

Enveda Biosciences

USA EMPLOYEE HANDBOOK

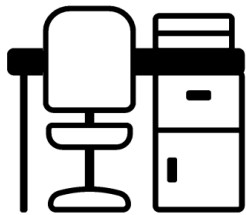
Created August 30, 2022

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INTRODUCTION

This Employee Handbook was created to be a resource for our employees. We have tried to write it so that it is easy to understand and organize it so that employees can quickly find what they are looking for. This handbook is not a contract, but employees should read and understand it. It replaces any prior handbooks and inconsistent policies or statements. In the future, we may need to revise this handbook, and we will strive to make our employees aware of changes. This handbook should be read and interpreted to be consistent with applicable laws. Enveda Biosciences is referred to as the “Company” throughout the handbook.

We have divided the handbook into four sections: Our Commitments, Our Expectations, Our Relationship, and Time Off. Graphics and brief descriptions for each section are provided below. The graphics are used throughout the handbook to identify the sections.



Our Commitments

This section outlines the principles we are committed to as a company.



Our Expectations

This section explains the expectations we have for our employees.



Our Relationship

This section describes our relationship with our employees.



Time Off

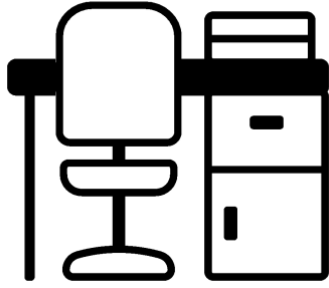
This section explains when employees can take time off work.

Enveda Biosciences
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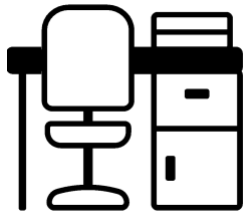
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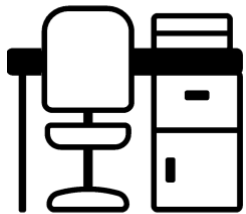
OUR COMMITMENTS

This section outlines the principles we are committed to as a company.



Values

1. Don't rush, but don't wait.
2. Over-communicate and follow up by default.
3. No question or comment is incorrect, silly, stupid, or basic.
4. Listen to, learn from, grow with, and help grow your team.
5. Always say what you really think - with positive intent.
6. Succeed at Enveda by being an Intrapreneur.
7. Celebrate your wins, and also your failures.
8. We are One Enveda.
9. Be courageous.



Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation

Enveda Biosciences is an equal opportunity employer and makes employment decisions on the basis of merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values. Enveda Biosciences does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics:

Enveda Biosciences also prohibits discrimination and harassment based on the perception that an employee falls within one of the categories of Protected Characteristics, or based on the employee's association with a person who falls within, or is perceived to fall within, one of the categories of Protected Characteristics. These prohibitions apply in the workplace, on business trips, during business meetings, at business-related social events, and at any other location where a Company-sponsored event takes place.

Harassment is prohibited and, in many cases, can be unlawful. Harassment may take many forms, but the most common forms include: *verbal harassment* (e.g., jokes, epithets, slurs, negative stereotyping, and/or unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices, or gossiping about sexual relations); *physical harassment* (e.g., physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or *visual harassment* (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and/or any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed or circulated in the workplace). Harassment may include offensive conversations or joking and teasing.

Retaliation by any person, including, but not limited to, co-workers, managers, supervisors and third parties, for reporting any incidents of harassment or discrimination, or perceived harassment or discrimination, for making any complaints of harassment or discrimination, or participating in any investigation of incidents of harassment or discrimination, or perceived harassment or discrimination, is strictly prohibited. Any report of retaliation by one accused of

harassment or discrimination, or by co-workers, supervisors, or managers, will also be promptly and thoroughly investigated. If a complaint of retaliation is substantiated, appropriate disciplinary action, including, termination of employment, will be taken.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Enveda Biosciences will make reasonable accommodations for the known physical and mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Complaint and Investigation of Discrimination Harassment and/or Retaliation

If employees believe they have been subjected to harassment, discrimination, or retaliation of any kind or any conduct that violates this policy, employees must immediately report the conduct to their supervisor, Human Resources, or both. If employees do not feel comfortable discussing the matter with their supervisor, employees should bring the matter to the attention of Human Resources, their second-tier supervisor, or the CEO. Employees should bring the matter to the Company's attention promptly so that any concern of harassment, discrimination, or retaliation can be investigated and addressed appropriately. Supervisors must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Human Resources or the CEO as soon as possible so Enveda Biosciences can attempt to resolve the claim internally.

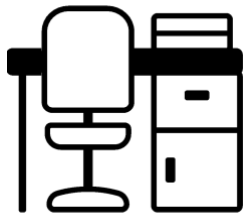
Individuals are encouraged to complete the form Complaint Form attached as Appendix A when submitting their discrimination, harassment, and/or retaliation complaint. This form permits the employee and Enveda Biosciences to effectively communicate and understand the nature of the complaint so that proper steps can be taken in response.

All complaints will be promptly and thoroughly investigated by qualified personnel in a fair and impartial manner. The investigation will be documented and tracked. Enveda Biosciences will keep all information disclosed during the course of the investigation confidential, except as necessary to conduct the investigation, take any remedial action, or in accordance with applicable law. All employees and supervisors have a duty to cooperate in the investigation of alleged harassment, discrimination, or retaliation. Failing to cooperate or deliberately providing false information during an investigation is grounds for disciplinary action, including termination of employment. If Enveda Biosciences determines a violation of policy has occurred, it will take effective remedial action commensurate with the severity of the offense. This action may include disciplinary action against the accused party, including, termination of employment. Enveda Biosciences will take steps to prevent any further violations of policy.

Additional Enforcement Information

In addition to the Company's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) investigate and prosecute complaints of harassment, discrimination, and retaliation in employment in their respective jurisdictions.

Information about the EEOC's complaint procedure can be found at www.eeoc.gov. Employees may also contact the EEOC at: 1-800-669-4000 (English) or 1-800-669-6820 (TTY).



Sexual Harassment Policy

Enveda Biosciences is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is offensive, a violation of Enveda Biosciences policies, and unlawful. Enveda Biosciences will penalize persons who engage in sexual harassment or allow such behavior to continue.

This policy is one component of the Company's overall policy on (1) equal employment opportunity and (2) the prohibition of sexual harassment and retaliation. Any questions about this policy can be directed to Human Resources at hr@envedabio.com.

Scope

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), contractors, vendors, and any other people conducting business with Enveda Biosciences ("Covered Individuals").

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local law (where applicable). It is unlawful to harass a person because of that person's sex, including the person's sexual orientation, gender identity, or pregnancy.

Sexual harassment includes any unwanted verbal or physical advances, sexually explicit derogatory statements, and sexually discriminatory remarks that are offensive or objectionable and cause the recipient discomfort or humiliation or otherwise interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors, known as "quid pro quo" harassment. Job benefits include hiring; promotion; continued employment; or any other terms, conditions, or privileges of employment.

Harassment does not have to be of a sexual nature, and can include offensive remarks about a person's sex if:

- The conduct creates a hostile work environment, including offhand comments or isolated incidents that are minor by themselves but, as a whole, create a hostile work environment;

- The conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment;
- The conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting a person's employment.

Examples of Sexual Harassment

Following are some examples of sexual harassment that are strictly prohibited:

- Physical acts of a sexual nature, such as touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body, or poking another person's body; or rape, sexual battery, molestation, or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as requests for sexual favors accompanied by implied or overt threats concerning a person's job performance evaluation, promotion, or other job benefits; or subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience that create a hostile work environment.
- Sex stereotyping, such as when a person's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how persons of a particular sex should act or look.
- Sexual or discriminatory displays or publications in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexually demeaning or pornographic, including sexual displays on computers or cell phones shared in the workplace.
- Hostile actions against a person because of that person's sex, sexual orientation, gender identity, or for being transgender, including but not limited to: interfering with, destroying, damaging, or sabotaging a person's workstation, tools or equipment, work, or otherwise interfering with the person's ability to perform the job; or bullying, yelling, or name-calling.

Targets of Sexual Harassment

Sexual harassment can occur between any persons, regardless of their sex or gender. Harassers can be a superior, subordinate, coworker, or anyone in the workplace, including an independent contractor, contract worker, vendor, intern, client, customer, or visitor.

