive place to work for everyone. Please read this policy carefully and openly and make every effort to understand the importance of diversity, equity, and inclusion and the ways we can accomplish these objectives together.

Global DEI Program Manager, Human Resources & the Global DEI Committee

To support and effectuate the objectives of this policy Epiq has created a Global DEI Program Manager position. Epiq's Global DEI Program Manager is responsible for carrying out the objectives of this while Human Resources is responsible for the overall DEI budget and program.

Epiq has also established a Global DEI Committee to research, advise and implement plans and programs regarding diversity equity and inclusion. Human Resources will oversee this committee and all CRG & Regional DEI Chapter subcommittees.

Diversity Equity and Inclusion Goals and Action Items



Epiq is committed to developing and implementing programs and initiatives to promote diversity equity and inclusion in all areas of employment. As part of this commitment, some of the programs and plans Epiq has developed include:

- CRGs
- Regional DEI Chapters
- Employee Assistance Programs
- DEI specific all employee training
- DEI specific leadership training

Epiq recognizes that we must continue to challenge ourselves to ensure these values are upheld. Epiq is committed to evaluating existing programs and adapting or introducing new initiatives as our diversity equity and inclusion goals evolve. To learn more about and participate in Epiq's diversity, equity and inclusion initiatives and opportunities, see <https://epiqsystems3.sharepoint.com/sites/DiversityInclusion>.

Epiq always welcomes suggestions from employees about how we can be more inclusive, drive diversity and equity in the workplace. If you have any comments, concerns, or suggestions, please contact the Global DEI Program Manager or a member of Human Resources. Epiq prohibits retaliation against employees for making good faith suggestions or complaints regarding Epiq's diversity, equity and inclusion efforts.

Disclaimer of Restrictions on Employees' Rights Under the National Labor Relations Act

This policy is not intended to preclude or dissuade employees from engaging in legally protected activities, these activities include but are not limited to discussing wages, benefits, terms and conditions of employment as well as forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their own and their fellow employees' mutual aid or protection.

This policy is not intended to restrict communications or actions legally protected or required by law.

Administration of This Policy

The Global DEI Program Manager, as part of the Human Resources team, is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about diversity, equity and inclusion initiatives that are not addressed in this policy, please contact the Global DEI Program Manager or Human Resources.

SAFETY AT WORK

We strive to maintain a safe and healthy work environment in order to minimize injury, occupational disease, the spread of illness and damage to property.



Prevention of Personal Injury

You are expected to know and follow general safety rules, a few examples of which are given below.

- Learn the correct way to perform the tasks of your job. If you are unsure how to perform your duties correctly, ask your manager for further instructions.
- Immediately report all work-related accidents and injuries, no matter how slight, to your manager.
- If you are injured on the job you may be required to report for treatment to a health care provider and you may not be permitted to return to work without appropriate documentation. Keep your workplace clean and orderly. Eliminate any condition that might cause injury to yourself or others. Obtain and follow safety instructions and necessary training and permissions before handling machinery, using power tools or working with hazardous materials. Inform your manager of any unsafe or unhealthy working conditions or practices.
- Always observe and obey safety instructions, warning signs and other recommendations posted in your work area.
- Know where and how to access emergency exits, fire extinguishers and other emergency equipment.
- Respond quickly and appropriately to emergency situations, alarms and severe weather alerts. Keep safety equipment and exit routes clear and accessible at all times.

If there is any aspect of your work area or regular work routine that causes you repeated discomfort or pain, you should talk to your Human Resources representative. We will evaluate your situation and attempt to accommodate your needs in accordance with applicable law.

Infectious Disease Prevention Policy

In accordance with Epiq's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our customers and visitors; and the community at large from infectious diseases, including but not limited to, COVID-19 or influenza, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

COVID-19 Tracing and Notification

EPIQ has the following procedures in place to investigate COVID-19 cases in its workplace. This includes procedures for verifying COVID-19 case status, receiving information regarding COVID-19 test results, onset of COVID-19 symptoms, and identifying and recording COVID-19 cases:

EPIQ takes the following actions when there has been a COVID-19 case at the place of employment:

- Determine the day and time the COVID-19 case was last present and, to the
- extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - All employees who may have had COVID-19 exposure and their authorized representatives.
 - Independent contractors and other employers present at the workplace during the high-risk exposure period.

We investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

EPIQ requires personal identifying information of COVID-19 cases or persons with COVID-19 symptoms to be kept confidential. EXCEPTION to subsection confidentiality: Unpredicted information on COVID-19 cases will be provided to the

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local health department, the State Department of Public Health the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request as required by law.

EPIQ requires all employee medical records to be kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the EPIQ.

- EXCEPTION 1: Unredacted medical records will be provided to the local health department, as required by law immediately upon request.
- EXCEPTION 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Vaccinations

All employees are encouraged to receive vaccinations as determined by local medical authorities. In some instances, vaccinations may be deemed a requirement of employment either by Epiq, Epiq's clients or local government authorities. In these situations, before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation where applicable to be exempted from the requirements. Employees not in compliance with the requirements may be placed on unpaid leave until their employment status is determined by the Human Resources Department.

In instances when vaccinations are required, any employee who provides false information is subject to corrective action up to, and including, termination of employment.

Reasonable Accommodation

Employees in need of an exemption from a mandated vaccination due to a medical reason, or because of a sincerely held religious belief must submit a Request for Accommodation form to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Accommodations will be granted where they do not cause Epiq undue hardship or pose a direct threat to the health and safety of others.

Any questions relating to this policy should be directed to the Human Resources Department.

TOBACCO/VAPE-FREE WORKPLACE

In order to maintain a safe and comfortable working environment, Epiq maintains a workplace free from the effects of tobacco products. The use of cigarettes, cigars, pipes, vaping devices, chewing tobacco and all other tobacco products is prohibited in any Company workplace. All forms of electronic cigarettes (or e-cigarettes) and any other smokeless tobacco products including unregulated nicotine products are also prohibited under this policy as are other forms of tobacco use such as chewing or dipping. Use of any tobacco product is permitted in specially designated areas only. Use of tobacco products is specifically prohibited in restrooms, elevators, conference rooms, hallways, photocopying rooms, company vehicles and all other common areas. Employees using tobacco products in any prohibited area may be subject to disciplinary action, including termination under appropriate circumstances.

The health and well-being of all Epiq Employees is important, and various resources are available to assist with adhering to this policy. Anyone who has questions or concerns regarding this policy should contact a Human Resources representative.

SUBSTANCE ABUSE POLICY

Epiq is committed to providing a safe work environment and to fostering the well-being and health of its Employees. That commitment is jeopardized when any Employee illegally uses drugs on the job; comes to work under the influence of any drugs or alcohol; possesses, distributes or sells drugs in the workplace; or abuses alcohol or misuses legal or prescription drugs while on the job. Therefore, Epiq has established the following policy.

Employees will be subject to disciplinary action, including termination under appropriate circumstances, for bringing illegal, non-prescribed drugs and narcotics to work; being under the influence of such substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on work premises. The use or possession of alcoholic beverages on Epiq or Client premises, except for authorized events, is also prohibited. Reporting to work or performing one's job assignments under the influence of alcohol is not allowed whether working in a Company office or



remote office and is also subject to disciplinary action, up to and including termination of employment.

Epiq encourages Employees who believe they may have substance abuse problems to seek appropriate counseling and assistance. The Company maintains the desire and intention to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Epiq.

Where allowed by applicable law, Employees are subject to testing based on reasonable suspicion. Reasonable suspicion is based on (but not limited to) observations of apparent workplace use, possession or impairment. Observation examples include but are not limited to, the following:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

Human Resources should be consulted before sending an employee for testing. When reasonable suspicion testing is warranted, a member of management and/or Human Resources will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and may result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive themselves to the testing facility.

Employees, their possessions and Epiq-issued equipment and containers under their control may be subject to search and surveillance at all times while working or while conducting Epiq business to the extent permitted by law.

Employees must report any conviction under a criminal drug statute for violations occurring on or off Epiq premises while conducting Epiq business. If applicable, a report of a conviction must be made within five (5) days after the conviction. Failure to do so may result in immediate termination in accordance with applicable law.

Employees in some locations may be required to successfully complete a substance abuse test before hire and on an ongoing basis as a condition of employment, subject to applicable law.

VISITORS

To provide for the safety and security of our Employees and facilities, only authorized visitors are allowed in the workplace. If applicable, Employees must comply with their local worksite security rules. Additionally, managing visitors helps protect confidential information and avoids potential distractions and disturbances.

