



# Synoligo All-Hands

202512

**SynOligo**  
BIOTECHNOLOGIES



# Benefits Enrollment

- Medical - copay plan vs HD plan
- Dental and Vision plan
- FSA and HSA
- Accident, Critical Illness, and Hospital Indemnity
- Retirement plan, 401k vs Roth, 3% vs 4% contribution vs annual limit of \$24,500
- [D:\Synoligo Biotechnologies Inc\Synoligo Folder - General\2, HR \(public\)\Benefit enrollment form\Benefit Enrollment Form 2026.pdf](#)

# Benefits Enrollment

Synoligo will pay	Employee cost	Dependent cost
Health	100%	40%
Dental	100%	0%
Vision	100%	0%
Basic Life Insurance, AD&D	100%	N/A
Short Term Disability	100%	N/A
Long Term Disability	100%	N/A

# Performance Review

- [D:\Synoligo Biotechnologies Inc\Synoligo Folder - General\2, HR \(public\)\Performance Review\Performance Review and Goal Setting Form -Employee Name.pdf](#)

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Name

1, Employee Performance Self-Rating

☒ Exceptional ☐ Exceeds Expectation ☐ Meets Expectation  
☐ Needs Improvement ☐ Unsatisfactory

2, Key Achievements (Employee fills)

1

2

3

3, Key Areas for Improvement (Employee fills)

1

2

3

4, Goal Settings (Employee fills)

1

2

3

5, Performance Categories (Employee fills)

Job Knowledge and Skills

☒ Exceptional ☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement  
☐ Unsatisfactory

Comments

Quality of Work

☒ Exceptional ☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement  
☐ Unsatisfactory

Comments

Productivity and Efficiency

☒ Exceptional ☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement  
☐ Unsatisfactory

Comments

Communication and Collaboration

☒ Exceptional ☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement  
☐ Unsatisfactory

Comments

Problem Solving and Decision Making

☒ Exceptional ☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement  
☐ Unsatisfactory

Comments

Initiative and Innovation

☒ Exceptional ☐ Exceeds Expectation ☐ Meets Expectation ☐ Needs Improvement  
☐ Unsatisfactory

Comments

6, Manager Comments

7, Signatures

Date Review Performed and Agreed

Employee Signature  Manager Signature

# Performance Review

- Self-evaluation by 1/31/26
- Manager review by 2/28/26
- Submit to [hr@synoligo.com](mailto:hr@synoligo.com) by 3/15/26

# PTO Rollover

- **Rollover limit:** 50 or 80 hours depending on seniority
- **Hours above limit:** paid out automatically
- **Timing:** end of year

YEARS OF SERVICE	BIMONTHLY ACCRUAL RATE	TOTAL HOURS	TOTAL DAYS	ROLLOVER	FORFEITURE
0-2	3.33	80	10	50 hours at the end of the calendar year (December 31). Balances above 50 hours at this date will be forfeited*	All accrued and unused PTO will be forfeited upon termination of employment*
2 and plus	5	120	15	80 hours at the end of the calendar year (December 31). Balances above 80 hours at this date will be forfeited*	All accrued and unused PTO will be forfeited upon termination of employment*

*\*Synoligo complies with all applicable state laws regarding carry-over and forfeiture of accrued and unused PTO, as well as payout of accrued and unused PTO.*

# Weekend Hours

- **Applicable Period:** December and January
- **Weekend Hours Pay:** 1.5x for hours over 40
- **Clock-in Requirement:** Exempt employee must use the kiosk
- **Exception:** leadership team, remote and admin employees

# Referral Bonus

- **Referral bonus:** \$1,000 if successfully hired and the hire is in good standing for the first 3 months
- **Exceptions:** direct managers or members of the interview committee or the hiring of a family members or interns
- **How to submit:** send an email to [hr@synoligo.com](mailto:hr@synoligo.com) with candidate information and resume





