

Welcome to Synoligo!

On behalf of our staff and management, I'm very pleased to welcome you to the team at Synoligo. You have a wonderful opportunity to engage in challenging work with intelligent and accomplished people for a meaningful purpose.

To help you get acquainted with the values, culture, and policies of our company, I encourage you to review this handbook in its entirety. It is not intended as a contract of employment, but rather as a reference and source of general information. As a new member of a high performing team, you should know what you can expect from Synoligo and, in return, what the organization expects from you.

As you get acclimated further with our business, know that the work you do at Synoligo is important. We are part of a dynamic industry within an ever-developing world, and it is our hope that you will take pride in being a member of this company. Our guiding belief is that each employee directly contributes to the growth and success of the organization. So, thank you again for joining us. We hope that you enjoy a long and rewarding tenure with the Synoligo team. Cheers,

Xibo Li, PhD.,

CEO, Synoligo

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## **1. IMPORTANT INFORMATION ABOUT THIS HANDBOOK**

This handbook has been prepared by Synoligo to provide employees with general information about some of the policies and programs that affect their employment. It is not intended to be a legal statement of benefits, nor a comprehensive explanation of our personnel policies and practices. Its sole function is to give employees a general understanding of how Synoligo views the employment relationship and approaches personnel issues.

The policies and programs outlined in this handbook are those presently in effect. It is likely that the policies and the employment-related benefits and programs of Synoligo will change from time to time. Although we will periodically update this handbook to keep employees informed of changes, we may implement changes immediately, without advance notice. The CEO is authorized to revise, delete or otherwise change policies, and to make the final determination in interpreting or applying policies.

It is not possible to anticipate every question that might arise in the course of employment. While this handbook provides information about topics most often of interest to employees, a question or concern may arise, on occasion, that is not addressed in the Handbook. If that occurs, employees should direct their questions to their manager or Human Resources.

Nothing in this handbook, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor does this handbook change the "at-will" employment relationship between Synoligo and any of its employees. Employees have the right to terminate their employment relationship with Synoligo at any time, with or without notice, for any reason. Synoligo has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. Synoligo retains sole discretion to add, delete, or change anything contained in this handbook, except employment-at-will.

This employee handbook supersedes and replaces all previously issued employee handbooks and inconsistent verbal or written policy statements.

### **1.1. AT-WILL EMPLOYMENT**

Employment by Synoligo is employment at-will, meaning that employment may be terminated with or without cause and with or without prior notice at any time by the employee or by Synoligo. In addition, employees may be demoted, suspended, or disciplined; and the terms and conditions of their employment with Synoligo (other than at-will employment) may be modified at the sole discretion of the Company with or without cause and with or without prior notice. No one has the authority to make any agreement for employment other than for employment at-will, or to make any agreement limiting Synoligo's discretion to modify terms and conditions of employment—other than the CEO and CTO—and then only in writing, signed by all parties.

### **1.2. QUALITY MANAGEMENT SYSTEM**

Quality is an integral part of our business success. It is essential that all employees understand and maintain Synoligo's quality management system. Employees are required to conduct their job duties and business affairs in full compliance with departmental quality policies. All aspects of the quality, production, and management oversight at Synoligo are carried out and maintained in accordance with applicable regulatory requirements.

### **1.3. BUSINESS ETHICS**

Synoligo will comply with all applicable laws and regulations and expects its board of directors, officers, and employees to conduct business in accordance with the spirit and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Further, Synoligo will take all legally permitted actions against anyone who retaliates against whistleblowers or alters, covers up, falsifies, or destroys documents usable in official proceedings. Employees who engage in such conduct may be reported to the authorities.

Retaliation against any employee who raises any questions, concerns, or complaints regarding the honesty and integrity of our operations is strictly prohibited. Similarly, retaliation is prohibited against any employee who provides accurate information to any law enforcement agency about the commission of any federal or state offense. Any employee who feels that they have been retaliated against or threatened with retaliation for these reasons should report the matter immediately to Human Resources, or their manager.

In general, the Company expects its employees to address ethical dilemmas with good judgment. However, if a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with Human Resources, the employee's manager, or a member of the leadership team.

Compliance with the Company's code of ethics policies is the responsibility of every employee. All employees of Synoligo are expected to read, understand, and comply with the following policies.