All visitors should enter Epiq at the reception area. Upon arrival, authorized visitors will receive directions or be escorted to their destination. If you see someone in an Epiq facility who you do not believe is authorized to be on site, notify your manager or direct the individual to the reception area for further assistance.

VIOLATIONS

Any violation of the Code of Conduct and Duties is punishable up to, and including, termination of employment.

EMPLOYMENT PRACTICES

PRE-EMPLOYMENT SCREENING

Epiq is committed to maintaining a safe and productive environment. One of the mechanisms we use to promote this environment is Epiq's Background Check Policy. Subject to applicable law, offers of employment made to prospective new hires, as well as offers made to current Employees who are seeking to transition into a position that requires background



checks will be contingent upon the results of the criminal background check and other applicable pre-employment checks unless specified otherwise in your employment agreement, if any.

Epiq may revoke any conditional offer of employment to an individual who does not consent to applicable background checks in accordance with applicable law or terminate any employment relationship. Please see your applicable local appendix for more information.

EMPLOYMENT OF MINORS

The Company does not employ persons under the age of 16. Individuals under the age of 18 may work for Epiq under limited circumstances as set forth by state and federal laws, and such employment must be approved in advance by management.

ATTENDANCE (The success of our business depends on the contributions of each Employee. When you are absent or late, particularly without informing your manager, it places an extra burden on your co-workers. We recognize that Employees may need personal time off from work for various reasons. You are, however, expected to be at work and on time for all scheduled hours. You are responsible for obtaining advanced approval from your manager for all time off, in accordance with local policy and applicable law. In case of illness or emergency, you should notify your manager at least one (1) hour prior to your scheduled starting time or as soon as practicable. Unless an emergency prevents you from doing so, you should notify your manager yourself. Your Manager may require medical documentation verifying your need to be away from work, consistent with applicable laws.

Each department may establish guidelines for attendance, tailored to meet production, client or business needs. Ask your manager for any guidelines that pertain to your particular department. Please see your applicable business unit and local appendix for more information.

DRESS CODE (We expect that you dress in a manner suitable for the type of work you do and the environment in which you work. Articles of clothing and accessories should be neat, clean and appropriate for the occasion, and should not constitute a safety hazard. Interpretation will be left to your manager, who may establish specific guidelines. Generally, if you are working face-to-face with clients, you will be expected to dress in a manner that is appropriate to your work environment. Please see your applicable business unit and local appendix for more information.

EMERGENCY CLOSINGS

If weather conditions or other emergency situations make it impossible or unsafe for you to come to work, or require a late arrival or early departure, contact your manager as soon as possible. If it becomes necessary to close the facility due to an emergency, such a decision will be made at management's discretion in accordance with applicable law. Please see your applicable local appendix for more information.

EMPLOYEE RECORDS

We maintain your Employee records and personal information in a manner consistent with applicable law and local requirements. Along with other basic information, these records are necessary to assure you of all your benefits and to comply with current laws. Epiq will not disclose personnel files except as in accordance with law or this policy. In order to protect your privacy in personal information (e.g., banking information, medical files, government ID numbers), personnel files will be reviewed only by Epiq officials or others who have a legitimate need to review such files. Confidential personnel files and information will be provided to outside sources only as required by law or as authorized by you, and subject to applicable data protection or other local laws, as applicable.

Notwithstanding the foregoing, you may review at any time and/or request a copy of your personnel file that Epiq maintains upon written request in accordance with applicable law. The copies requested will be provided by the Human Resources Department within a reasonable time, but no later than as required by applicable law. Epiq reserves the right to remove



certain sensitive information, including third-party references, confidential management documents or plans and items related to ongoing security or criminal investigations before granting access to a file, subject to applicable law. Please see your applicable local appendix for more information.

PERFORMANCE EVALUATIONS

Epiq performs periodic job performance evaluations of its Employees. The purpose of these evaluations is to provide feedback to Employees on their performance in relationship to the requirements of the position. Salary adjustments may also be provided at this time at Epiq's sole discretion, taking into account many factors including performance. Positive performance evaluations do not guarantee increases in salary, promotions or continued employment.

