



East Penn Manufacturing Co.
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www.dekabatteries.com

May 11, 2022

Dear East Penn Navitas Employees:

We are pleased to announce to our East Penn Navitas employees that starting in 2022, the company will be adding 2 holidays as a Personal Holiday on top on the existing ones.

New full-time employees are eligible to receive the 2 personal holidays after 6 months of service. The existing employees who have more than 6 months of service with Navitas will be eligible immediately for 2 personal holidays this year on June 1st and which must be use by May 31st of following year.

Each year the company will stack your PTO and Personal holiday on June 1st which employees should use by May 31st. If PTO & Per Holiday are not used within time frame specified in this policy, they will be lost without payment or time off; with exception to state laws that indicate otherwise.

We hope you all enjoy Personal Days with rest and relaxation with your friends and family.

A handwritten signature in black ink, appearing to read "Dan Breidegam".

Dan Breidegam
Chairman

A handwritten signature in black ink, appearing to read "Chris Pruitt".

Chris Pruitt
CEO

A handwritten signature in black ink, appearing to read "Christy Weeber".

Christy Weeber
CFO