- **Anti-bribery and Anti-Corruption:** Synoligo will not seek to influence others, either directly or indirectly, by offering, paying, or receiving bribes, kickbacks, or by any other means that is considered unethical, illegal, or harmful to our reputation. Employees and representatives of the company are expected to decline any opportunity which would place our ethical principles and reputation at risk. Employees and representatives should seek clarification on any questions or concerns regarding activities under consideration or the interpretation of any law. If you are offered a bribe from a person or entity doing business with or seeking to do business with the company, report it immediately to HR or management.
- **Whistleblowing:** Synoligo strongly encourages employees and representatives to speak up if they suspect or witness any matters of concern. Reports should be directed to HR or management in a timely fashion. All reports will be taken seriously and investigated thoroughly. Retaliation is prohibited and appropriate support will be given to reporting parties.
- **Anti-Facilitation of Tax Evasion:** Synoligo will conduct all business in an honest and ethical manner. We take a zero- tolerance approach to the facilitation of tax evasion, under any applicable country's law. Suspicion of the facilitation or participation of tax evasion is to be reported to HR or management immediately.
- **Gifts and Hospitality:** Synoligo prohibits any employee or agent's acceptance of any gift (tangible item, any payment, or an advantage given or received without payment) or hospitality (any form of amenity, entertainment, travelling or accommodation or invitation offered or received. If you have questions about what is categorized as gift or hospitality, please contact HR or management.
- **Data Privacy and Processing:** Synoligo and all affiliates will obtain and process information for lawful purposes only and will handle sensitive information with care. Confidential information will not be shared or distributed to any party other than those agreed upon by the data's owner.
- **Competition and Anti-Trust Law:** Synoligo competes vigorously, but fairly, and supports free and fair competition. We will comply with all applicable antitrust laws in the jurisdictions in which we operate. This policy applies to all persons who act on Synoligo's behalf, including employees, officers, directors, consultants, and agents. Direct or indirect contact with competitors is strictly prohibited. Agents and employees of Synoligo are not permitted to disclose competitively sensitive information. Questions or clarifications regarding what information may be deemed confidential should be directed to management.
- **Trade Sanctions:** Synoligo will meet obligations under Sanctions regimes of the jurisdictions in which it operates, is registered and/or licensed and will not undertake any business that would breach those Sanctions regimes or any export laws that apply to it. Questions regarding applicable sanctions should be directed to management.

Disregarding or failing to comply with this standard of business ethics and conduct may result in discipline up to and including termination of employment.

#### **1.4. CONFLICTS OF INTEREST**

Employees must avoid activities or relationships that conflict with Synoligo' interests or that adversely affect the Company's reputation. No policy can describe every situation that may constitute a conflict of interest. The purpose of these guidelines is to provide general direction, so employees can seek further clarification on issues related to conflicts of interest.

A conflict of interest can generally be described as a situation in which loyalty is, or may appear to be, divided between self-interest or the interests of a third-party and the interests of Synoligo. The types of activities and relationships to avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefits in exchange for favorable decisions or actions in job performance or that might appear to influence employee decision-making or professional conduct.
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets.
- Directly or indirectly, personally engage in, own, manage, operate, join, control, consult with, participate in the ownership, operation, or control of, be employed by, or be connected in any manner with any person or entity which solicits, offers, offers to provide, or provides any services or products similar to those which Synoligo offers to its clients / customers or prospective clients / customers.
- Accepting employment or compensation that could reasonably be expected to impair independent judgment in the performance of duties.
- Accepting a kickback, bribe, gifts of substantial value (e.g., a vacation, event tickets, electronics of significant value), or other special consideration as a result of any transaction or business dealings

involving Synoligo.

- Giving preferential treatment in business dealings to any person or Synoligo in whom the employee, a relative, or a friend has a significant ownership interest or relationship.

Employees must disclose actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to their manager as soon as they become aware of them, so safeguards can be established to protect all parties. Failure to make required disclosures or resolve conflicts of interest satisfactorily may result in discipline up to and including termination of employment. Employees should contact Human Resources regarding questions about conflicts of interest.

#### **1.5. EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Synoligo that equal employment opportunity be provided for all employees and applicants. Equal employment opportunity has been, and will continue to be, a fundamental principle at Synoligo, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religious creed (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), age, national origin, citizenship, physical or mental disability, legally protected medical condition (including cancer and genetic characteristics), marital or registered domestic partnership status, veteran status, participation in military service, gender expression or identity, sexual orientation, domestic violence victim status, legally protected medical leave or family care status, genetic information, or any other protected characteristic as established by applicable federal, state, or local laws.

The Company also prohibits unlawful discrimination based on the perception that anyone has any of these characteristics or is associated with a person who has or is perceived as having any of these characteristics.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment, hiring, training, compensation, benefits, discipline, termination, and all other terms and conditions of employment.

No individual will be denied nor receive special employment opportunities based on membership status in any protected category. All employees of Synoligo are expected to support this equal opportunity and non-discrimination commitment by conducting themselves in a manner that is consistent with the intent and spirit of this policy.

Any individual who believes they have experienced or observed behavior contrary to this policy is expected to report that information to their manager or Human Resources. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated Synoligo's Equal Employment Opportunity Policy may be subject to discipline up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

#### **1.6. GENETIC INFORMATION NONDISCRIMINATION ACT**

The Genetic Information Nondiscrimination Act of 2008 (GINA) and other state specific acts prohibit employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members, except as specifically allowed by law. In order to comply with this law, the company requests that an employee not provide any genetic information when responding to any request for medical information from Synoligo. "Genetic information," as defined by GINA and other state-specific laws, includes an applicant's or employee's family medical history; information about or the results of an applicant's or employee's or family member's genetic tests; information regarding the manifestation of a disease or disorder in a family member of the applicant or employee; the fact that an applicant or employee or an employee's family member sought or received genetic services and information from genetic services, or participated in clinical research that includes genetic services by an applicant or employee or an employee's family member; and genetic information of a fetus carried by an applicant or employee or employee's family member or an embryo lawfully held by an applicant or employee or family member receiving assistive reproductive services.