TIME RECORDING

If applicable based on your location and/or position, accurately recording time worked is the responsibility of every Employee. Actual hours worked must be reported and must include starting and quitting times, time off for breaks and any other time away from your job in accordance with applicable law. Altering, falsifying or tampering with time records, or recording time on another Employee's time record will result in appropriate disciplinary action, including termination under appropriate circumstances. Please see your applicable local appendix for more information.

EMPLOYMENT REFERENCES

Epiq's policy, subject to applicable law and local practice, is to direct all requests for employment references to Epiq's designated third-party service provider. Any questions regarding this policy should be addressed to the Human Resources Department. Please see your applicable local appendix for more information.

DATA PRIVACY

Epiq's collection, use, transfer and retention of your personal data is in accordance with applicable law.

COMPANY PROPERTY

All Epiq equipment, communications and stored information that are transmitted, received or contained in Epiq's information systems are Epiq's property and are to be used solely for job-related purposes. To ensure proper use of communication systems and business equipment, Epiq monitors the use of these systems and equipment from time to time in accordance with applicable law.

Epiq prohibits non-job-related uses of its software and business equipment, including but not limited to, computers, copy machines and mobile devices, subject to applicable law.

This policy is in addition to any applicable nondisclosure or confidentiality agreement you sign and any applicable law. Employees who violate this policy, other applicable policies and/or law and/or any confidentiality agreement are subject to appropriate disciplinary action, including termination under appropriate circumstances.

RETURN COMPANY PROPERTY

All Epiq property issued to you, including but not limited to computer equipment, access cards, office or desk keys, parking passes, credit cards, phones etc., must be returned following the last day of your employment. You may be financially responsible for any lost or damaged items.

Remote Work Policy

Objective

Remote work allows employees to work at home, on the road, or in a satellite location for all or part of their work week. Epiq considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with Epiq.



Procedures

Remote work arrangements can be informal, such as working from home for a short-term project or due to inclement weather, or a formal, set schedule of working remotely. Either an employee or a manager can suggest remote work as a possible work arrangement, however, all remote work arrangements require prior approval by Epiq.

Any remote work arrangement may be discontinued at any time by Epiq. Every effort will be made to provide at least 30 days' notice of the termination of any remote work arrangement to accommodate commuting, childcare and other issues that may arise from such termination. However, there may be instances when such advanced notice is not possible.

Eligibility

Individuals requesting formal remote work arrangements must be employed and must have a satisfactory performance record.

Before entering into any remote work arrangement, the employee and manager, with the assistance of the Human Resource Department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- IT Equipment needs, workspace considerations, and scheduling issues. The employee and manager will review the appropriate equipment needs, location for the remote work, as well as an appropriate work schedule.
- Tax and other legal implications. The employee must determine any tax or legal implications under government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- Location. For remote work, employees should only work from their primary or home location stated in WorkDay. Location change, permanent or temporary, must be approved by employee manager and HR, but if outside of their country of origin, the change needs to be approved by HR, Legal, Compliance and Information Security prior to relocation.

Evaluation of a remote worker's performance will include regular interaction by phone, e-mail, and video chat where possible, between the employee and the manager. In certain situations, regular face-to-face meetings to discuss work progress and problems may be required. Evaluation of a remote worker's performance will be consistent with that received by employees working at the office in both content and frequency. An appropriate level of communication between the remote worker and manager will be agreed to as part of the discussion process.

Equipment

Epiq will provide a standard IT equipment package to all remote employees¹. This package will consist of a laptop, business software suite, keyboard, mouse and a monitor. On a case-by-case basis, Epiq will determine, with information supplied by the employee and the manager, if additional equipment is necessary, such as business phone, computer headset/microphone, printer, web camera, wireless headsets, etc. The Manager and Information Technology Departments will serve as resources in this matter. Epiq reserves the right to make determinations as to the appropriate equipment needs for each remote work arrangement, subject to change at any time.

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Epiq accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the organization is to be used for business purposes only, and employees must adhere to Epiq's information security and acceptable use policies relating to use of equipment and resources at all times.

Upon the earlier of either a written request by Epiq to return the equipment or the termination of the individual's employment, the individual agrees to return the equipment to Epiq within seven (7) calendar days of receiving the return packaging materials. If the employee does not return the equipment within the required timeframe, or if the equipment



is lost or damaged, that individual will be financially responsible. As a result, to the extent allowed by applicable law, by accepting the equipment the employee consents to Epiq deducting necessary amounts from any compensation owed to them, including final compensation, to cover damage, loss, or failure to return the equipment.