Locations of Sexual Harassment

Unlawful sexual harassment is not limited to the workplace. It can occur while employees are traveling for business or at Company-sponsored events or parties. Calls, texts, emails, and social media usage by employees on work or personal devices during work or non-work hours can constitute unlawful workplace harassment, even if they occur away from the workplace.

Reporting Sexual Harassment

Any Covered Individual who is subject to any behavior that may constitute sexual harassment is encouraged to report such behavior to their supervisor or Human Resources at hr@envedabio.com. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to their supervisor or Human Resources.

Reports of sexual harassment may be made verbally or in writing. A written complaint form (a "Complaint Form") is attached to this Handbook as Appendix A. Someone who is reporting sexual harassment on behalf of another Covered Individual should note such on the Complaint Form.

Covered Individuals who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections and External Remedies.

Supervisory Responsibilities

All supervisors who receive a complaint or information about suspected sexual harassment, observe sexually harassing behavior, or suspect that sexual harassment is occurring, must report such suspected sexual harassment to Human Resources at hr@envedabio.com.

Supervisors will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors will also be subject to discipline for engaging in any retaliation.

Retaliation

Retaliation is any action that could discourage someone from making or supporting a sexual harassment claim. Enveda Biosciences will not tolerate retaliation against anyone who, in good faith, reports or provides information in support of a report of suspected sexual harassment or otherwise assists in any investigation of a sexual harassment complaint. Retaliation includes job-related adverse actions or other actions outside of the workplace (e.g., threats of physical violence outside of work hours).

Retaliation is unlawful under federal, state, and local law (where applicable). Those laws generally protect any person who has engaged in a protected activity such as:

- Making a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testifying or assisting in a proceeding involving sexual harassment under anti-discrimination law;
- Opposing sexual harassment by making a verbal or informal complaint to management, or by informing a supervisor or manager of harassment;
- Reporting that another person has been sexually harassed; or
- Encouraging someone to report sexual harassment.

Even if the alleged harassment does not ultimately rise to the level of a violation of law, a person is protected from retaliation if the person had a good faith belief that the practices were unlawful. This retaliation provision is not intended to protect people making intentionally false charges of harassment.

All Covered Individuals who believe they have been subject to such retaliation should inform their supervisor or Human Resources at hr@envedabio.com. All Covered Individuals who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections and External Remedies.

Complaint and Investigation of Sexual Harassment

All complaints of or information about sexual harassment, whether reported verbally or in writing, will be investigated. Investigations will be prompt and thorough, commenced immediately, and completed as soon as possible. Investigations will be confidential to the extent possible. All people involved, including victims, reporters, witnesses, and the accused have a right to a fair and impartial investigation according to established rules and policies.

Employees may be required to cooperate in an investigation of suspected sexual harassment.

While the process may vary from case to case, investigations will generally occur in the following steps. Enveda Biosciences will:

- Inform the reporter of the right to file a complaint or seek external remedies as outlined in the next section.
- Immediately review the allegations and take any necessary short-term actions (e.g., instructing the accused to refrain from communications with the alleged victim), as appropriate.
- Inform the alleged victim of the steps that will be taken (including when the accused will be notified of the accusation) and how their identity will be protected.

- If the complaint is verbal, encourage the reporter to complete the Complaint Form in writing. If the reporter refuses, Enveda Biosciences will prepare the Complaint Form based on the verbal reporting.
- Take steps to obtain and preserve documents, emails, or phone records relevant to the investigation.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo, or email), which contains the following:
 - The complaint;
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the reporter and the accused of the final determination.
- Implement any corrective actions.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Enveda Biosciences, but is also prohibited by federal, state, and local law (where applicable). Employees in certain industries may have additional legal protections.

Aside from the internal process at Enveda Biosciences, Covered Individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, employees may seek the legal advice of an attorney.

Civil Rights Act of 1964

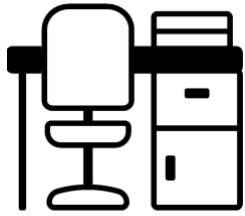
Enveda Biosciences complies with all EEOC laws and regulations. The United States Equal Employment Opportunity Commission (“EEOC”) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.).

Local Protections

Many localities enforce laws protecting persons from sexual harassment and discrimination. A person can contact the county, city, or town where they live to find out if such a law exists.

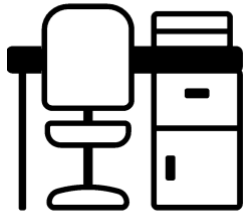
Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Reporters should contact the local police department.



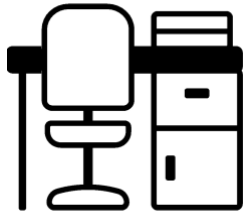
Arbitration

In the event of any dispute or controversy arising out of, relating to, or resulting from an employee's employment with Enveda Biosciences, all such disputes must be settled by binding arbitration as set forth in the EMPLOYEE CONFIDENTIAL INFORMATION AND INVENTION ASSIGNMENT AGREEMENT (the "Agreement"). The Agreement specifically provides for arbitration of claims against Enveda Biosciences and its employees, officers, and directors in their capacity as such, and **waives any right to a trial by jury**. Mandatory arbitration applies for all claims, except as prohibited by federal and/or state law for certain types of claims.



Immigration Law Compliance

All offers of employment are contingent on verification of an employee's right to work in the U.S. All employees must complete and sign the verification form required by federal law no later than the first day of employment. All employees must present acceptable documents verifying that an employee is authorized to work in the U.S. no later than the employee's third day of employment. If an employee cannot verify the employee's right to work in the U.S., Enveda Biosciences may be obligated to terminate the employee's employment.



Employment of Relatives

Relatives of employees may be eligible for employment with Enveda Biosciences only if the individuals involved do not work in a direct supervisory relationship or in job positions in which a conflict of interest could arise. For purposes of this policy, “relatives” means spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Current employees who marry or enter into a domestic partnership will be permitted to continue working in their current job position only if they do not work in positions as noted above. If employees who marry or enter into a domestic partnership work in a direct supervisory relationship with one another, Enveda Biosciences will attempt to reassign one of the employees to another position for which the employee is qualified, if available. If no such position is available, then one of the employees will be required to leave the Company.



OUR EXPECTATIONS

This section explains the expectations we have for our employees.



Code of Conduct Policy

The success of the Company is created by everyday interactions at work. This policy, along with the rest of the Employee Handbook, establishes appropriate work behavior. When the workplace is respectful, safe, and professional, the Company and employees can thrive. For more information on any of the topics in this Policy, see the referenced policy in the Employee Handbook.

Respect

Respect is essential for employees to succeed at work. Employees should fulfil their job duties with integrity and respect toward others. All employees are expected to be respectful to everyone, including other employees, contractors, customers, and vendors. Communication and interactions should be friendly and collaborative. Employees should not disrupt the workplace or interfere with other employees' work or their ability to perform their jobs.

Supervisors and managers should not abuse their authority. Team members must follow supervisors and manager instructions and complete their duties with skill and in a timely manner.

Harassment or discrimination of any kind is not acceptable. Employees should refer to the **Equal Employment and Policy Against Harassment, Discrimination, and Retaliation** for information about what qualifies as harassment and how to report it. For information about sexual harassment, specifically, employees should refer to the **Sexual Harassment Policy**. This policy defines sexual harassment and gives examples of possible harassment. All employees should report harassment in the workplace, even if they are not the target. Employees who report harassment will be protected from retaliation.

The Company respects the rights of employees. The **Protected Activity Not Prohibited** policy explains some of these rights and protections.

Safety

Safety is essential for employees to succeed at work. The physical safety and health of employees is a top priority for the Company. The **Health and Safety** policy instructs employees on how to maintain a clean workplace. Frequent cleaning and other precautionary practices can help stop the spread of disease and illness in the workplace. To promote a physically safe environment, there is zero tolerance for **Workplace Violence** of any kind. Any employee who becomes violent, or threatens violence, will be disciplined, up to and including termination of employment.

The Company is concerned about employees' abuse of alcohol, illegal drugs, and controlled substances. Use of these substances, whether on or off the job, can adversely affect employees'

work performance, efficiency, safety, and health. Employees should refer to the **Drug and Alcohol Abuse** policy and the **Marijuana** policy for more information.

Professionalism

Professionalism is essential for employees to succeed at work. Employees are expected to act professionally while working and representing the Company. Employees must follow the **Dress Code**, including proper grooming and personal hygiene. Clear relationship boundaries can help all employees feel comfortable while at work.

Employees should act professionally when representing the Company, even while not at work. Employees' behavior outside of work hour should not damage the Company's reputation. The Company respects employees' use of social media and has guidelines about its use.