# Spot Bonus

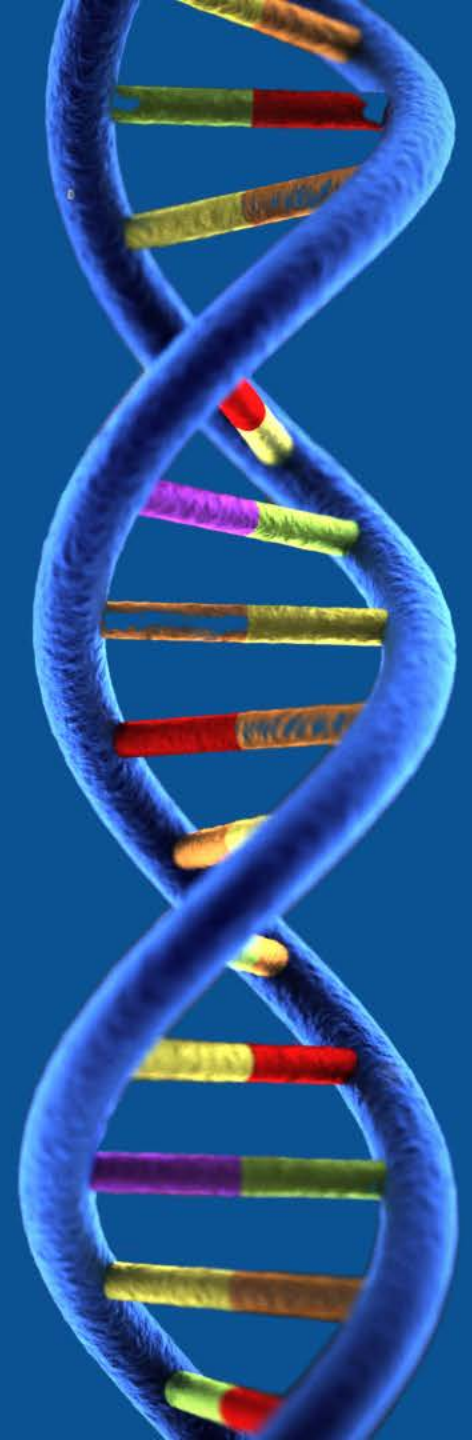
## Program overview



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# What?

A spot bonus is a spontaneous reward to recognize employees for exceptional performance, achievement and/or contributions that go above and beyond normal job responsibilities.



# Why?

- ❖ Recognizing excellence – it isn't about doing your job well— it's about going **above-and-beyond** that makes a noticeable difference!
- ❖ Boost motivation and engagement – Knowing that **hard work is noticed and rewarded** motivates employees to keep striving for excellence.
- ❖ Promotes teamwork & a positive work environment – Great teams aren't built on individual success alone—**top performers help others succeed**, and Spot Bonuses acknowledge that.
- ❖ Improve workflow – Incentivizes innovation and efficiency



# Eligibility Criteria



- ☐ Creative Problem Solving – Resolving a critical issue with a project that could have caused major delays.
- ☐ Going Above & Beyond – Identifying and implementing process improvements (e.g., new protocols or troubleshooting techniques that benefit the entire team).
- ☐ Taking the Lead – Volunteering or stepping up to take on extra work where help is needed.
- ☐ Workflow Optimization – Enhancing efficiency and streamlining operations.
- ☐ Mentorship & Training – Assisting in onboarding a new team member or creating resources that reduce training time.

# Who can qualify?



- Employees who **go above and beyond their normal job responsibilities** in ways that significantly impact the team or company.
- **Managers cannot be nominated by direct reports**, as recognizing their performance falls within leadership responsibilities. However, managers' **peers or their own managers** may nominate them.



## Spot Bonus Nomination Form

Your Name: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

### Reason for Nomination (Select one or more qualifying criteria)

- ☐ Creative Problem Solving – Resolved a critical issue that prevented major delays
- ☐ Going Above & Beyond – Implemented a new protocol or troubleshooting method that improved team processes
- ☐ Taking the Lead – Stepped up to handle additional responsibilities or support a project
- ☐ Workflow Optimization – Developed or introduced a process that increased efficiency
- ☐ Mentorship & Training – Provided guidance or created a resource that reduced training time

### Description of Achievement (Please provide specific details about the nominee's contribution and its impact on the company.)

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### Approval Process (Please leave blank for approval)

Nominator Signature \_\_\_\_\_

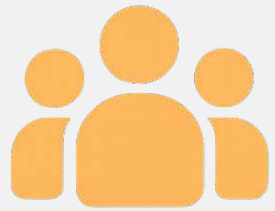
Manager/HR Approval \_\_\_\_\_

Notes: \_\_\_\_\_

- **NOMINATION FORMS WILL BE AVAILABLE IN THE GENERAL FOLDER FOR ALL TO ACCESS.**
- **ONCE FILLED OUT, THEY CAN BE DELIVERED TO HR@SYNOLIGO.COM**
- **FORMS WILL BE EVALUATED BASED ON OBSERVED ACTIONS AND MEASURABLE OUTCOMES. THEY WILL THEN BE REVIEWED TO ENSURE FAIRNESS AND CONSISTENCY, AND FINAL DECISIONS ARE MADE WITHIN TWO WEEKS OF SUBMISSION.**

