

| <i>EAST PENN MANUFACTURING CO., INC.</i> | | | |
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| EAST PENN POLICIES AND PROCEDURES MANUAL | | | |
| Revision No.: | Effective Date: 10/1/2021 | Page 1 of 3 | Change # |
| Approved By: Robert D. Harrop | | Document No.: EPPM\PERS\NAVITAS | |

East Penn Dress for Your Day Guidelines

Discretion in style of dress and behavior is essential to the efficient operation of the Company. Employees are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. Employees should use judgment in their choice of work clothes and should remember to conduct themselves at all times in a way that best represents themselves and the Company.

East Penn's dress for work philosophy follows the spirit of "Dress for your day and your job!" It is not the intent of the company to restrict any employee's dress preferences. The guidelines listed below are an effort to ensure people feel comfortable working together and present a proper business image to the public and our customers. Basic elements for appropriate and professional business dress include clothing that is in neat and clean condition.

There are four different categories of dress for your day and your job, dependent upon your work responsibilities and environment at East Penn Mfg: Business Dress, Business Casual Dress, Manufacturing Non-Uniform Dress, Manufacturing Uniform

Business Dress

East Penn Manufacturing expects employees who interact with vendors and customers and/or are involved in formal business settings (examples include but are not limited to: court proceedings, bank meetings, and/or other interactions with the government) to wear business dress clothes to work. Because our work environment receives frequent visits from customers, clients, and the public, professional business attire is essential to uphold our reputation during formal times.

Acceptable business dress includes suits with or without a tie, sports jackets (optional) with or without a tie and dress pants, dress shirts, dresses, skirts and dress shoes. On a day to day basis, ties are optional dependent upon the expectation of the customer, vendor and/or visitor. If you are not sure of the expectation for your work situation, you are encouraged to overdress.

Business Casual Dress

East Penn Manufacturing expects employees in manufacturing and warehouse office areas (or other office areas specified by the Divisional Vice-President) to dress appropriately in business casual dress. There may be times when an employee may have to overdress due to their work interactions (such as a plant tour with a formal customer) for the day.

Acceptable business casual dress includes dress pants, jackets, and shirts with a collar (including golf shirts), sweaters, skirts and dresses that are appropriate for a business environment. Leggings with a top/sweater that cover below a person's hips are acceptable. Additionally, skirts and dresses should be appropriate in length for a business setting.

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|---|---------------------------------|-------------|----------|
| EAST PENN POLICIES AND PROCEDURES MANUAL | | | |
| Revision No.: | Effective Date: 10/1/2021 | Page 2 of 3 | Change # |
| Approved By: Robert D. Harrop | Document No.: EPPM\PERS\NAVITAS | | |

Specific examples of unacceptable business casual include hats, jeggings, tank tops, halter tops, jeans, colored jeans, hoodies, exercise wear including any type of lycra/spandex, crop tops, beachwear, flip flops, casual sandals and spaghetti strap tops.

Manufacturing Non-uniform dress

East Penn Manufacturing expects employees who work in manufacturing environments (directly on the plant floor) to dress appropriately for their workplace.

Acceptable manufacturing non-uniform dress includes jeans, pants, shorts, t-shirts, sweatshirts and steel toe footwear.

Specific examples of unacceptable Manufacturing non-uniform dress include tank tops with thin straps, halter tops, crop tops, beachwear, and spaghetti strap tops. Sulphuric acid can cause extensive damage to cotton materials and it is suggested that employees who may come in contact with acid (who are not required to wear uniforms) do not wear jeans with excessive holes or rips.

Manufacturing Uniform dress

Employees who work in manufacturing environments which requires a company issued uniform should refer to the PPE Uniform Shower Policy.

Accommodations:

-Employees with disabilities and/or physical impairments may request modifications of the company dress code (with proper documentation) to the Personnel Department.

-East Penn will reasonably accommodate an employee's religious beliefs in terms of workplace dress unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of dress may be difficult in light of safety issues for some employees. Those requesting a workplace dress accommodation based on religious beliefs should be referred to the Personnel Department.

-Recognizing that employees and visitors to our offices may have sensitivity or allergic reactions to various fragrant products, East Penn requests employees to refrain from wearing heavy fragrances. East Penn employees are prohibited from bringing onto the premises natural or artificial scents that could be distracting or annoying to others. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees.

Other scented products (candles, potpourri and similar items) are also not permitted in the workplace.

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| EAST PENN POLICIES AND PROCEDURES MANUAL | | | |
| Revision No.: | Effective Date: 10/1/2021 | Page 3 of 3 | Change # |
| Approved By: Robert D. Harrop | Document No.: EPPM\PERS\NAVITAS | | |

Non-compliance:

In all categories above, appropriate workplace dress does **not** include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances or hair. Footwear such as flip-flops and causal sandals and sneakers are not appropriate. Offensive logos or other inappropriate words on clothing are strictly prohibited in the workplace.

Any employee who does not meet the attire or grooming standards (including offensive perfumes and body odor) set by the standard of their work category will be subject to corrective action and may be asked to leave work and properly address the situation.

Hourly employees will not be compensated for any work time missed because of failure to comply with designated workplace dress and grooming standards.

Record of Revisions

| Revision # | Revision Date | Description |
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