Lawful Conduct

Employees are expected to follow any applicable laws or regulations governing the Company. Violating the law can result in significant harm to the Company, including financial penalties or damage to the Company's business relationships and reputation. The legal requirements are the minimum standard, but the Company strives to act in an ethical manner that has positive effects on people and society. Employees should pursue the Company's best interest. Employees must not engage in any activities that could give rise to, or could be perceived to give rise to, a conflict of interest.

Business Property

Respecting Company property is important for the Company to operate efficiently. Employees have a duty to be respectful of **Company Property**, whether tangible or intangible. Employees shouldn't misuse Company equipment or use it frivolously. Any unauthorized or misuse of Company property is prohibited and may result in discipline.

Employees have access to a variety of technology on Company devices and systems. Employees' use of Company property or systems, or use of personal devices while at the workplace are subject to the **Technology Systems** Policy. Employees should review this policy to understand their privacy and responsibility while using Company technology.

Employee should remember that they are responsible for safeguarding the Company's confidential information during and after their employment. Employees are bound by the **Confidentiality and Trade Secrets** policy. This policy can help employees identify what information is confidential and how best to protect it.

Discipline

Employees should report any violations of this **Code of Conduct** Policy to Human Resources. Violations of this policy will result in discipline, including the possibility of termination.

Time Off

Employees should refer to the **Time Off** section of the Handbook for information about leave. Information about breaks can be found in the **Meal and Rest Breaks** policy and the **Lactation Accommodation** policy.



Workplace Violence

Enveda Biosciences has no tolerance for acts and threats of violence among employees or on the Company premises. All such acts and threats, even those made in jest, will be taken seriously and will lead to appropriate discipline, including termination of employment. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Employees are expected to report to a supervisor all actual or perceived threatening and/or violent incidents involving employees or occurring on the Company premises. Enveda Biosciences is committed to reviewing all reports of workplace violence and conducting any investigation as appropriate. Enveda Biosciences will take appropriate remedial action to redress any violations of this policy or any reports of employee workplace violence.



Drug and Alcohol Abuse

Enveda Biosciences is concerned about the use of alcohol, illegal drugs, and controlled substances as they affect the workplace. Use of these substances, whether on or off the job, can adversely affect employees' work performance, efficiency, safety, and health, and therefore, seriously impair employees' value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes Enveda Biosciences to the risks of property loss or damage, or injury to other people. The following are strictly prohibited by Enveda Biosciences: (1) being impaired by alcohol while performing work for Enveda Biosciences; (2) driving a Company vehicle while under the influence of alcohol or a controlled substance; (3) distribution, dispensation, sale, or purchase of an illegal or controlled substance while performing work for Enveda Biosciences or on Company property; (4) unlawful manufacture, possession, or use of a controlled substance, or being under the influence of an illegal or controlled substance while on Company premises or while performing work for Enveda Biosciences; and (5) working while impaired by a prescription or over-the-counter drug if that impairment affects the employee's ability to safely or sufficiently perform the job or affects the safety of others. Enveda Biosciences will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, unless undue hardship would result, or as otherwise required by applicable federal or state law.

Violation of the above rules and standards of conduct may result in disciplinary action, including termination of employment. Enveda Biosciences may also bring the matter to the attention of appropriate law enforcement authorities.



Marijuana Policy

Enveda Biosciences is concerned about employees' use of marijuana because it affects the workplace. Being under the influence of marijuana in the workplace can adversely affect

employees' work performance, efficiency, safety, and health, and therefore seriously impair employees' value to the Company. **In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes Enveda Biosciences to the risks of property loss or damage, or injury to other people.**

Employees may not report to or perform work for Enveda Biosciences while under the influence of marijuana.

Employees may not ingest, manufacture, distribute, dispense, or possess marijuana or marijuana-related paraphernalia at any company workplace or during work hours, including during meal and rest breaks. Company workplaces include all buildings, offices, facilities, grounds, parking lots, lockers, places, and vehicles owned, leased, rented, or managed by Enveda Biosciences, or any site on which the company is conducting business. Enveda Biosciences complies with all state and federal laws and regulations regarding marijuana use.

Failure to follow this marijuana policy may result in discipline, up to and including termination of employment.



Workplace Visitor Policy

This workplace visitor policy outlines the rules for workplace visitors on Enveda Biosciences premises. The purpose of this policy is to protect the safety and security of Enveda Biosciences employees, visitors, and property and to ensure only authorized personnel have access to Company workplaces. "Visitors" includes, but is not limited to, customers, interviewees, vendors, personal visitors (e.g. employees' family or friends), and contractors.

Employees may bring visitors to the workplace.

The following rules apply to all visitors:

- Visitors shall be required to sign in using the visitor sign-in log located on the wall of the entrance, including in/out times and reason for visitation.
- Visitors will be offered and are expected to wear PPE, in accordance with ANSI (American National Standards Institute) Z87.1.
- Visitors shall always be accompanied by an active Enveda Biosciences employee, except those with prior approval.

- All company policies, including health and safety protocols, confidentiality policies, etc. apply to any and all visitors while they are on the Company's premises.
- Visitors shall abide by Enveda Biosciences's Emergency Action Plan in case of emergency.
- Anyone under the age of eighteen (18) is not permitted in the laboratory space.
- Visitors must follow evacuation procedures in case of an emergency, and follow direction from the on-site Emergency Coordinators.
- Visitors may not sell items, gather donations, or request participation in activities while on the Company's premises.
- Visitors may only visit common areas of the workplace or areas specifically open to visitors, and not areas where there are confidential records or dangerous equipment.

Employees and visitors who violate this policy may face disciplinary consequences based on the violation. If you are visiting another company's worksite, you must familiarize yourself with their health and safety protocols and follow their policies while at their worksite.



Health and Safety

The Company's goal is to ensure the health, safety and welfare of its employees and any contractors or visitors who enter the workplace. Circumstances may warrant the modification of these protocols from time to time. Any such changes will be in writing and will be communicated to employees by the Company. It is critical that employees comply with the Company's rules and guidelines, including any federal, state and local laws regarding workplace safety. Failure to follow the Company's health and safety protocols may result in discipline, including termination of employment.

In order to help Enveda Biosciences maintain a safe and healthy workplace, employees must:

- Be responsible for working safely and carrying out their duties with skill and care as to not cause accidental injury to themselves, fellow employees or the general public,
- Monitor their health on a daily basis and stay home if they are feeling sick, except to get medical care,
- Avoid close contact with people who are sick. If possible, maintain six feet of distance from anyone who is sick,
- Always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow. Throw used tissues in the trash,
- Wash their hands often with soap and water for at least 20 seconds to reduce the spread of germs, especially before touching their face, before eating or preparing food, after using a restroom, after blowing their nose, coughing, or sneezing, after caring for someone who is sick, and after touching animals or pets,
- Clean and disinfect frequently touched surfaces often (e.g., phones, desks, keyboards, and other work tools and equipment),
- Keep their work area clean, organized, and free from clutter or tripping hazards and ensure that all aisles and exits are kept clear; Not let cords, boxes, or other items obstruct or interfere with aisles or exits,

- Use any tools and equipment designated for the work to be performed and ensure that those tools are kept in good condition,
- Immediately notify their supervisor when any person in the workplace may pose a threat to the safety and security of the Company's employees, or when the employee loses or misplaces keys, security passes, or identification badges,
- Report any unsafe conditions, potential hazards, or other safety concerns (whether they exist on Company's premises or employees' home offices) to their supervisor, and
- Report any workplace injuries, accident, illness, or near misses (including if they occur outside working hours on Company premises).

Employees must report any unsafe conditions, injury, or illness, as soon as possible, but no later than eight (8) hours after becoming aware of the unsafe condition, injury, or illness. The report must be made to the employee's supervisor, and if the supervisor is unavailable to Human Resources at hr@envedabio.com. Enveda Biosciences prohibits any form of discipline, reprisal, intimidation, discrimination, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. Enveda Biosciences or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.



Solicitation and Distribution of Literature

Employees may not solicit or promote support for any cause or organization in the workplace during their working time or the working time of employees whom at they are soliciting. Nonemployees are not permitted to solicit or distribute written material for any purpose on Company property. This policy is not intended to restrict employee communications or actions protected or required by state or federal law, such as the National Labor Relations Act.



Dress Code

Employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours that presents an image that represents Enveda Biosciences well. Apparel, personal grooming, and hygiene practices should not distract others. Employees should avoid extremes in dress and grooming. If employees report to work dressed or groomed inappropriately, they may be asked to return home and return to work well-groomed and wearing proper attire.