#### **1.7. REASONABLE ACCOMMODATION**

Synoligo makes reasonable accommodations, where appropriate and to the extent required by law, to enable otherwise qualified applicants to complete the application process and qualified employees to perform the essential functions of their positions, provided that any such accommodations would not pose an undue hardship on the Company or result in a direct threat to the health or safety of the individual or others. Synoligo encourages any employee who is disabled and needs an accommodation in order to perform the essential functions of their position to promptly advise their manager so that the employee and the Company can engage in an interactive process to determine whether a reasonable accommodation can be made. The Company may require a health care provider's certification and recommendation.



Synoligo also makes reasonable accommodations for conditions related to pregnancy, childbirth, breastfeeding, and related medical conditions as required by applicable federal and state law.

## **1.8. POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION**

Synoligo is committed to maintaining a work environment in which every employee is treated with respect, and which is free from harassment. Synoligo's policy against harassment is to promote a productive work environment and not to tolerate inappropriate conduct by any employee that harasses, disrupts, or interferes with another individual's work performance or that creates an intimidating, offensive, or hostile environment. As a result, we maintain a strict policy prohibiting sexual harassment and harassment because of race, color, sex, national origin, religion, mental or physical disability, age or any other basis protected by federal, state, or local law. All such inappropriate conduct is prohibited.

This policy applies to all harassment, discrimination, and retaliation, whether in the workplace, at off-site work-related assignments, at work-sponsored social functions, or any other place where individuals who work together through their relationship with the Company interact. It applies to anyone involved in the operation of the Company and prohibits unlawful harassment, sexual harassment, discrimination and retaliation of any applicant or employee by any employee of Synoligo, as well as by vendors, customers and persons doing business or having a professional relationship with Synoligo. This policy also prohibits unlawful harassment against persons providing services to Synoligo pursuant to a contract.

### **1.8.1. SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, comments (verbal or written), or physical conduct of a sexual nature when:

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

Examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Leering or making sexual gestures
- Displaying or circulating sexually suggestive objects, pictures, cartoons, emails or posters, etc.
- Displaying or circulating offensive objects, pictures, cartoons, emails or posters, etc. based on a legally protected characteristic such as race, religion or sexual orientation
- Making or using derogatory comments, epithets, slurs, or jokes
- Graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, messages, or invitations.
- Unwelcome physical conduct including touching, assaulting, impeding or blocking movements, or threatening and intimidating behavior.
- Inappropriate exposure of one's body

### **1.8.2. OTHER TYPES OF HARASSMENT**

Harassment need not be of a sexual nature. Some examples of such harassment are: using epithets, slurs, negative stereotypes, mimicry; threatening; intimidating; or engaging in hostile acts that relate to a protected characteristic, including purported jokes or pranks; or placing on walls, bulletin boards, or elsewhere on Synoligo's premises, or circulating in the workplace, written or graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic. It is the policy of Synoligo to provide an atmosphere free from harassment and discrimination based upon any protected classifications.

### **1.8.3. REPORTING DISCRIMINATION OR HARASSMENT**

Employees who believe they have experienced or witnessed sexual or other unlawful harassment in the workplace, whether by employees or non-employees, should take the following steps:

- Take immediate action rather than ignoring the problem and waiting for it to go away.
- Tell the offending person, if they feel comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive, and it must stop immediately; and
- Report the incident as soon as possible to Human Resources, a manager, or a member of the local leadership team.

Synoligo will not tolerate any retaliation against any employee for reporting concerns regarding harassing behavior or conduct.

Employees who are witness to harassment or inappropriate behavior should:

- Take the incident(s) seriously.
- Refuse to condone or participate in the behavior.
- Encourage the offended party to speak with Human Resources, their manager, or a member of the local leadership team; and
- Express concerns to Human Resources, a manager, or a member of the local leadership team so proactive measures can be taken.

Employees are encouraged to evaluate their own conduct to determine if they may be engaging in harassing or inappropriate behavior. If an employee is made aware of such engagement by other employees, managers, or leaders of Synoligo, they must stop the behavior immediately, learn from the experience, and modify behavior accordingly.

Any manager who becomes aware of possible sexual or other unlawful harassment must immediately report the harassment to Human Resources or a member of the local leadership team to enable further investigation.

#### **1.8.4. INVESTIGATION AND DETERMINATION**

Every reported complaint of harassment and discrimination will be investigated in a timely, thorough, impartial, and fair manner, either by qualified employees of Synoligo or a qualified outside investigator. The investigation will be documented, and the Company will track the investigation to make sure that it is progressing in a reasonable time frame. The investigation will provide all parties with due process, and the Company will reach reasonable conclusions based on the evidence collected. The investigation will be completed, and a determination made as soon as practicable. Synoligo will make an effort to keep the matter as confidential as possible, consistent with a thorough investigation. After the investigation is completed, Synoligo will make a determination regarding the complaint and will communicate the determination to the reporting employee(s).

If it is determined that harassment or discrimination in violation of this policy has occurred, the Company will take effective remedial action appropriate to the circumstances. If it is determined that any employee exhibited poor judgment or engaged in inappropriate behavior, even if such behavior seemed welcome to some or fell short of constituting unlawful harassment or discrimination, Synoligo may still find that a violation of this policy has occurred.

Any employee who violates this policy will be subject to discipline up to and including termination of employment. The Company will also take any other steps to prevent further inappropriate or unlawful behavior.

Work-related harassment or discrimination by suppliers, by customers, at a client site, or by other persons not employed by Synoligo will be dealt with to the fullest extent possible.

