

Magee Holdings, LLC

201 Employment Categories

Effective Date: January 1, 2020

Revision Date: July 22, 2021, March 15, 2023

Full-Time Employees

A full-time employee is one who works the standard working hours of the Company each week (for these purposes, 40 hours per week) and is not in a temporary status. Full-time employees are eligible to participate in all benefit plans the Company offers once eligibility requirements have been met.

Part-Time Employees

Part-time employees work a regular schedule of less than 40 hours per week. While part-time employees do receive all legally mandated benefits (such as Social Security and Workers' Compensation), they are ineligible for other benefit programs unless they work the below hours:

- Medical Coverage– Part-time employees are eligible for medical coverage if they work 30 or more hours a week.
- 401K Plan– Part-time employees are eligible to participate in the 401K Plan after they have worked 1000 hours per calendar year.

Temporary Employees

A temporary employee is hired for a specified project or time frame. A temporary employee is paid by the hour or is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by the Company. While temporary employees do receive all legally mandated benefits (such as Social Security and Workers' Compensation), they are ineligible for other benefit programs.

Fair Labor Standards Act Classifications

In addition to the above classifications, positions are classified according to the Fair Labor Standards Act ("FLSA") as either exempt from the FLSA or nonexempt from the provisions of the FLSA.

The Fair Labor Standards Act ("FLSA") is a federal law which requires that employees deemed non-exempt under that law be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees, and for certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than a federally determined minimum amount. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the

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federal regulations. Generally, an exempt employee must be paid his or her full salary for each week, except for deductions specifically authorized by the FLSA (including, for example, certain absences due to illness, for personal reasons or as part of a disciplinary action).

If you believe that an improper deduction has been made to your salary, or if you have any questions about any deductions made to your salary, you should immediately report this information to your supervisor, or to Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made. It is the Company's practice to comply with the salary basis requirements of the FLSA.

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202 Personnel Records

Effective Date: January 1, 2020

It is the policy of the Company to maintain employment related records on applicants, active/terminated employees, consultants and contract/leased employees, in compliance with local and federal recordkeeping requirements. The Company strives to balance its need to obtain and retain employment information with a concern for each individual's privacy. To that end, the Company attempts to maintain only the employment information that is necessary for the conduct of its business and to comply with applicable federal, state, and local law. All employment-related information and employee files are the exclusive property of the Company.

Personal employee information will be considered confidential and as such will be shared only as required with those who have a bona fide need to access such information. All hard copy records will be maintained by Home Office in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under Company proprietary electronic transmission and intranet policies and security systems. Participants in Company benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

Employees are responsible for helping the Company keep their employment information current. Employees should notify the Home Office in writing of any changes regarding personal information such as full legal name, mailing address, phone number, marital status (for benefits and tax withholding purposes only), number of dependents (for benefits and tax withholding purposes only), beneficiary designations for any of the Company's insurance, changes in the status of one's authorization to work in the United States, and emergency contacts.

In addition, employees who have a change in the number of dependents or marital status must complete a new form W-4 for income tax withholding purposes within ten days of the change.

Employees should refer all requests from outside the Company for personnel information concerning applicants, employees and past employees to Home Office. The Home Office normally will release personnel information only in accordance with a written request and only after obtaining the written consent of the individual involved.

A reasonable charge may be made for any copies of records. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. In addition, exceptions may be made to release limited general information such as employment dates, position held and location of job site.