Company Property

All Company property must be maintained in good working order and in accordance with Company rules and regulations. Enveda Biosciences may inspect all Company property to ensure compliance with its rules and regulations without notice to employees or in employees' absence. Prior authorization must be obtained before any Company property may be removed from the premises. Personal property, including purses, backpacks, cell phones, laptops, electronic storage devices, cloud accounts, etc. brought onto Company premises is subject to inspection as permitted by applicable law.

Upon termination of employment or upon request by Enveda Biosciences, employees must return all Company property immediately. Upon termination of employment, or upon request by Enveda Biosciences, employees must conduct a thorough search of their homes, personal computers, cars, personal phones, cloud accounts, tablets, external drives, personal emails, and any other place where Company property (whether in electronic or hard copy form) may reside and return Company property immediately. Employees who fail to comply with this policy may be subject to discipline and/or legal action.



Technology Systems

Enveda Biosciences provides employees with access to the Company's email system, Slack, computer networks, and other technology systems and electronic communication platforms to assist employees in conducting Company business. Everything created, received, sent, or stored in these systems is the property of the Company.

All Company policies, including Company policies regarding intellectual property, discrimination, harassment, and confidentiality, apply to the conduct of employees on the internet and when using Company technology systems. The display of any kind of sexually explicit image or document on any Company system or through any electronic communication method operated by Enveda Biosciences is a violation of Company's policy against sexual harassment. Employees who are aware of the misuse of these systems by other employees should report the misuse to Human Resources at hr@envedabio.com immediately.

Enveda Biosciences has software and systems that are capable of monitoring and recording all network traffic to and from any computer used by employees. Enveda Biosciences may access, review, copy, and delete anything accessed through these systems with or without notice to employees or in employees' absence. In addition, Enveda Biosciences may review internet and technology systems activity and analyze use patterns and may choose to publicize this data. **Employees should have no expectation of privacy regarding their internet or technology systems use** and should not use Company systems for information they wish to keep private.



Confidentiality and Trade Secrets

Employees are responsible for safeguarding the Company's confidential information during and after their employment. Confidential information includes non-public information that relates to the actual or anticipated business, products, services, research or development of Enveda Biosciences, or to the Company's technical data, trade secrets, or know-how, including research,

product plans, or other information regarding the Company's products or services and markets thereof, customer lists and customers, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, and finances.

Confidential information does not include any such information which an employee can establish:

- Was publicly known or made generally available prior to the time of disclosure by Enveda Biosciences to the employee,
- Becomes publicly known or made generally available after disclosure by Enveda Biosciences to the employee through no wrongful act or omission by the employee, or
- Is in the employee's rightful possession, without confidentiality obligations, at the time of disclosure by Enveda Biosciences as shown by the employee's then-contemporaneous written records.

Subject to their right to engage in activities protected by law (including as provided elsewhere in this handbook), employees may not divulge any such information unless it is necessary for them to do so in the performance of their employment duties. Employees may not transmit Company confidential information to themselves for use – or potential use – at future employers. For example, employees may not email Company property to their personal email accounts, save it to their personal cloud accounts, or save it to external drives or other sources without the written permission of the Company.

Employees may not work for Enveda Biosciences if any agreements with third parties, including prior employers, prevent them from performing the duties of their position. Employees must notify the Company immediately if an employee learns that the Company is unaware of any such existing agreement. Employees may also not work for Enveda Biosciences if they have retained any property of their prior or concurrent employer(s) without written permission from their prior or concurrent employer(s) to retain such property. Employees are prohibited from bringing any third-party confidential information to Enveda Biosciences or using it in their work at Enveda Biosciences without the Company's express, written permission. Employees who use such information (e.g., by accessing it through cloud accounts or external drives) will be subject to disciplinary action, up to, and including, termination of employment. In addition, such behavior can result in employees being sued, personally, by prior employers, as well as being subject to criminal penalties. Unless required by applicable law, Enveda Biosciences will not indemnify employees who have stolen or misused the trade secrets or confidential information of others. If employees are asked, during the course of their employment at Enveda Biosciences, for information relating to any of their prior employers' business and cannot answer that without providing non-public information, employees must refrain from providing such information.

Enveda Biosciences may, to the maximum extent permitted by applicable law, inspect employees' electronic equipment, including Company-provided computer and emails at any time to ensure compliance with Company policies.



Protected Activity Not Prohibited

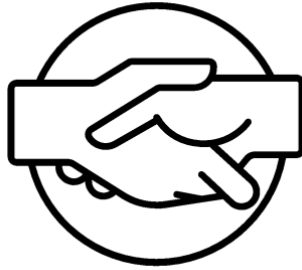
Nothing in this Handbook limits or prohibits employees from engaging for a lawful purpose in any "Protected Activity." "Protected Activity" means:

- Discussing the terms, wages, and working conditions of their employment as protected by applicable law,
- Disclosing information pertaining to any unlawful or potentially unlawful conduct, and
- Filing or pursuing a charge, complaint, or report, or otherwise communicating with or participating in any investigation or proceeding that may be conducted by state, federal, local, or other governmental agency, including the Securities and Exchange Commission, the Occupational Safety and Health Administration, the Equal Employment Opportunity Commission, and the National Labor Relations Board ("Government Agencies").

Employees are permitted to disclose documents or other information as permitted by law, without giving notice to or receiving authorization from the Company. In making any such disclosures or communications, employees must take all reasonable precautions to prevent any unauthorized use or disclosure of any information that may constitute Company confidential information to any parties other than the relevant Government Agencies. "Protected Activity" does not include the disclosure of any Company attorney-client privileged communications or attorney work product. Any such disclosure, without the Company's written consent violates Company policy. This policy supersedes any prior or conflicting Enveda Biosciences policy or communication.

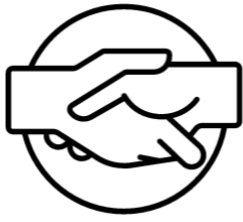
Pursuant to the Defend Trade Secrets Act of 2016, employees are hereby notified that an individual will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (a) is made in confidence to a federal, state, or local government official (directly or indirectly) or to an attorney *solely* for the purpose of reporting or investigating a suspected violation of law, or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if (and only if) such filing is made under seal. In addition, an individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of

law may disclose the trade secret to the individual's attorney and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal and does not disclose the trade secret, except pursuant to court order.



OUR RELATIONSHIP

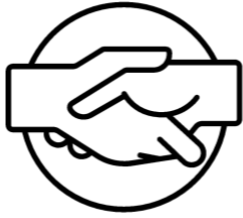
This section describes our relationship with our employees.



At-Will Employment

Employment at Enveda Biosciences is at-will. Enveda Biosciences may terminate an employee's employment with or without cause, for any reason or no reason, with or without notice, at any time. Employees may resign from their employment at any time, for any reason or no reason, with or without notice. Enveda Biosciences requests at least two (2) weeks' notice from employees before their resignation.

Nothing in this Handbook or in any other document, policy, or agreement limits the right of Enveda Biosciences and employees to terminate employment at-will. With the exception of certain individuals at Enveda Biosciences who have the authority to enter into written term employment agreements, no employees have any authority to enter into any agreement for employment for a specified period of time or to make any agreement or representation contrary to the Company's policy of employment at-will.



Employee Classification Policy

This Employee Classification Policy summarizes the different categories of employment at Enveda Biosciences. An employee's category of employment determines benefit eligibility and which policies and laws apply to the employee. Employee will be informed of their classification when hired and notified of any subsequent changes to their classification.

Employees are categorized as either "exempt" or "nonexempt" for purposes of federal and state wage and hour laws.

- **Nonexempt Employees:** Employees whose work is covered by the Fair Labor Standards Act (FLSA) concerning minimum wage and overtime.
- **Exempt Employees:** Employees who do not receive overtime pay and generally receive the same weekly salary regardless of hours worked. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

In addition, employees fall within one of the classifications below:

- **Salaried, Full-Time Employees (exempt and nonexempt):** Employees who regularly work Enveda Biosciences's full-time schedule who were not hired on a temporary or short-term basis. Full-time employees are generally eligible for all Enveda Biosciences benefits, subject to the terms and conditions of each benefit program.
- **Salaried, Part-Time Employees (exempt and nonexempt):** Employees who regularly work fewer than Enveda Biosciences's full-time schedule and who were not hired on a temporary or short-term basis. Part-time employees are generally not eligible for benefits offered by Enveda Biosciences. They do have access to the Employee Assistance Program [note: employees who are part-time longer than one (1) year may have some benefit eligibility]
- **Hourly, Full-Time Employees:** Employees who regularly work Enveda Biosciences's full-time schedule who were not hired on a temporary or short-term basis. Hourly, full-time employees are generally eligible for all Enveda Biosciences benefits, subject to the terms and conditions of each benefit program.