#### **1.8.5. PERSONAL LIABILITY FOR UNLAWFUL HARASSMENT**

An employee who engages in harassment may be held personally liable for monetary damages. Synoligo will not pay damages assessed personally against an employee.

#### **1.8.6. PROTECTION AGAINST RETALIATION**

The Company will not tolerate retaliation against any employee who reports an incident of alleged harassment or inappropriate workplace behavior or provides information during an investigation and will take measures to protect all such employees from retaliation. Engaging in retaliatory behavior is a violation of this policy and may result in discipline up to and including termination of employment.

#### **1.8.7. HUMAN TRAFFICKING**

Synoligo strictly prohibits employees, subcontractors, subcontractor employees, and agents from engaging in human trafficking-related activities. These activities include engaging in sex trafficking; procuring

commercial sex acts (even if this practice is legal in the jurisdiction where it transpires), using force, fraud, or coercion to subject a person to involuntary servitude; or obtaining unlawful child labor or forced labor from a person by threats of serious harm to that person or another person, among others. Synoligo will take appropriate disciplinary action for violations of these rules, up to and including termination of employment and/or discharge of subcontractors and agents.

## **2. EMPLOYMENT ADMINISTRATION AND RECORDS**

### **2.1. ACCESS TO PERSONNEL FILES**

Synoligo maintains a personnel file on each employee. The personnel file includes such information as the employee's resume, records of training, documentation of performance reviews and salary increases, and other employment records.

Personnel files are the property of Synoligo, and access to the information they contain is restricted. Generally, only management personnel of the Company who have a legitimate reason to review information in a file are allowed to do so.

With advance notice, employees may review their own personnel files on company premises and in the presence of an individual appointed by Synoligo to maintain the files.

Synoligo complies with applicable state laws regarding access to personnel files.

### **2.2. BACKGROUND, DRUG SCREEN AND EMPLOYMENT REFERENCE CHECKS**

#### **2.2.1. BACKGROUND CHECKS/DRUG SCREEN**

To ensure individuals who work for Synoligo are well qualified and have a strong potential to be productive and successful, representatives of the Company may, at their sole discretion, conduct background and reference checks at a few critical junctures of the employment process. These critical junctures include, but are not limited to, the following:

- In connection with the application and hiring process.
- In connection with being given access to restricted or confidential items, information, or data.
- In connection with assignment to a particular project or client; and
- In connection with other significant employment events (such as promotions).

The types of checks conducted may include inquiries such as criminal history, credit history, degree confirmation, employment references, and licensure confirmation. The information obtained via such inquiries will be considered in light of the needs and concerns underlying the check and may take into account such things as client directives or restrictions, the recentness of the conviction, and the relevance of the information to the work to be performed.

As part of the preemployment screening process, prospective hires will be asked to submit to a preemployment drug screen. Individuals will be screened for substances outlined by the state, in which they will be employed.

Synoligo retains the sole discretion to determine what impact the acquired information may have on the applicant or employee in question, including discontinuation of the application process, removal from client assignment, denying access to restricted items, information, or data, and even termination of employment. Decisions are made on an individualized basis.

#### **2.2.2. EMPLOYMENT REFERENCE CHECKS FROM THIRD PARTIES**

To ensure that individuals who join Synoligo are well qualified and have a strong potential to be productive and successful, it is the policy of the Company to check employment references.

Human Resources will respond to all employment reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment and the last position held. Wage-related information will only be released upon written authorization, signed by the current or former employee. Employees should not respond to employment reference check inquiries regarding past or current employees from other employers, government agencies, or other third parties. All such inquiries should be referred to Human Resources.

### **2.3. PERSONAL DATA CHANGES**

It is the responsibility of each employee to promptly update any changes in personal data through the company's Human Resource or as directed by Human Resources. Personal mailing addresses, telephone numbers, email address, marital status, number and names of dependents, individuals to be contacted in

the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times.

### **3. GENERAL EMPLOYMENT PRACTICES**

#### **3.1. TRAVEL AND EXPENSES**

Synoligo will reimburse employees for reasonable business travel expenses. Reimbursable expenses may include transportation, lodging, meals, tolls, and parking. All expenses must be preapproved by management. Reimbursement requests should be submitted in writing (email or other) and should be accompanied by receipts.

Falsification of expense reports may result in discipline up to and including termination of employment.

#### **3.2. PROCUREMENT POLICY**

To ensure that the purchase of goods and services is consistent with the Company's values and requirements, all employees should funnel purchasing requests through their manager. All procurement will be done through established vendors and must be approved by senior leadership.

#### **3.3. EMPLOYMENT APPLICATIONS AND NEW HIRE DOCUMENT ACCURACY**

The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of all other data presented throughout the entire hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Synoligo's exclusion of the applicant from further consideration for employment or, if the person has been hired, termination of employment.

#### **3.4. PERSONAL RELATIONSHIPS IN THE WORKPLACE**

As a general rule, relatives or employees involved in a personal dating relationship will not be allowed to report to one another or otherwise work in a position that has control or influence over the other person's hiring, advancement, performance evaluation, discipline, or termination. If such a situation presents itself and conflict occurs, Synoligo will take prompt action which may include reassignment or, if necessary, termination of employment for one or both individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The Company wants to ensure the work environment is comfortable for all employees and visitors. To that end, relatives who work together must display the same level of professionalism in their dealings and interactions expected of all employees.

