

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

Company Property

It is the Company's policy that company-owned or -leased property shall remain on Company premises at all times. Exceptions to this policy will be made only with prior management approval. However, from time to time and for various reasons, you may find it necessary to leave the building with such property in your possession. Reasons could range from travel on Company business to simply taking work home. A list of such property would include, but is not limited to, cellular phones, notebook computers, Company files and/or records, etc. All Employees will be issued key cards during their employment with the Company in order to access various parts of the building. These key cards remain the property of the Company.

Employees must contact the Personnel Department as soon as possible to notify them of any lost or stolen Company property. Employees will be responsible for the replacement of lost, stolen, or damaged Company property unless significant extenuating circumstances exist that are beyond the Employee's control. Unauthorized or abusive use of such property is prohibited. All Company property such as keys, equipment, publications, printouts, catalogs, business cards, contracts, records, files, cellular phones, notebook computers, flash drives and other items must be returned to the Company by the last day of employment or sooner, if requested.

Employees are expected at all times to exercise prudence and good judgment when in possession of Company property, especially when away from the Company. In this regard, such property is at all times to remain in the immediate control of the Employee and should be safeguarded, as would be the case with any valuable, personal property. Company documents and records are considered highly confidential and should be handled in such a way as to ensure such confidentiality while away from Company offices. Management may ask an Employee leaving the premises with such materials to sign a document noting the records taken and the reason for their removal. Violation of this provision may result in disciplinary action up to and including discharge.

Record of Revisions

Revision #	Revision Date	Description