- **Hourly, Part-Time Employees:** Employees who are regularly scheduled to work less than thirty (30) hours each week at Enveda Bioscience, and who were not hired on a temporary or short-term basis. Hourly, part-time employees are generally not eligible for benefits offered by Enveda Biosciences. They do have access to the Employee Assistance Program [note: employees who are part-time longer than one (1) year may have some benefit eligibility]
- **Interns:** Employees, usually those in university, who have been hired through Enveda Biosciences internship program for a specific period. Interns are not eligible for Enveda Biosciences benefits. Employment beyond any initially stated period does not imply a change in employment status.



Meal and Rest Breaks

Non-exempt employees who (i) work at least five hours in their workday are entitled to and expected to take an unpaid, off-duty 30-minute meal period, or (ii) work more than six hours in their workday starting between the hours of 1:00 p.m. and 6:00 a.m. are entitled to and expected to take an unpaid, off-duty 45-minute meal period. The meal period must be taken at some time after the first two hours worked and before the last two hours worked.

A second meal period is required if an employee is required to work: (i) three additional hours beyond their regularly scheduled work period, (ii) a workday that starts before 11 a.m. and ends after 7 p.m., or (iii) more than ten hours in a given day. The second meal period must be taken within five hours from the end of the first meal period.

Employees will be relieved of all duties for the full 30-minute meal period(s) and are free to leave the premises during their meal period(s). Failure to take full meal periods is a violation of Company policy, which may subject employees to discipline, including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest period, on Enveda Biosciences premises, for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
2 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3

Rest periods should be taken as near as possible to the midpoint of the employee's work period. Employees may not perform any work during their rest periods. Failure to take a rest period is a violation of Company policy, which may subject employees to discipline, including, termination of employment.

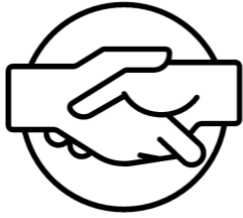
Non-exempt employees under the age of 18 who work at least four hours in their workday are entitled to and expected to take an unpaid, off-duty 30-minute meal period. Such employees are also expected to take a 10-minute paid rest period, on Enveda Biosciences premises, for every two hours of work. Employees may not perform any work during their meal and rest periods. Failure to take full meal and rest periods is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.



Lactation Accommodation

Employees may request a lactation and/or breastfeeding accommodation orally or in writing by contacting Human Resources at hr@envedabio.com. Enveda Biosciences will respond to such requests and provide the employee with reasonable accommodations as required by applicable law. Generally, this means that Enveda Biosciences will provide all employees who wish to express breast milk or breastfeed at work with a reasonable amount of break time and space. The break time will run concurrently, if possible, with any paid break time already provided to the employee. In the event it is not possible for the break time for expressing milk and/or breastfeeding to run concurrently with the paid break time already provided to the employee, the break time for expressing milk and/or to breastfeed will be unpaid (except as prohibited by law). Employees will be provided with a place that has an electrical outlet, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public to express breast milk and/or breastfeeding. Enveda Biosciences will make efforts to provide such a location in close proximity to an employee's work area. An employee's normal work area may be used if it allows the employee to express milk and/or breastfeed in private. Enveda Biosciences will not discriminate against an employee because of the employee's sex, pregnancy, breastfeeding, or lactation.

The state in which the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Enveda Biosciences will provide, as applicable.



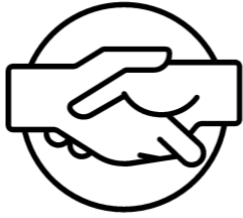
Employee References

All requests for references must be directed to Human Resources at hr@envedabio.com. Enveda Biosciences will only disclose the dates of employment and the title of the last position held, unless otherwise required by law or specifically agreed with the employee.



Employee Benefits

Enveda Biosciences provides eligible employees with the ability to participate in the following employee benefits: medical, dental, and vision insurance, and 401K. Please check the Summary Plan Description(s), which can be obtained from the Human Resources Almanac page, for more information. If there is any conflict between this Handbook and plan documents, the plan documents will govern. Enveda Biosciences may cancel or change the benefits at any time.



Timekeeping Requirements for Non-Exempt Employees

All non-exempt employees must record the total number of hours worked in a week, which is defined as Sunday to Saturday. Enveda Biosciences will prepare and maintain time records for each pay period. Enveda Biosciences pays current meaning that employees are paid up to, and including, pay day. Employees are requested to project their number of hours for the pay period and complete their timesheets five (5) days prior to the end of the pay period. Any corrections will be made and reflected in the following paycheck, including any owed overtime pay for the previous pay period. Any corrections to an employee's time records must be approved by an employee's supervisor and confirmed by the employee. Falsifying one's own or another employee's time records is dishonest and may lead to discipline up to, and including, termination of employment.



Overtime

As necessary, employees may be required to work overtime; however, only non-exempt employees qualify for overtime pay. Before working overtime, non-exempt employees must obtain recorded permission from their supervisor. If non-exempt employees work overtime without permission, they may be disciplined, including termination of employment. Enveda Biosciences will provide compensation for all overtime hours worked by non-exempt employees in accordance with applicable law. Holiday and paid time off hours do not count towards overtime hours.



Salary Pay for Exempt Employees

Subject to any exceptions provided by law, salaried exempt employees will receive their salary for any week in which they perform any work. An exempt employee's salary is intended to pay for all hours worked during each pay period, regardless of the employee's scheduled or tracked hours. Enveda Biosciences will comply with the salary basis requirement of the Fair Labor Standards Act and applicable state law.



Payroll Deductions

The law requires Enveda Biosciences to withhold taxes, such as, where applicable, federal income tax, state income tax, Federal Insurance Contributions Act (FICA), Social Security, Medicare, and state disability insurance. Employees should submit any to changes their exemptions or marital status for income tax withholding purposes in [Rippling](#).

If employees believe that an improper deduction has been made to their salary, employees should immediately report this information to their direct supervisor or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, employees will be promptly reimbursed.



Payment of Wages

Employees will be paid on the 15th and last day of the month for work performed up to, and including, that day, or on such less frequent period as may be set forth in an employee's offer letter or employment agreement and as permitted by applicable law. If a regular payday falls on a holiday or the weekend, employees will be paid on the preceding workday. Enveda Biosciences does not permit advances against paychecks.



Direct Deposit

Enveda Biosciences strongly prefers and encourages the use of direct deposit. Upon hire or request, employees will be provided with direct deposit authorization forms from Human Resources through Rippling. Any changes to direct deposit information should be submitted by the employee through [Rippling](#).



Personnel Files

An employee's personnel files may contain the employee's personal information, emergency contact, job application, resume, offer letter, employment contract, employee benefit forms, tax withholding forms, employee handbook acknowledgments, annual reviews, accomplishments and awards, training and workshops or seminars completed, conduct and attendance issues, complaints, disciplinary actions, and other information.

Personnel files are managed and maintained by Human Resources. Employees should keep their personnel file up to date by informing Human Resources at hr@envedabio.com of any changes and immediately respond to any requests by the Company to update or review the employee's personal information. However, some personal information can be updated by employees directly using Rippling, which can be accessed at <https://app.rippling.com/dashboard>. Employees who need assistance navigating or updating Rippling can contact <https://app.rippling.com/help> for additional assistance. Unreported changes can affect withholdings and benefit coverage. An outdated emergency contact could cause severe health or safety risks.

Personnel files are confidential and will be maintained in accordance with federal and state law, including being discarded once retention time limits have passed. Personnel files will be maintained separately from protected or non-work-related data, including medical records. Employees should contact Human Resources at hr@envedabio.com with questions or concerns about the contents of their personnel files or to review their files.

Hybrid Workplace Policies



Video Conferencing

Video conferencing is a helpful and efficient way for employees to connect and conduct Company business. Enveda Biosciences encourages the use of video conferencing that adheres to the following guidelines.

Supported Platforms

Employees should only host business-related video conferences on Zoom. The Company will ensure employees have appropriate licenses to access the platform. Employees should notify the Company if they need a license.