#### **3.5. JOB POSTINGS AND INTERDEPARTMENTAL TRANSFERS**

Synoligo recognizes the benefit of developmental experiences and encourages employees to talk with their managers about their career aspirations. Managers are encouraged to support employees' efforts to gain experience and advance within the organization. To encourage employees' growth and development, the Company provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

In general, notices of all regular, full-time job openings are posted, although the Company reserves its discretionary right to not post a particular opening. Similarly, in the interest of trying to locate the strongest possible candidates for every position, the Company may post positions both internally and externally at the same time.

Job openings will typically be communicated via the company intranet. To apply for an open position, employees should submit an internal application. Employees should only apply for those posted positions for which they possess the required skills, competencies, and qualifications. An applicant's manager will typically be contacted to verify performance, skills, and attendance.

Interdepartmental transfers, before 12 months of continuous employment in the employee's current position, may be granted at management's discretion. Employees who have been subject to disciplinary action during the previous 6 months are not eligible to apply for interdepartmental transfers. Employees who are currently on a performance improvement plan are generally not eligible to apply for posted jobs.

Hiring managers are expected to refrain from soliciting applications from current employees prior to discussing and understanding staffing limitations or other circumstances that might affect a prospective transfer with that employee's manager.

Synoligo may choose to hire an external candidate over a current employee if the company, at its sole discretion, determines the external candidate best meets the needs of the position.

### **3.6. EMPLOYEE REFERRALS**

Synoligo accepts and encourages the referral of applicants for employment by current employees. All employment decisions are based on requisite skills, abilities, and experience and will be made in accordance with the spirit and laws of equal employment opportunity. The fact that an employee working at the Company makes a referral is not a guarantee of hire or continued employment.

As a responsible, ethical corporate citizen, Synoligo does not directly recruit or solicit applications from employees of our customers, suppliers, or competitors. It is permitted to respond to inquiries from these employees when they initiate an investigation of opportunities at Synoligo, but it is not our practice to approach or actively recruit applicants from these sources.

### **3.7. REPRESENTING THE COMPANY**

All media inquiries requesting responses on behalf of Synoligo regarding the Company and its operations should be referred to the marketing department. No employees, unless specifically designated by the marketing department, are authorized to make statements on behalf of or as a representative of Synoligo.

### **3.8. OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as they meet the performance standards of their job with Synoligo. All employees will be evaluated by the same performance standards and will be subject to the Company's scheduling demands, regardless of any existing outside work requirements. At all times, the interests of Synoligo take priority over those of any outside employer.

Employees may not receive any income or material gain from individuals outside the company for materials produced or services rendered while performing their jobs at Synoligo. Similarly, outside employment that constitutes a conflict of interest, or is performed for a competitor, is prohibited.

If the Company determines that an employee's outside work interferes with performance or the ability to meet the requirements of Synoligo as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Synoligo.

Employees having any questions as to whether employment with a particular outside employer might constitute a conflict of interest must seek approval from their manager and Human Resources.

### **3.9. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION AND TRADE SECRETS**

The protection of confidential business information and trade secrets is vital to Synoligo's interests and success. Such confidential information includes, but is not limited to, the following examples:

- Business strategies
- Company information and strategies
- Computer codes, passwords, and processes
- Computer programs and codes
- Customer data and information
- Customer lists
- Customer preferences
- Financial information
- Formulas
- Legal information
- Marketing data
- Marketing strategies
- New materials research
- Passwords
- Pending projects and proposals
- Policy or procedure manuals
- Pricing data
- Private personnel information concerning other employees, such as discipline, evaluations, leave history, etc.
- Processes
- Product design information

- Product releases
- Proprietary production processes
- Research and development strategies
- Sales data
- Scientific data
- Scientific formulas
- Scientific prototypes
- Techniques
- Technological data
- Technological prototypes
- Trade secrets, IP, and patents
- Trademarks

This information has actual and/or potential independent economic value and is subject to a reasonable effort by Synoligo to maintain its confidentiality. Any such information provided or disclosed to employees is intended by the Company to remain confidential and protected from disclosure until such time as the Company specifically declares such information to be no longer confidential.

Except as specifically directed by Synoligo, employees shall not make any disclosure of any confidential materials or information. Except as specifically directed by the Company, employees shall not duplicate or otherwise copy any confidential materials or information. Immediately upon request from Synoligo, employees shall return all confidential materials or information in their possession.

All employees are required to sign a confidentiality and non-disclosure agreement as a condition of employment. In addition, some employees are required to sign a non-compete agreement prohibiting employment with certain competing businesses during and after their employment with Synoligo. Nothing in this policy is intended to restrict employees from exercising legal rights under any state or federal law, nor will employees be subject to discipline for engaging in legally protected activity.

Improper use or disclosure of trade secrets, confidential business information, or other information protected by law may result in discipline up to and including termination of employment and legal action, even if an employee does not actually benefit from the disclosed information.

#### **4. EMPLOYEE CONDUCT**

##### **4.1. EMPLOYEE CONDUCT AND WORK RULES**

Consistent with the mission, vision, and values of Synoligo, employees are encouraged and expected to demonstrate good judgment in the work environment. Accordingly, the Company expects all team members to conduct themselves in a way that protects the interest and safety of all employees, customers, and suppliers, as well as the interests of Synoligo. To help clarify this expectation, the following are some examples of behavior that may result in discipline up to and including termination of employment. This list is not meant to be exclusive.

- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Falsification of timekeeping records
- Falsification of employment records including information regarding legal status
- Working under the influence of alcohol or illegal drugs, possession, distribution, sale, transfer, or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Boisterous, disruptive, or disrespectful activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or client-owned property.
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking or using tobacco in prohibited areas.
- Sexual or other unlawful or unwelcome harassment
- Possession of firearms, explosives, or other dangerous or unauthorized materials, in the workplace or while working off company property including vehicles used during business, except where otherwise noted, and then only to the extent authorized by law. This prohibition applies even if the employee has a legal permit to carry a weapon.
- Unexcused absence or tardiness or leaving the job without permission; excessive absenteeism or

tardiness.

- Unnecessary or unproductive diversions from core job responsibilities
- Loafing or sleeping on the job
- Unauthorized use of computers, telephones, shipping and mailing systems, or other company equipment or networks
- Violation of employment agreements
- Violation of company's technology policies
- Repeated violation of the Travel and Expense Policy including unauthorized use of a company credit card
- Disparaging words, actions, or conduct, inside or outside of the workplace, that may reflect poorly upon, or cause harm to Synoligo or its employees, customers, and suppliers.
- Incompetence, insufficient productivity or excessive unacceptable work, as determined in the sole discretion of the Company.
- Violation of company policies and values

Employment with Synoligo is at the mutual consent of Synoligo and the employee. Either party may terminate the relationship at any time, with or without cause, and with or without advance notice.

#### **4.2. ATTENDANCE AND PUNCTUALITY**

Synoligo expects employees to be reliable and punctual when reporting to work. Absenteeism and tardiness may place a burden on other employees and on the business operations of the Company.

However, it is the goal of Synoligo to offer schedule flexibility where possible. Providing that hours are made up and/or tasks are completed, reasonable accommodations can be made for adjustments to normal working hours. Approval from management is required for such accommodation to be made.

Manageable absences (such as doctor's appointments) should be scheduled outside of normal working hours whenever possible or at times that are minimally disruptive to the workplace.

If an employee will be absent or late for work, the employee must notify their manager at least one hour before their scheduled work time begins, unless there is an emergency that prevents notification. Notifying a co-worker is not sufficient. Determination of proper notification is at the discretion of the employee's manager. Timely notification, in itself, does not excuse an absence, late arrival, or early departure, and a manager's acknowledgement does not mean that the absence, lateness, or early departure is approved or excused.

Excessive unapproved or unexcused absences, late arrivals, or early departures within any 30-day period will be subject to discipline up to and including termination of employment. A pattern of unapproved absences, late arrivals, and/or early departures over a longer period is also grounds for discipline up to and including termination of employment.

Employees will not be disciplined or penalized for any absence, late arrival, or early departure that is protected by applicable law, but it is the employee's responsibility to provide the Company with sufficient information to determine if such laws apply. If such information is not provided upon request, then the Company may conclude that the absence or tardy is not protected. Individuals with disabilities may be granted reasonable accommodation in complying with these policies if the accommodation does not result in undue hardship to the business.

Pursuant to the discretion of site management, if an employee is absent for more than 3 consecutive workdays due to their own illness or injury, a statement from their doctor or other healthcare provider may be required before they can return to work.

If any employee fails to report to work without notifying the Company, and the absence continues for a period of 2 consecutive scheduled workdays, Synoligo will view this as the employee's abandonment of their job and will process their resignation from employment.

#### **4.3. PERSONAL APPEARANCE**

Dress, grooming, and personal hygiene standards contribute to the morale of all employees and impact the business image that Synoligo presents to customers and visitors. During business hours or when representing Synoligo, employees are expected to present a clean, neat, and professional appearance. Employees are generally encouraged to dress in what is comfortable to them. T-shirts with tasteful graphics and jeans are generally acceptable if they are clean and free from excessive tears and holes. However, offensive language or offensive imagery on any piece of attire is not acceptable. Footwear is expected to be professional in nature and appropriate for the work being performed. The important word in the phrase

business casual is “business”; if an employee has any question as to whether a particular item is appropriate for work, they should choose not to wear it. Reasonable accommodation will be made for individuals with a disability or for bona fide religious practices.

Certain employees may be required to meet special dress, grooming and hygiene standards including the wearing of personal protective equipment (PPE). Management will advise an employee if it applies to the employee’s position.

Employees who are assigned uniforms or provided with logo apparel are expected to wear those uniforms when visiting a customer site. All employees are expected to adjust their dress when meeting or interacting with clients, whether at Synoligo, the client’s site or elsewhere based on the client’s general expectations and the purpose of the meeting.

Managers are responsible for establishing a reasonable dress code appropriate for the work employees perform. If a manager feels that an employee’s personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, employees will not be compensated for the time away from work. Employees should consult their manager with questions regarding appropriate appearance. Repeated violations of this policy may result in corrective action up to and including termination of employment.

#### **4.4. DRUG AND ALCOHOL POLICY**

While on Synoligo’ premises and while conducting business-related activities off company premises, no employee may use, possess, distribute, sell, or be under the influence of a controlled substance. However, the consumption of moderate amounts of alcohol is acceptable at Synoligo-sponsored events or certain sales-oriented functions. Expectations pertaining to customer-facing events (e.g., trade shows) will be communicated to attendees in advance by management.

