

<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\PERSONAL\NAVITAS	

Hours of Work

The hours of operation and support are driven based on the needs of the organization. The Normal Office Hours are defined as the hours between 8:00 a.m. and 5:00 p.m. that Non-manufacturing Employees must be available for work to support the office. Non-manufacturing Employees hours can be flexed around the Core Office Hours of operation as employees see fit subject to department manager approval and the needs of the organization. The Core Business Hours are from 8:30 a.m. and 3:30 p.m. The intent of the Core Business Hour policy is to provide a defined period during each work day where all Non-manufacturing Employees are available for both internal as well as customer support.

Note: Core Business Hours are a standard guideline that management has the right to change based on the needs of the organization. Manufacturing Employees include Regular Full-time, Regular Part-time, Temporary and Contract Employees responsible for battery production, printed circuit board assembly and research and development functions.

Office Hours:

- Normal Business Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday

Manufacturing Hours:

- Monday – Thursday 6:00 a.m. – 3:30 p.m. with 30 minutes for lunch
- Friday 7:00 a.m. – 11:00 a.m.

All Manufacturing shifts include a thirty (30) minute unpaid lunch break and two 15-minute paid breaks, which are scheduled at management's discretion. Non-manufacturing positions include a one hour unpaid lunch break. Lunch breaks are scheduled by the company but in no case shall be taken later than five (5) hours after the beginning of work. The Company reserves the right to modify the work schedule to accommodate work weeks that include Company holidays such that Employees are limited to a normal work week of forty (40) hours.

The fluctuating demands of business may require that adjustments be made from time to time at the sole discretion of the company's management. However, the basic workday is eight (8) hours, and the basic workweek is forty (40) hours from Sunday to Saturday. Daily and weekly work schedules may be changed from time to time at the discretion of the Company to meet the varying conditions of business, and Employees will be notified appropriately.

Record of Revisions

Revision #	Revision Date	Description