Employees may install and use reputable video conferencing platforms for video conferences hosted by other parties. If you are unsure about a specific video platform, reach out to your manager or IT.

Confidentiality

To ensure all meetings are confidential, employees should password protect meetings with secure passwords or use the lobby feature and manually allow lobby members into the meetings to ensure only invited participants join the meeting.

Employees should consider the content that will be discussed on a video conference and determine an appropriate location to join the call. If the content is confidential, employees should evaluate their surroundings and ensure others cannot hear or view the meeting.

Background Filters

Virtual backgrounds can reduce distractions for others in the video chat, block out any unwanted cameos, and protect the privacy of employees' homes. For video conferences with outside parties, employees may desire to use a virtual background provided or approved by Enveda Biosciences. Employees may use tasteful and appropriate virtual backgrounds on internal video conferences.

Dress Code

Employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during video conferences that present an image that represents Enveda Biosciences well. Apparel, personal grooming, and hygiene practices should not distract others.

Other Etiquette

1. To prevent background noise, employees should be muted unless they are speaking.
2. If employees need to share something on their screen with others in the video conference, they should only share the specific application window and not other items on their computers.
3. Employees should avoid significant typing during video calls.

Recording Video Conferences

If there is a business need to record a video conference, employees should notify participants that the event will be recorded, communicate the reason for the recording, and indicate how the recording will be used or distributed. Participants should also be notified when the recording ends.

Recorded video conferences should be deleted when they are no longer needed for privacy and data storage purposes.

Personal Use of Teleconferencing

Employees are not limited to using the Company's video platforms for only work-related purposes. However, employees are expected to use their best judgement when using the Company's video conferencing platforms for non-work-related activities.



TIME OFF

This section explains when employees can take time off work.



Holidays

Enveda Biosciences observes the following holidays each year: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day.

When a holiday falls on a Saturday, it is usually observed on the prior Friday. If a holiday falls on a Sunday, it is usually observed on the following Monday. To be eligible for holiday pay, non-exempt employees must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance.



Flexible Time Off Policy

Flexible time off is paid time off that allows employees to take the time away from work that employees want and need to re-charge and to create a desired work-life balance. This flexible time off policy does not provide employees with an endless, flexible amount of time that they may take away from work with no plan for coverage and/or accountability for work being done in a reasonable time frame with exceptional quality. Flexible time off is characteristic of a high performing culture that trusts and empowers its employees to communicate and manage their time away from work consistent with the duties of their position and the needs of the business. The expectation is that every employee will be taking Flexible time off to rest and recharge and also to handle everyday issues.

With flexible time off, both the employee and the employee's supervisor have accountability. Employees are accountable for ensuring their work is complete and they have coverage for their work while away. The employee's supervisor has accountability to ensure the employee has a manageable workload and that the employee has sufficient and full opportunity to take Flexible time off throughout the year. The supervisors will approve employees' time out of office, but neither employees nor their supervisors will need to track time away under flexible time off. During high volume times or when there are shortages on an employee's team, the supervisor may ask employees to refrain from taking flexible time off or ask employees to schedule a different time. Employees should coordinate with their manager(s) and team members to find a good time. If an employee is having performance problems, Flexible time off may not be available except as needed in accordance with applicable state or local sick leave laws.

Employees need to coordinate with their supervisor and team members to make sure coverage for their work while away. If any employee takes excessive unplanned absences, or there is an abusive pattern to absences (like leaving early every Friday afternoon without warning), supervisors will review this with the employee. Excessive absences without proper notice that disrupt the productivity of a team may result in discipline, including termination of employment. Employees who submit a resignation cannot take flexible time off during the notice period.

Flexible time off should be used when employees are sick to stay home and get better. If an employee is out sick for more than three days or if an employee's absences for sickness will be continually intermittent, the employee should contact Human Resources at hr@envedabio.com because the employee may need to transition to another type of leave of absence. If an employee is on an otherwise paid or unpaid time off or absence, flexible time off does not apply to that absence and the employee will not receive the regular pay under this policy. Examples of leaves

of absence that are **not** considered paid flexible time off under this policy include: FMLA; military leave; short or long-term disability leave; workers' compensation leave; any leave during which an employee receives any city, state, or federally provided financial benefit; leave as an accommodation under the ADA or similar state law. If an absence may qualify for any of these types of leave, the employee should contact Human Resources at hr@envedabio.com.



Workers' Compensation

Enveda Biosciences, in accordance with state law, provides insurance coverage for employees in case of work-related injury. To ensure that employees receive the workers' compensation benefits to which they may be entitled, employees must: (i) immediately report any work-related injury to their supervisor, including any injury that occurs while the employee is working from home; (ii) seek medical treatment and follow-up care if required; and (iii) complete any required employee claim forms and return them to Human Resources at hr@envedabio.com. Employees must also provide Enveda Biosciences with a certification from their health care provider regarding the need for any workers' compensation disability leave and the employee's ability to return to work from such leave.

Upon submission of a medical certification that the employee is able to return to work, except as provided under applicable state law, the employee will be offered the same position held at the time that the employee's leave started, unless the job has been filled in order to avoid undermining the Company's ability to operate safely and efficiently, or the employee is not capable of performing the job responsibilities upon return. Except as provided under applicable state law, if an employee's former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, filling the available position would substantially undermine the Company's ability to operate safely and efficiently, or the employee is not capable of performing the job responsibilities. Upon return from workers' compensation disability leave, if an employee is unable to perform the essential functions of the job because of a physical or mental condition, Enveda Biosciences may provide a reasonable accommodation, as required by applicable law.



Family and Medical Leave

Federal Family and Medical Leave Act (FMLA)

This policy applies only when Enveda Biosciences has 50 or more employees during each of any 20 or more calendar weeks in the current or preceding calendar year.

Enveda Biosciences provides family, medical, and military family leave in accordance with the Family and Medical Leave Act of 1993, as amended (FMLA). Any leave taken under the FMLA may run concurrently with leave taken under applicable state law where the statutes allow for leave for the same reasons.

Eligibility

Employees are eligible for FMLA leave if they: (i) have worked for Enveda Biosciences for at least 12 months (which does not need to be consecutive) before the leave, (ii) have worked at least 1,250 hours during the 12-month period before the leave, and (iii) are employed at a workplace that has 50 or more employees within a 75-mile radius. Please contact Human Resources at hr@envedabio.com with questions regarding eligibility.

Eligible Reasons and Amount of Leave

Eligible employees may take up to 12 weeks of unpaid time off in any 12-month period (except as provided below) for the following reasons (the “Eligible Reasons”):

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent with a serious health condition;
- For an employee's serious health condition which renders the employee unable to perform any of the essential functions of the employee's position; or
- Employees that have a spouse, domestic partner, child, or parent who is a current member of the U.S. Armed Forces, or who has been called to active duty status, (a “qualifying military exigency”), which includes attending certain military events, arranging for alternative (but not routine) childcare and attending to certain child-related emergencies, addressing certain financial and legal arrangements, attending certain counseling sessions, addressing certain care-related needs of the parent of a servicemember who is unable to care for themselves, and

attending post-deployment reintegration briefings. Leave also may be taken immediately prior to a servicemember's short-notice deployment (up to seven days) and during a servicemember's short-term rest and recuperation leave (up to 15 days)

In addition, employees eligible for leave under the FMLA may take up to 26 weeks of unpaid time off in a single 12-month period, beginning on the first day of FMLA leave to care for a spouse, son, daughter, parent, or next of kin who is a covered service member or member of the armed forces (as applicable) for any qualifying reason, including having a serious injury or illness related to active-duty service, as defined by applicable law and/or regulations. Such leave will run concurrently with any military leave an employee is eligible to take so long as the employee qualifies for leave under both the leave in a single 12-month period, beginning on the first day of FMLA, and applicable military leave law.

Please contact Human Resources at hr@envedabio.com to understand any limits on FMLA leave applicable to married employees.

Intermittent Leave

Employees may take FMLA leave on an intermittent (in blocks of time, or by reducing their normal weekly or daily work schedule) or reduced work schedule basis: (i) if medically necessary because of the employee's serious health condition, to care for a covered family member with a serious health condition, or to care for a covered servicemember with a serious injury or illness; (ii) for the birth of a child or placement of a child for adoption or foster care; or (iii) if the leave is due to a qualifying exigency.

The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves, provided that any increment cannot be greater than one hour. Any leave taken for the birth, adoption, or foster care placement of a child must be approved by Enveda Biosciences and must conclude within 12 months after the birth, adoption, or placement of the child.