Epiq will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

¹ A different equipment package may be provided to Limited Duration Employees.



Security

As an Epiq employee, all work is done in an environment in which data protection, information security, and confidentiality are absolutely crucial to Epiq's ongoing operations and reputation. It is therefore essential that each employee is aware of and understands their responsibility for complying with all information security and acceptable use policies and standards designed to protect Epiq's network, equipment, and information. These responsibilities exist whether working in the office, remotely, or while traveling.

In order to ensure compliance with all information security and acceptable use policies while working remotely, all relevant policies can be found either in the Employee Handbook or in the Information Security policies on Epicenter. Some highlights include:

- Keeping your work area secure (e.g., locking your computer when away from your desk, making sure confidential paper records are kept securely and disposed of in a secure way, etc.);
- Using Epiq resources securely (e.g., protecting passwords, not removing confidential or proprietary information from Epiq's systems, not using personal devices, including personal mobile phones, to access client data or sensitive confidential/proprietary data, etc.);
- Acceptable use of Epiq resources (e.g., use of Company's resources should only be used to conduct Epiq business, appropriate use of internet access, email, and social media, etc.)
- Reporting security incidents (e.g., theft or loss of equipment, data loss, unauthorized access attempts, phishing attempt, discovery of a malicious program or virus, breach of a security policy, etc.)

Home Workspace

A remote worker will establish an appropriate work environment within their home that will allow for the performance of work. Such work environment will allow for the employee to not only perform work, but participate in phone calls and video chats, where appropriate, without interference or interruption by others in the home. Employees are encouraged to discuss expectations of remote work with family members.

Remote work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by the company's workers' compensation policy. Employees working remotely are responsible for notifying Epiq of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home workspace.

Time Worked

A remote worker's at-home work hours will conform to a schedule agreed upon by the employee and their manager. If such a schedule has not been explicitly agreed upon, the employee's work hours will be assumed to be the same as before the employee began a remote work arrangement.

Remote work employees who are not exempt from overtime requirements will be required to accurately record all hours worked using Epiq's timekeeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the remote worker's manager. Failure to comply with this requirement may result in the immediate termination of the remote work arrangement, and/or further discipline.

HARASSMENT AND OFFENSIVE BEHAVIOR

We are committed to a work environment that is free of all types of harassment, violence, intimidation and offensive



behavior. Workplace harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by applicable national, federal, state, provincial or local law, which includes an individual's race, color, sex, ethnic or national origin, age, religion, disability, marital status, sexual orientation, gender identity, genetics, ancestry, citizenship, veteran or family status or other personal characteristics protected by law. Unlawful harassment is as defined under applicable law and may include conduct both in and out of the workplace, including informal business settings such as company events and business trips. Conduct is unwelcome if a person did not solicit, instigate or provoke it and they regard the conduct as undesirable or offensive. Workplace harassment may be in written, verbal, physical or visual form, and it will not be tolerated.

Sexual Harassment

Sexual harassment is a form of discrimination that involves unwanted or unwelcome conduct of a sexual nature, and it is prohibited under applicable law. Harassment can occur by a person against another person of the opposite sex as well as by a person against another person of the same sex.

Some examples are:

- Use of offensive or demeaning terms that have a sexual connotation including suggestive comments about an individual's dress or body;
- Objectionable physical closeness, behavior, actions or contact;
- Repeated and unwelcome suggestions regarding invitations to social events;
- Any indication, expressed or implied that any aspect of an Employee's job security, job assignment, conditions of employment, or opportunities for advancement depend on the granting or refusal of sexual favors or social invitations;
- Showing or displaying material (cartoons, articles, pictures etc.) that have sexual content that others may find offensive; and
- Deliberate or careless jokes or remarks of a sexual nature that are told to or heard by any person who may find such jokes or remarks offensive.

The above list is not all-inclusive and is subject to applicable law as well as the applicable local appendix to this Handbook, if any.

Violence and Other Offensive Behavior

Epiq is committed to preventing workplace violence and to maintaining a safe, healthy and secure work environment for all Employees. Epiq's position is that violence is a form of serious misconduct that undermines the integrity of the employment relationship. No Employee should have to be subject to unsolicited and physical violence, threats or intimidation onsite or offsite during work-related activities.

