

January 25, 2023

Phuong Tran
trann4@oregonstate.edu
(541) 908-2071

Offer of Temporary Employment

Dear Phuong:

We are pleased to formally offer you employment with Oregon Tool, Inc. (the "Company"). This offer is contingent upon the satisfactory completion of a drug screen and criminal background check.

Job Title: Engineering Intern

Start Date: 6/26/2023

End Date: 12/15/2023

Working Location: Oregon Tool, 4909 SE International Way, Milwaukie, OR 97222

This will be an on site position, based on the requirements of the role. You will be working full time (40 hours a week) for the duration of your internship.

Reporting to: Rodrigo Pooter, Manufacturing Engineering Manager

You will receive entry-level job assignments under the supervision of Rodrigo Pooter. Rodrigo can be contacted at 503.653.4549 or by email at rodrigo.pooter@oregontool.com. Your program mentor will be Sean Sloanes. Sean can be contacted at 503.653.4213 or by email at sean.sloanes@oregontool.com.

Salary: \$25.00 per hour

This offer also includes a one-time grossed up payment of \$1,200.00, to be paid to you in your first paycheck with the Company to help with any costs associated with your relocation to the Portland, OR area. This means that the Company pays the taxes at the supplemental wage tax rate on your behalf. Please refer to our Intern Relocation Guide for further details.

Internship:

This is an excellent opportunity to gain experience within the Engineering field and gain knowledge about how a manufacturing company operates. You will work on various projects and support the team you are assigned. During this time, you may:

- Act as business partner supporting key programs.
- Help drive multiple projects by collaborating cross functionally, utilizing forward-thinking solutions and innovative approaches.
- Hone your leadership skills through on-the-job assignments, the support of mentors, and training.

Benefits:

You will receive your Employee Handbook and will be scheduled to attend a New Hire Orientation session within your first 30 days of employment.

All group welfare benefits, except the Life and Disability coverage, begin on your first day of employment. Life and Disability coverage begin after 30 days.

You are eligible participate in the 401(k) plan within your first 30 days of employment. Once Fidelity has your information, you can start your contributions. You are immediately 100% vested. If you do not enroll in the Plan within your first 35 days, you will be automatically enrolled in the Plan at a contribution rate of 3% of pre-tax eligible earnings after 35 days of employment.

You will be eligible to be paid for Company observed/paid holidays that occur during your internship.

For more details on your employee benefits prior to the orientation session, you may contact Total Rewards at 503-653-4617 or totalrewards@oregontool.com.

Your First Day:

Please arrive between 7:30 and 7:45 am on your first day of employment. Although most of your employment paperwork will be completed online prior to your start date, you will have a small amount of paperwork to complete and review on your first day and you will need to provide proper identification for the completion of your I-9 form. Please bring with you the proper documentation allowing you to work while on an F-1 Visa.

Please note that nothing in this offer, including the review of scheduled future events, should be construed as a guarantee of employment. Employment with the Company is considered an "at-will" relationship. This means both you and the Company are free to terminate our employment relationship at any time for any reason, so long as there is no violation of applicable federal or state law.

Phuong, we believe that this internship will be a valuable experience. We look forward to working with you this summer, and your response to this internship offer by **January 30, 2023**.

Best regards,



Susan Hawksworth
Human Resources Manager, Portland and Arizona
P: 503.653.4345

cc: Human Resources

Please sign and date below to accept the offer.

Signature: Tran Nguyen Phuong

Date: 03/13/2023