Employees consuming alcohol at company-related events are expected to drink responsibly and not become intoxicated and maintain a professional level of behavior and conduct. Similarly, employees who have brought guests to business functions where alcohol is being consumed are responsible for the conduct of any such guests.

If an employee finds themselves in a position where they are unable, or unsure if they are able, to operate a vehicle safely, employees should find an alternative means of transportation to ensure they do not put themselves or anyone else in an unsafe situation.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees are expected to understand drug interactions and physical effects and to make decisions in accordance with the recommendations of their prescribing physician.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program (EAP). They may also wish to discuss these matters with their manager or Human Resources to receive assistance or referrals to appropriate resources in the community.

Violations of this policy may result in discipline up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

#### **4.5. CORRECTIVE ACTION AND EMPLOYEE DISCIPLINE**

Corrective action may be initiated for various reasons, including, but not limited to, violations of work rules; violation of confidentiality obligations; insubordination; failure to comply with safety or ergonomic standards; or poor job performance, including absenteeism and/or tardiness. The severity of the action generally depends on timekeeping, the nature of the offense, and the employee’s previous record, and may range from verbal counseling to termination of employment. However, nothing in this policy alters or changes the at-will nature of the employment relationship between the Company and its employees. Synoligo may impose whatever corrective action it deems appropriate, with or without prior corrective action, up to and including immediate termination.

Corrective action may consist of verbal counseling, verbal warnings, written warning, suspension, and termination. Any or all of these steps may be utilized, depending on individual circumstances and the nature of the infraction. Moreover, any or all step(s) may be bypassed whenever the Company, in its sole discretion, deems it appropriate.

All verbal warnings must be documented and sent to Human Resources. All written warnings will be signed



and dated by the employee. If an employee refuses to sign the written warning, another manager or Human Resources will be immediately notified and asked to sign and witness that the employee has been given, but refused to sign, the written warning. Written warnings will inform the employee of the actions required to avoid further disciplinary action as well as the consequences if further violations or performance problems occur, including immediate termination.

## **5. SAFETY AND WORK CONDITIONS**

### **5.1. SAFETY**

The safety of our employees, customers, and visitors is a high priority for Synoligo. This commitment is lived out through continuous learning, process improvement, and the application of common sense in the workplace.

Employees are expected to follow all applicable safety policies and procedures for the respective job duties, including periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to make their safety and the safety of others a personal objective. It's important that employees report any unsafe condition to any appropriate party. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their manager and Human Resources, or a designated safety representative. Injury and Illness reports are necessary to comply with laws and initiate insurance and workers compensation benefits procedures. Reports should be submitted within 24 hours of occurrence, when possible.

### **5.2. OFFICE SECURITY**

All employees are responsible for helping to maintain and protect Synoligo' premises, equipment, files and supplies. Company records may not be removed from the office. Any employee who has reason to believe that the security and/or safety of personnel, equipment or files are in question must take reasonable action to maintain security and/or safety and must report the situation to his or her manager.

### **5.3. INSURANCE ON PERSONAL EFFECTS**

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Synoligo assumes no risk for any loss or damage to personal property.

### **5.4. SECURITY INSPECTIONS**

Desks, work areas, file cabinets, and other storage areas may be provided for an employee's convenience but remain the sole property of Synoligo. Accordingly, the Company reserves the right, at all times and without prior notice, to inspect and search all Synoligo property for the purpose of determining whether any company policy has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the employee.

### **5.5. FACILITIES ACCESS**

Synoligo makes every effort to ensure the security of its employees, customers, visitors, and visitors' property. To accomplish this objective, the Company may designate several secured entrances to limit access to Synoligo' facilities.

Employees are expected to follow the facilities access guidelines in place for site.

Violation of the Facilities Access Policy may result in discipline up to and including termination of employment.

### **5.6. WORKING ALONE, "LONE WORKER" POLICY**

Working alone, at any time, can carry additional safety risks for an employee. Synoligo is committed to employee safety and has adopted a detailed "Lone Worker" policy.

"Lone working" is defined as any situation in which an individual is working without visual or verbal contact with another person who could provide assistance in an emergency. This may occur in an office or a laboratory outside of normal working hours, in laboratories sub-divided by one or more doors or when working at home or at a remote location.

Lone working should be avoided whenever possible. However, the Company recognizes that there are occasions where lone working may be unavoidable and has set out procedures for both management and employees to follow.

Lone workers are required to gain management approval, in advance of working alone. Together with management, a point of contact is to be established, in the event of an emergency. All safety precautions are to be exercised at all times, as well as strict adherence to existing company policies and procedures.

If, at any time, an employee of Synoligo feels uncomfortable or at risk while working alone, they must immediately leave the situation and report their concerns to their manager. All hazards or incidents must be reported immediately to the identified emergency contact and a follow-up with management.

Failure to follow the "Lone Worker" policy may result in disciplinary action up to and including termination.

#### **5.7. VISITORS IN THE WORKPLACE**

Employees expecting a visitor should notify all appropriate parties. All visitors must wear a visitor badge.

Visitors are not allowed in any area of a building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized, or potentially hazardous areas.