Violent, threatening or intimidating behavior will not be tolerated on Epiq premises, at work-sponsored events or when an Employee is traveling on business or working from another location. Some examples are:

- Profane or abusive language;
- Threats or insinuations of "getting even," including even subtle threats;
- Physical aggression in any form (demonstrated, suggested or threatened);
- Dangerous pranks or practical jokes;
- Aggressive horseplay or gestures;
- Fighting or assault;
- Intentional destruction of property; and
- Any other conduct that might reasonably give a worker cause for fear for his or her own personal safety or the personal safety of others, affront the Employee's dignity or create a hostile work environment.

Offensive behavior, which may include outbursts, yelling, rudeness or annoying conduct that interferes with another Employee's ability to perform his or her job, is unprofessional and inappropriate. Even if it includes welcome conduct



between Employees, it is still considered offensive behavior if it is inappropriate in the workplace or at a work-sponsored event. You are expected to use good judgment in ensuring that your behavior is professional and supports our core values.

Weapons

To the maximum legal extent, Epiq prohibits all persons who enter the workplace from carrying a handgun, firearm, explosive, or prohibited weapon of any kind, regardless of whether the person is licensed to carry the weapon. This policy applies to all company Employees, contract and temporary workers and, visitors on Epiq property or premises.. Prohibited weapons include all firearms, explosive devices, instruments capable of inflicting heavy blows, knives or other weapons that may be considered dangerous, can cause harm, or are covered by law.

Epiq property or premises covered by this policy includes, but is not limited to, all client sites and company-owned or leased buildings, company-owned or leased vehicles and surrounding common areas such as sidewalks, walkways, driveways and parking lots. Except where prohibited by law, Epiq reserves the right to search any person, their belongings (including but not limited to purses, briefcases, packages, desks and lockers), vehicle, or object that enters Epiq property or premises. Failure to abide by this policy is considered gross misconduct and will result in immediate discipline, up to and including termination in accordance with applicable law. Employees who observe clients, or other visitors in violation of this policy should ask them to leave Epiq's property or premises immediately. In addition, Employees and non-Employees are subject to arrest and prosecution by law enforcement officials for any criminal acts in accordance with applicable law. Epiq will post this policy in prominent locations, including all entrances to the property or buildings where possession of weapons is prohibited.

This policy does not, and should not, be deemed to create any duty or obligation on Epiq's part.

Reporting Occurrences of Harassment or Offensive Behavior

If you experience, know about or suspect unlawful harassment or objectionable conduct in our work environment, you are encouraged to report it to the Human Resources Department or to the Epiq Compliance Hotline (specific departments or contacts may be identified in applicable local or regional appendices). If applicable, allegations will be investigated, maintaining confidentiality to the extent practical and appropriate under the circumstances. After the investigation. Action will be taken in accordance with Epiq policies to remedy the situation and to maintain a work environment that is free of unlawful harassment in accordance with applicable law.

Any Employee who has engaged in conduct that violates this policy will be subject to disciplinary action, including termination under appropriate circumstances. Similarly, false accusations or providing false information as a witness may result in disciplinary action, including termination under appropriate circumstances. Your jurisdiction may have different reporting requirements. Please refer to your applicable local appendix, if any.

No Retaliation

Retaliation will not be tolerated against any Employee who in good faith reports or provides information about an incident of alleged harassment in the workplace.

Engaging in retaliatory behavior is in violation of this policy and is grounds for disciplinary action, including termination under appropriate circumstances. Please see your applicable local appendix for more information.

INTERNET, E-MAIL AND COMPUTER NETWORK; INFORMATION SECURITY

As an Epiq Employee, you work within an environment in which data protection, information security and confidentiality are crucial to Epiq's ongoing operations and reputation. It is therefore essential that you are aware of and understand your responsibility for complying with all information security policies and standards designed to protect Epiq's network and information. Failure to comply with our security policies is a serious offense that can lead to removal of your access to Epiq systems or offices, or disciplinary actions, including termination under appropriate circumstances.



E-mail Usage

Epiq's email system must be used for all Company correspondence. All messages sent or received using these e-mail resources are owned by Epiq and may be considered Company records. This means you should have no expectation of privacy in the use of the e-mail system. Conversely, personal email accounts must not be used for Epiq business purposes.