Notice of Leave

Employees must provide at least 30 days' advance notice before the leave begins, if foreseeable. If 30 days' notice is not practicable, notice must be given as soon as practicable. Employees must consult with Enveda Biosciences to schedule any planned medical treatment or supervision to minimize disruption to the Company's operations, subject to the approval of the health care provider of the person undergoing treatment.

Failure to comply with these rules may result in deferral of leave until the employee complies with this policy. If an unforeseen need for leave arises, employees must follow the Company's standard absence notice procedures, unless unusual circumstances prevent the employee from doing so. Employees who fail to follow the Company's standard absence notice procedures may be subject to discipline, including termination of employment.

Certification of Leave

Enveda Biosciences may request that employees provide certification of leave within 15 days of the employee's request for leave, unless impracticable. If Enveda Biosciences determines a medical certification is incomplete or insufficient, Enveda Biosciences will provide the employee with written notice of the deficiencies, and the employee will have seven days to repair the deficiency. If the employee does not repair the deficiency within the allocated time frame, Enveda Biosciences may deny the leave request.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from a health care provider that states the: (i) date of commencement of the serious health condition; (ii) probable duration of the condition; (iii) estimated amount of time the health care provider will provide care; and (iv) confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for an employee's serious health condition, the employee must provide certification from a health care provider that states: (i) the date of commencement of the serious health condition; (ii) the probable duration of the condition; and (iii) that the employee is unable to perform one or more of the essential functions of the employee's position because of the employee's serious health condition. If Enveda Biosciences has reason to doubt the veracity of the certification, Enveda Biosciences may require, at its expense, a second opinion from a health care provider designated by the Company. If the second opinion differs from the first opinion, Enveda Biosciences may require, at its expense, that employees obtain the opinion of a third health care provider designated or approved jointly by Enveda Biosciences and employees. The opinion of the third health care provider will be final and binding.

Enveda Biosciences may also request medical certification for other leave-qualifying reasons to the extent not prohibited by applicable law. Enveda Biosciences requires certification by an employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in the denial of reinstatement until such time as the certificate is obtained. If employees do not provide the certification within three business days after the employee's scheduled return date, the employee will be considered to have voluntarily resigned from the Company. Enveda Biosciences may ask for recertification from the employee's health provider in accordance with applicable law. For example, if an employee's medical condition lasts longer than one year, Enveda Biosciences may request a new certification from the employee's health care provider every 12 months. If an employee is absent from work due to an ongoing medical condition covered under this policy, Enveda Biosciences may ask for a new certification from the employee's health care provider every six months.

Leave Timing

Any FMLA leave provided to eligible employees under this policy will be considered part of the 12-workweek entitlement in a 12-month period. This 12-month period is a "rolling" 12-month period that is measured backward from the date an employee uses any leave, such that an

employee's leave entitlement is any balance of the 12-workweek entitlement that has not been used during the immediately preceding 12 months. A leave taken to care for an employee's newborn child, or a child placed with the employee for foster care or adoption must be concluded within one year of the birth or placement of the child. Employees cannot carryover unused leave from one "rolling" 12-month period to the next "rolling" 12-month period.

Leave Is Unpaid

Leave under this policy is unpaid. Employees should follow state laws and programs in order to substitute any unused PTO and/or paid sick leave for unpaid FMLA leave. The substitution of paid leave time for unpaid FMLA leave time does not extend the length of the FMLA leave period.

When employees have used up all available PTO and sick leave, or if employees have no available PTO, then the leave is unpaid.

Benefits During Leave

Employees will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of FMLA leave for up to 12 weeks. Employees must continue to pay their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, premium payments may be paid in one lump-sum at the beginning of FMLA leave or on a monthly basis. In some instances, Enveda Biosciences may recover premiums paid to maintain health coverage for employees who fail to return to work following FMLA leave. If paid leave is substituted for unpaid FMLA leave, Enveda Biosciences will deduct the employee's portion of the health plan premium as a regular payroll deduction.

Reinstatement

Upon return from FMLA leave, employees will be reinstated to their original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions subject to any defense to reinstatement allowed under the law. Using FMLA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before FMLA leave. As more fully described below, employees on FMLA leave will not continue to accrue employment benefits, such as PTO during unpaid FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees: who are among the highest paid 10% of salaried employees who are employed within 75 miles of the workplace at which employees are employed at the time of leave request; and when the refusal to reinstate is necessary because the employee's reinstatement will cause substantial and grievous economic injury to the Company's operations; and when the employee is notified of the Company's intent to refuse reinstatement at the time Enveda Biosciences determines the refusal is necessary. If leave has already begun, Enveda Biosciences will give the employee a reasonable opportunity to return to work following the notice described above.

Other Employment

Employees on leave are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Company. To do so will result in termination of employment.

Non-Discrimination

Enveda Biosciences will not discriminate against employees or applicants for requesting or taking FMLA leave. Enveda Biosciences will not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the FMLA.



Parental Leave

Enveda Biosciences provides employees with 12 weeks of paid leave for reasons related to pregnancy, childbirth, adoption, and foster placement which may be taken within 12 months of the birth, adoption, or placement of a child, except as otherwise provided by state law. Any employees eligible for partial wage reimbursement under applicable state law for any portion of this leave must apply for such reimbursement within the time required by state law. Enveda Biosciences will only pay such employees the difference between their normal base salary and the amount of the paid benefits received from such state. All other employees will be paid one hundred percent (100%) of their base salary as of the date their leave starts. For the avoidance of doubt, no employee will be paid more than one hundred percent (100%) of their base salary during any portion of leave under this policy. During any period of leave taken under this policy, employees will remain eligible to continue to participate in all Company benefit plans in effect as of such time and in accordance with the terms of such plans.

Employees who plan to take leave are encouraged to work with their manager to build a coverage plan for while they are out, along with a re-implementation plan for when they return. Employees who wish to take leave under this policy should provide at least 4 weeks' notice of a request for leave, except in circumstances in which applicable state law allows for greater notice, which should include the dates on which the employee expects to begin and return from leave. If such notice is not possible for reasons beyond the employee's control, the employee should give as much advance notice to Enveda Biosciences as possible. If employees are suffering from a pregnancy-related disability and require reasonable accommodation (which may include leave) for this reason, please speak with Human Resources at hr@envedabio.com to discuss a reasonable accommodation. Employees may be required to submit medical certification of employees' disability.

Employees' jobs will be held for them in accordance with applicable law while they are on leave under this policy. If an employee is on pregnancy-related disability leave, the employee may also be required to submit a doctor's certification stating that the employee is medically able to return to the employee's normal duties. An employee's continued absence from work beyond the disability leave period (as determined by the employee's physician) and exhaustion of all other available leave may be deemed a voluntary abandonment of the employee's job. Nothing in this policy requires Enveda Biosciences to reemploy individuals who are not eligible for reemployment rights under applicable law.

Enveda Biosciences prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's pregnancy or decision to use parental leave.



Bereavement Leave

Employees may take up to ten days of paid bereavement leave upon the death of a spouse, domestic partner, registered domestic partner, child (including biological, foster, step, adopted child or legal ward), parent (including biological, adoptive or foster parent), legal guardian, sibling, grandparent, grandchild, or mother-, father-, sister-, brother-, son-, or daughter-in law, or a person with whom the employee was or is in a relationship of in loco parentis.

Employees must provide Enveda Biosciences reasonable advance notice of the need for leave under this policy. Enveda Biosciences may request reasonable documentation supporting the need for the leave, such as a death certificate, published obituary, or written verification of death/burial/memorial services from the mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.



Military Service Leave

General Applicability

Enveda Biosciences provides military leave of absence pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Family and Medical Leave Act (FMLA) (to the extent Enveda Biosciences is required to provide leave under the FMLA), and any applicable state laws.

Employee Eligibility

Under USERRA, full-time, part-time, and probationary employees absent from work because of service in the uniformed services, as defined by applicable law, are covered by USERRA's military leave and reemployment provisions. USERRA does not cover employees whose employment before military service was for a brief, non-recurrent period, or when there was no reasonable expectation the employment would have continued indefinitely or for a significant period.

All employees who are members of state uniformed services, including, but not limited to, the National Guard, any State Militia, or any State Defense Force are eligible for leave under this policy under respective state statutes. Specific rules and exceptions are as follows:

The federal FMLA requires covered employers to provide eligible employees with unpaid, job-protected leave for family or medical reasons, including to care for a family member (parent, child, spouse, or next of kin) who is a qualifying covered service member, as defined by applicable law, with a serious injury or illness, or for a qualifying exigency due to the employee's spouse, child, or parent being on or called to covered active duty. The FMLA defines "serious injury or illness" as one that was incurred in the line of duty while on active duty or an injury that was aggravated by service in the line of duty while on active duty and that may render the service member medically unfit to perform the duties of the service member's office, grade, rank, or rating.

