



December 22, 2020

Dear Abdul Adil,

Aphena Pharma Solutions is pleased to offer you the position of **Process Validation Engineer** for the Liquids Division in Easton, MD. This position is an exempt salary position and reports directly to the Sr. Technical Services Specialist.

Your starting salary for this position will be \$73,000 annualized which will be paid bi-weekly at the gross amount of \$2807.69. Your requested start date will be December 28, 2020 pending the successful completion of a criminal background check, verification of I-9 documentation and pre-employment drug screening.

You will be eligible to participate in Aphena Pharma Solutions benefit programs offered to similarly situated employees. The following are some important features of each of these plans. Please keep in mind that this is only a brief outline and more information will be provided during your orientation.

- a) **Group Medical, Dental and Vision Benefits** – Participation in the Company's Medical, Dental and Vision Plan is effective on the first of the month, following 30 days after your hire date. These plans are contributory plans where costs are shared, as outlined in the Benefit Guide.
- b) **401K Savings Plan** – Eligibility to participate in the Aphena Pharma Solutions 401k Plan begins on the first day of the month following 30 days after your hire date. Aphena will match 50% of your deferrals, up to a maximum rate of 6%. Vesting periods are as follows: immediately for employee contributions and 100% vested after 3 years for employer contributions.
- c) **Basic Life and AD&D Insurance** – Aphena provides a set amount of life insurance for all full time employees – salary positions are covered under a \$100,000 policy. This benefit is 100% company paid with no cost to the employee.
- d) **Short Term Disability** – benefit amount 60% of your weekly salary. This benefit is 100% company paid with no cost to the employee.
- e) **Long Term Disability, Critical Illness, Supplemental Life Insurance (Employee, Spouse and/or Child), Accident Insurance, Hospital Indemnity** – These benefits are available to employees at the employee's expense.
- f) **PTO** – You will be awarded 80 hours of PTO at the beginning of 2021. Additional PTO will be awarded as outlined in the Employee Handbook.
- g) **Holidays** – You will be eligible for paid holidays effective your date of hire.
- h) **Bonus Plan** – You will be eligible for the Aphena Bonus Program which is determined by the company's yearly performance. The first year bonus payout will be prorated based on your hire date.

We look forward to you joining our team and wish you a long and successful career with our company. Please let me know if you have any questions.

Sincerely,

Cory Chappell

Cory Chappell
Human Resources Manager

To indicate acceptance of this offer, please sign in the space provided below. Return the signed original via email to cchappell@aphenapharma.com.

Please be advised that this offer does not constitute or imply a contract of employment. Your signature indicates acknowledgement that if employed, your employment is to be “at will” which means that either the company or you may terminate your employment at any time, with or without notice.

Signature

Date