It is your responsibility to be aware of important issues such as the rules regarding personal use, passwords and attachments; when and how to send mass mailings and group messages; and the list of unacceptable activities. Employees should exercise discretion, should follow internal governing policies regarding the type of e-mails they send and should be selective about recipients (e.g., send sensitive or confidential messages only to specific individuals authorized to view the information, avoid sending copies to unnecessary recipients, etc.).

- Messages using Epiq's e-mail addresses or systems must not be used to post content to boards, blogs, or other internet sites unless you have been authorized to do so as part of your job responsibilities. Any form of harassment via e-mail, either through language, frequency or size of messages, is not allowed.
- Unless contrary to applicable law, use of internet/intranet/e-mail/instant messaging may be subject to monitoring for reasons of security and network management and users may have their usage of these resources subjected to limitations by Epiq.
- Users shall not solicit e-mails that are unrelated to business activity, or which are for personal gain; shall not send or receive any material which is obscene or defamatory or which is intended to annoy, harass or intimidate another person; and shall not present personal opinions as those of the company and the use of organizational e-mail facilities in accordance with applicable law.
- Do not reply to SPAM or click on its "unsubscribe" link. That only informs the sender that your e-mail address is valid.
- Do not reply to e-mail(s) requesting financial or personal information.

Non-Company devices may be used to access Epiq e-mail (including registering an Epiq e-mail account on a portable device) only under the following conditions: (1) no Epiq e-mail may be permanently saved to a non-Company device; and (2) all Epiq e-mail or data must be secured.

Phishing - Employees must be aware of the risk of phishing. This is where criminals use a fake (but legitimate looking) email to spread malware (e.g., ransomware) or convince users into supplying confidential information such as passwords or user IDs.

If you receive a suspected phishing email, do not click on the links, or open attachments, forward or reply to the email.

This is extremely important. Simply report the email using the phish alert button found at the top of your email.

Should an employee click on a link or open an attachment from a phishing email, the employee may be subject to disciplinary action, up to and including termination, depending on the situation and severity of the impact. It is extremely important that if an employee suspects that they clicked on a link or opened an attachment from a phishing email that they report it immediately to IncidentReporting@epiqglobal.com - this will help us mitigate the severity and risk to the organization.

The Information Security team runs regular phishing tests to increase awareness around the phishing risk. If you fail a phishing test, you will be required to undertake additional, targeted training. If an employee fails multiple phishing tests, their manager will be notified. After careful review by the manager and HR Business Partner, there may be additional consequences, including but not limited to further targeted training, a written warning, impact to the employee's merit or bonus for a given year, a period of unpaid leave, or termination.

Reporting Suspected Security Incidents or Policy Violations

Employees should report any incident or suspicious activity, including the loss or theft of company equipment, to



SOCIAL MEDIA

The policy below may be updated from time to time and is in addition to any applicable policies regarding technology, computers, e-mail or internet use. It governs the publication of and commentary on social media by any Epiq Employee and is subject at all times to any applicable law. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wikis and social networking sites including, but not limited to Facebook, LinkedIn, Twitter, Instagram, TikTok and YouTube.

When using Epiq-provided equipment or electronic resources to access, or communicate on, social networking sites, you should have no expectation of privacy. Epiq maintains the right to monitor and access your web history and communications, without advance notice to you, for any legitimate business reason in accordance with applicable law.

Publication and commentary on social media carries similar obligations and responsibilities to any other kind of publication or commentary, and only certain Employees are authorized to engage in social media commentary on behalf of the company. Before engaging in work-related social media, Employees must obtain the permission of the Marketing Department.

All uses of social media must follow the same ethical standards that Epiq Employees must otherwise follow. To the extent you talk about your work in the course of your personal social media use, you may not disclose any confidential information. Also, be mindful of online activity outside of work that may reflect poorly on the company's reputation.

INTELLECTUAL PROPERTY

Intellectual property is a broad term that represents a company's ownership of or rights to intangibles such as copyrights, patents, trademarks, logos and trade secrets. Unlike buildings and machines, which are relatively easy to secure, intellectual property can be difficult to protect and control. As an Employee, you are expected to support Epiq's efforts to protect its intellectual property rights and to respect the intellectual property rights of others.