All military leave is unpaid.

Leave Entitlements

Employees eligible for leave under USERRA may take leave to serve in the uniformed services. Employees who are members of state uniformed services are eligible for leave for as long as they are on active duty.

Employees may take military leave for training and other non-active-duty activities in accordance with applicable law.

FMLA Leave

Employees may take leave under the FMLA or applicable law.

Procedure

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, employees should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if Enveda Biosciences receives advance notice of the employee's intent to take military leave unless it is impossible or unreasonable to give advance notice.

Benefits

Employees on military leave whose service period is 30 days or less may continue their health insurance benefits and will only be required to pay their normal share of the premium. If employees must serve for longer than 30 days, they may elect to continue their health insurance benefits for a period of 24 months after the absence begins or the length of the time of the service, whichever is shorter. In the event of such longer service, employees will be required to pay for the entire employer (and employee) premium. Employees will not be deprived of any accrued leave due to taking military leave. Employees may choose to use any available paid leave concurrently with military leave.

Reinstatement

Upon completion of duties, unless the Company's circumstances have changed and would make it unreasonable, a returning employee will be reinstated into the employee's former position or another position of equal seniority, status, pay, and benefits consistent with applicable law. Employees who are no longer qualified for their jobs will be placed in another position with appropriate seniority, status, pay, and benefits. In accordance with applicable law, employees may be reinstated to the seniority, status, pay, and benefits that they would have had but for their absence due to military service. Employees should report back to work within a reasonable amount of time after returning from their duties or recovering from injuries sustained in the line of duty, in accordance with any applicable laws.



Jury Duty Leave

Enveda Biosciences encourages all employees to report for jury duty. Employees will receive their regular wages while serving on a jury/attending jury selection.

After receiving a summons for jury duty, employees must provide Enveda Biosciences with advance notice of the summons as soon as reasonably possible. Enveda Biosciences may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Enveda Biosciences will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.



Voting and Election Official Leave

Employees who are eligible to vote in any municipal, county, state, or federal political party primary or general election, any special election, or in any state election where propositions are submitted to a popular vote, may take up to three hours of paid time off to vote on election day if they do not have sufficient time outside of working hours to vote.

Employees who serve as appointed members of a local electoral board, as election judges, as assistant general registrars, or as officers of election may take the necessary paid time off to serve at a polling place on election day or at a meeting of the electoral board following the election to ascertain the results of such election.

Employees must provide Enveda Biosciences reasonable advance notice of their need to take time off under this policy.



Volunteer Civil Service and Emergency Responder Leave

Employees may take unpaid time off to respond to a confirmed emergency, if the employee is actively needed as a member of one of the following volunteer services agencies:

- Volunteer member of the Civil Air Patrol;
- Volunteer firefighter or fire police officer;
- Volunteer reserve peace officer or reserve officer;
- Volunteer emergency rescue and response personnel;
- Volunteer medical service provider;
- Qualified volunteer for a qualified volunteer organization;
- Volunteer ambulance worker;
- Volunteer emergency technician;
- Volunteer member of the fire department or ambulance department; or
- Volunteer provider of emergency medical services.

Employees may also take unpaid time off if they are called for training with one of the applicable volunteer services agencies. Employees must provide Enveda Biosciences reasonable notice of the need to take time off under this policy. If permitted by law, Enveda Biosciences may deny leave if the leave would cause an undue burden on the Company.

Enveda Biosciences may request reasonable documentation reflecting the need for such leave, including certification of the employee's membership and service with one of the above emergency-related volunteer response units, if permitted by law. Enveda Biosciences will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

HANDBOOK ACKNOWLEDGMENT AND AGREEMENT

By signing our handbook in Rippling, you acknowledge that you have read, understand, and agree with the content.

I acknowledge that I have received a copy of the Company's Employee Handbook and understand that it sets forth the terms and conditions of my employment, as well as the duties, responsibilities, and obligations of my employment with the Company. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook. I also acknowledge that, except for the policy of at-will employment, the terms and conditions set forth in this handbook may be modified, changed, or deleted at any time without prior notice to me and other employees. Any agreement or promise of any kind pertaining to my employment must be in writing and signed by an authorized Company executive. I further acknowledge that I have received, read, and understood the Company's Technology Systems policy regarding the right of Enveda Biosciences to monitor use of all Technology Systems of the Company. I also acknowledge that my employment with Enveda Biosciences is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Company. I acknowledge that no statements or representations regarding my employment can alter the foregoing unless done on the terms set forth in this handbook or in any agreement or offer letter between me and the Company. As to the circumstances in which employment may be terminated, this is the entire agreement between me and Enveda Biosciences; there are no oral or collateral agreements of any kind.

In addition, I acknowledge that as part of this handbook, the Company's policy prohibiting discrimination, harassment, and retaliation, and understand the Company's policy that there be no discrimination or harassment against any employee or applicant for employment on the basis of race, color, religion (including, but not necessarily limited to, religious creed, dress, and grooming practices), citizenship, marital status, age (40 and over), national origin, ancestry, mental or physical disability (including, but not necessarily limited to, HIV and AIDS disabilities), genetic information, medical condition (as defined by applicable law, including cancer), U.S. (state and federal) military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, pregnancy (including childbirth, breastfeeding, and related medical condition), or any other characteristics protected under applicable federal, state, or local laws. I understand Enveda Biosciences is committed to a work environment free of harassment and discrimination, and that Enveda Biosciences specifically prohibits retaliation whenever an employee or applicant makes a good-faith complaint that they have been subjected to harassment, discrimination, or retaliation. Accordingly, I specifically agree that to the extent I am the subject of any conduct which I view to constitute harassment, discrimination, or retaliation or which is otherwise in violation of the Company's policy prohibiting discrimination, harassment, and retaliation, I will immediately report such conduct to Human Resources at hr@envedabio.com, my supervisor, or a management-level employee. I understand and agree that to the extent I do not report any discrimination, harassment, or retaliation, Enveda

Biosciences has the right to presume that I have not been subjected to any harassment, discrimination, or retaliation, and/or that I have welcomed the conduct.

I agree to abide by the terms of the EMPLOYEE CONFIDENTIAL INFORMATION AND INVENTION ASSIGNMENT AGREEMENT that I signed in connection with my employment with the Company. I further agree that I will submit any dispute arising under or involving my employment with Enveda Biosciences or the termination of my employment to binding arbitration, and I hereby expressly waive any right to a trial by jury. I agree that arbitration will be the exclusive forum for resolving all disputes arising out of or involving my employment with Enveda Biosciences or the termination of that employment.

I have carefully and thoroughly read the Company's Alcohol and Drug Abuse Policy as part of this handbook. I agree, without reservation, to abide by the terms of that policy. I further agree to notify Enveda Biosciences of any conviction for any criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction. I understand that abiding with the terms of this Alcohol and Drug Abuse Policy and notifying Enveda Biosciences of workplace-related drug convictions are conditions of my employment. I understand that any violation of the policy will result in disciplinary action, up to, and including, immediate termination of employment.

Employee's Signature

Employee's Name

Date

COMPLAINT REPORT FORM - DISCRIMINATION OR HARASSMENT

If you believe that you have been subjected to discrimination and/or harassment, you are encouraged to complete this form and submit it to Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its discrimination and harassment prevention policy by investigating the claims as outlined at the end of this form.

REPORTER INFORMATION

Name: _____
Title: _____
Work Address: _____
Work Phone: _____
Work Email: _____
Preferred
Communication Method: ☐Email ☐Phone ☐In person

IMMEDIATE SUPERVISOR INFORMATION

Name: _____
Title: _____
Work Address: _____
Work Phone: _____
Work Email: _____

COMPLAINT INFORMATION

Type of Complaint

☐Discrimination ☐Harassment ☐Both

Is the Behavior

☐Yes ☐No

Continuing?

Name of Person

Involved:

Title:

Relationship to you

☐Supervisor ☐Subordinate ☐Co-Worker ☐Other

Date(s) incident

occurred:

1. Please describe what happened. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Please describe how it is affecting you and your work. Please use additional sheets of paper if necessary.

3. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

4. *This question is optional but may help the investigation.* Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

Signature: _____ Date: _____