# Numbers

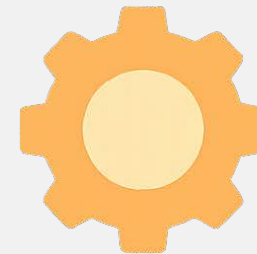
## 2025 Achievements



17 new  
members



40,000  
sequences in  
1,500 orders



2 new  
products  
launched



200+  
customers



50% YOY growth



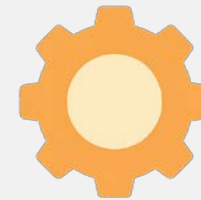
# Ahead



Launch more  
products



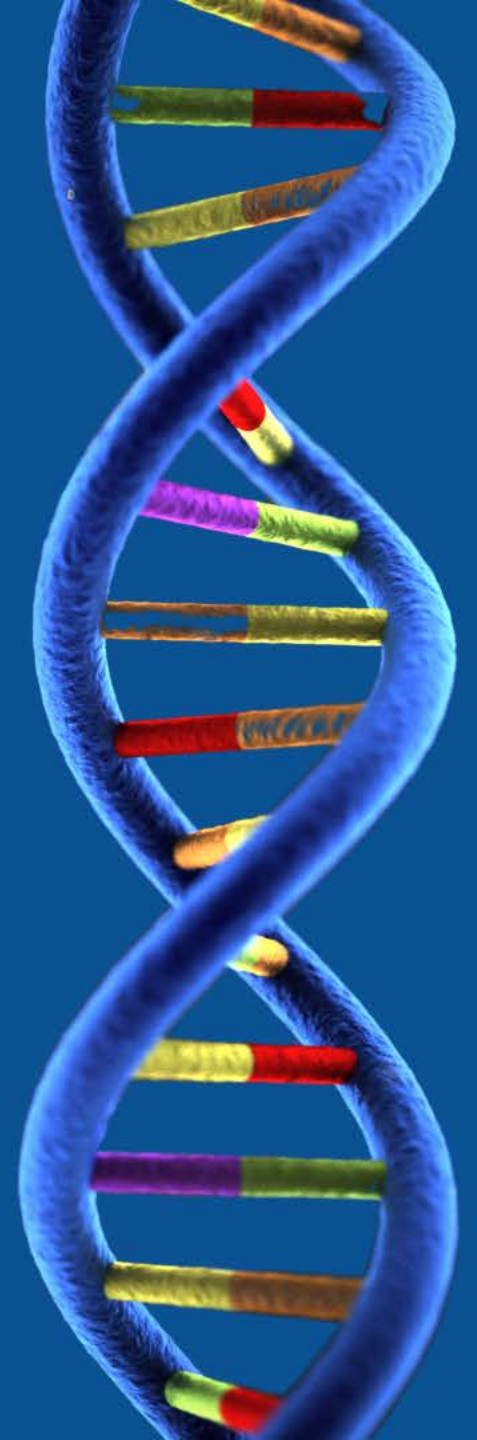
Grow the  
team



Optimize  
operations



# **EHS-related Issues Needing Maintenance and Improvement**



# Maintaining Cleanliness in the Laboratory

- **Ensure All Workspaces Remain Free of Clutter**  
Encourage routine clearing of benches and equipment
- **Establish a Standard Cleaning Protocol**  
Implement daily and weekly sanitation procedures
- **Maintain Proper Waste Segregation, Disposal and Labeling**  
Use designated containers to comply with EHS .
- **Conduct Regular Audits**  
Perform **UN**scheduled inspections and correction

# Workplace Accountability

*To strengthen operational consistency and EHS performance, each functional area requires clearly defined ownership.*

- Upstream Synthesis Operations
- Downstream Operations
- QC and LC-MS Areas
- Fridge and Freezer
- Lyophilizer
- Other Instruments
- Reagent Storage area
- Shower , Eye Wash Station and Emergency Kit (Yanming)
- Waste Stations

# EHS001 Chemical Hygiene Plan

- Transport of Chemicals
  - Use carrier, bucket or lipped cart
- Container labeling
  - All containers must be clearly labeled
- House keeping
  - Fire doors must be closed at the end of day
  - No items stored 18 inches below fire sprinklers
  - Lab benches/workspaces must be decluttered at the end of day. Papers with production data on it must be shredded. NO disposal in the trash bin
  - Empty boxes/bottles must be disposed promptly and at the end of day
  - Check Receiving cart for items you ordered at the end of day
  - No chemical/containers in the sink
  - Used tools must return to its storage location

# EHS002 Waste Disposal

- Battery recycle
- Hazardous waste
  - Must have secondary container
  - Label should face outward
  - Apply a new label each time a pick-up event happen or when the label is tainted
  - Must be transported with lid on
  - No handwriting of “waste” on container

7.2. Universal waste

7.2.1. Universal waste is described as spent bulbs/lamps (including fluorescent, high intensity discharge, neon, mercury vapour, high-pressure sodium, and metal halide) and batteries (including alkaline, lead, acid, nickel, cadmium, and lithium).

7.2.1.1. Spent bulbs/lamps are placed in an appropriately sized box located in the receiving area. When the box is full, a member of EH&S is notified for removal.

7.2.1.2. Used batteries are placed in approved containers located throughout the facility. When the container is full, a member of EH&S is notified for removal.



# Comment?

By the bulletin board