Also important to Epiq's continued success is protecting its ownership of the Work Product of its Employees. "Work Product" means inventions, improvements, ideas, discoveries, works of authorship, trademarks, trade secrets or processes. This applies whether or not such are patentable or copyrightable and whether or not in writing or reduced to practice, conceived or created by you alone or with others. Epiq is the exclusive owner of all such patents, copyrights and related rights. Epiq's ownership rights do not apply to Work Product for which no equipment, supplies, facility or trade secret or other confidential information of Epiq's was used and which was developed entirely on your own time and (1) which does not relate (a) directly to Epiq's business or (b) to Epiq's actual or demonstrably anticipated research or development, or (2) which does not result from any work performed by you for Epiq.

Work Product

We expect you to comply with the following:

- Do not copy or reproduce others' original work without permission.
- Use trademark symbols where appropriate when representing the names of Epiq's or others' goods and services.
- Do not use another company's name or logo without permission.
- Do not use or distribute Epiq's name, logo, or product/service names for any reason that is outside the scope of your work product.
- Your work product should not contain ideas, inventions, or creations of others unless you clearly attribute them to their owner.

If you have any questions about these expectations, contact the Legal Department for additional guidance.

Inventions

The term "invention" means improvements, ideas, discoveries, works of authorship, know-how (the knowledge and skills required for a given task) and processes. You are expected to promptly disclose to Epiq all inventions that are conceived or created by you alone or with others while performing services for Epiq.



Epiq is the exclusive owner of all such inventions, whether or not they are able to be protected by patent or copyright and whether or not they are in writing or reduced to practice. You are required to assign to Epiq all rights to such inventions and provide Epiq with all of the assistance it reasonably requires in order to perfect and protect its rights.

The requirements of this policy do not apply to any invention for which no Epiq facility, equipment, supplies or trade secret information was used; which was developed entirely on your own time and does not relate directly to Epiq's business or to Epiq's actual or demonstrably anticipated research or development; or which does not result from any work performed by you for Epiq.

If you have questions or concerns about Epiq's intellectual property or inventions, talk to your manager, or contact the Legal Department.

TRAVEL

Domestic and International Travel

When there is a business need for you to travel as part of your job, Epiq will provide you with assistance and reimbursement in accordance with its Travel and Entertainment Policy, which is available on the company's intranet.

REFERRAL PROGRAM

The referral program incentivizes employees to refer talented applicants who wish to grow their career at Epiq. We believe that our employees know other highly capable people with the skills, experience and demeanor to succeed at our company.

An employee who submits a candidate subsequently hired for a specific open and approved position is eligible for a referral bonus. Epiq employees can access a list of available openings through myHR in Workday or on the Epiq website at [Careers | Epiq \(epiqglobal.com\)](#).

RULES AND EXCEPTIONS

- Candidate must indicate name of referring employee on application
- Candidates must meet company hiring qualifications and meet employment eligibility
- Payout will be made once the new hire has completed 90 days of service or upon successful completion of the standard probationary period, where applicable
- Payment will be made on the first scheduled pay date after the 90-day period
- Both the referral and new hire must be employed by Epiq at the time of award

Types of hires not eligible for the program:

- Rehires
- Interns
- Temporary employees
- Contract employees
- Contingent workers
- Freshers (India only – subject to review)

Epiq employees not eligible for referral bonus:

- Human Resources employees
- Managers/supervisors in department where the candidate would be hired
- Temporary, contract, or contingent employees
- Current employees at the Director level or above who are not individual contributors

PAYOUT AMOUNTS

United States

- \$500 for nonexempt positions
- \$1000 for exempt positions

India

Employee Level	Referral Amount (INR)
1 – 3 years	7500
4 – 6 years	10000
7 – 9 years	15000
10 – 13 years	24000
14 – 18 years	36000
19+ (Director and Above)	50000

New Zealand

NZD 1,500

Poland

PLN 3,000

Singapore

1,000 S\$

Switzerland

1,000 CHF

United Kingdom

£1,000

Ireland

€ 1,000

South Korea

₩1,000,000

Canada

CAD 1,500

Australia

1,000 A\$

China

¥6,000

Germany

€ 1,000

Hong Kong

HKD 6,000

Japan

¥100,000

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