

<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\PERSON\NAVITAS	

Employment Separation

Reduction in Force/Layoff/Separation of Employment

It is the Company's policy to make reasonable efforts to retain good Employees. However, employment at the Company is for no specified time, regardless of length of service. Just as Employees are free to leave for any reason, the Company reserves the same right to end the relationship with any Employee at any time, with or without notice, for any reason not prohibited by law.

In order to permit an orderly transition in assignments, we request that you provide your Supervisor with at least two weeks' advance notice if you should decide to leave the Company.

All Company property such as keys, equipment, publications, printouts, catalogs, business cards, contracts, records, files, cellular phones, notebook computers and other items must be returned to the Company by the last day of employment. Your final paycheck will include pay for work performed through your last day of employment, as well as accrued but unused PTO less any time off taken not fully earned.

Employment References and Verification of Employment

All requests for information on current or former Employees should be forwarded to Personnel. When a request is received, the Company will only provide dates of employment and position held unless the Employee provides authorization to release additional salary and employment information to the requesting party. Supervisors may only provide professional references for Employees after consulting with Personnel.

Record of Revisions

Revision #	Revision Date	Description