Visitors must refrain from all photography/videography while on the premises, unless given specific permission. Employees are responsible for the conduct and safety of their visitors and are not to let the presence of a visitor interfere with the performance of work.

If an unauthorized individual is observed on the Company's premises, employees should immediately notify an appropriate party, or, if necessary, direct the individual to the main entrance.

#### **5.8. SMOKING, VAPING, E-CIGARETTES, AND SMOKELESS TOBACCO**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, smoking, vaping, e- cigarettes, and smokeless tobacco are prohibited throughout the workplace(s).

Smoking, vaping, and e-cigarettes are allowed only in designated areas and must be, at minimum, 20 feet from any entrance. Employees are not permitted to smoke in Synoligo' cars or rental cars.

#### **5.9. ADVERSE WEATHER CLOSINGS**

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, employees are expected to work their regular schedule. Time taken off work due to poor weather conditions while the business remains open is unpaid, or an employee may elect to use available earned and unused paid time off. Under certain circumstances, and where appropriate for the individual's role, a manager may approve remote work to accommodate an employee's discomfort in traversing the weather conditions.

If extreme weather conditions require closing of the building, employees will be notified by management.

#### **5.10. EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Synoligo' operations. In extreme cases, these circumstances may require the closing of a company facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, employees may use available earned and unused paid time off. In cases where an emergency closing is not authorized, employees who fail to perform work will not be paid for their time off. Employees in essential operations may be asked to work on a day when operations are officially closed. Under those circumstances, employees who work will receive their regular pay.

#### **5.11. WEAPONS IN THE WORKPLACE**

The Company prohibits all persons who enter Synoligo' property from carrying a handgun, firearm, or prohibited weapon of any kind. Synoligo' property includes all Synoligo-owned or leased buildings and Company vehicles. This policy applies to all Synoligo employees, visitors, customers, and vendors, regardless of whether they are licensed to carry a concealed weapon or not. Exceptions to this policy include police officers or security personnel who are authorized to carry weapons.

All employees are also prohibited from carrying a weapon while in the course and scope of performing work for Synoligo, regardless of whether they are on Synoligo' property. This applies to employees who are licensed to carry a weapon.

Prohibited weapons include all firearms, knives with blades over 4 inches, explosive devices, or other weapons that could be used to threaten, harass, intimidate, injure or cause harm to another individual.

To ensure prohibited weapons are not present, Synoligo reserves the right to conduct searches of any person or object that enters Synoligo' property. The Company also reserves the right to inspect work areas

and personal belongings including, but not limited to, items such as employee packages, purses, backpacks, or lunch bags.

Employees who observe or have knowledge of any violation of this policy or receive threats of violence while on Synoligo' property, should immediately report it to their manager, Human Resources or any other member of management. Human Resources will promptly and thoroughly investigate the matter.

An employee found to have used a weapon or be in possession of a weapon in violation of this policy may result in discipline up to and including termination of employment. Synoligo may also refer the individual to the local law enforcement authorities.

## **5.12. WORKPLACE VIOLENCE AND PREVENTION**

The Company prohibits threats, outbursts, and violent behavior in the workplace on Synoligo' premises and/or at Synoligo-sponsored activities. Violation of this prohibition may result in discipline up to and including termination of employment.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Synoligo reserves the right to conduct searches and inspections of employees and/or personal effects without notice. Refusal to submit to such a search would be subject to termination. Jokes or offensive comments regarding violent events will not be tolerated.

Employees who observe, have knowledge of, or feel they have been subjected to intimidating, threatening, or hostile behaviors must immediately report the incident to their manager or Human Resources. Complaints will be investigated, and appropriate actions will be taken. If an immediate threat exists or develops, 911 should be called immediately. When reporting an act or threat of violence, the employee should be as specific and detailed as possible.

## **6. USE OF COMPANY RESOURCES**

### **6.1. USE OF COMPANY EQUIPMENT**

When using property or equipment, employees are expected to exercise care, perform required maintenance, keep equipment clean, and follow all operating instructions, calibration, safety standards, and guidelines.

Employees should notify the appropriate party if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent errors, deterioration of equipment, and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or the failure to report damage, defects, or the need for repairs, may result in disciplinary action, up to and including termination of employment.

### **6.2. USE OF CORPORATE VEHICLES**

Employees may be required to operate a corporate vehicle as part of performing their job duties. While driving for business purposes, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must adequately maintain the cleanliness of any vehicles they may drive for work purposes and should notify their manager or the appropriate site operations manager if any equipment, machines, tools, or vehicles appear to be unclean, damaged, defective, or in need of repair.

#### **6.2.1. ELIGIBILITY**

Any driver of a vehicle or driving on company business in any manner must meet the following requirements:

- Possess a valid driver's license.
- Maintain an acceptable driving record.
- Comply with all traffic and safety laws; and
- Follow the guidelines stated in this policy at all times.

The privilege of driving for company business may be withdrawn for not meeting the requirements stated above. An employee required to drive for business purposes must notify their manager within 48 hours if their driver's license is revoked, suspended, or restricted.

#### **6.2.2. DRIVER RESPONSIBILITIES**

Eligible drivers are responsible for driving the vehicle in a safe and professional manner. Employees must be knowledgeable of and abide by all state driving laws in all areas where they operate a vehicle for business purposes.

#### **6.2.3. SAFETY**

Safety belts are required by all occupants of a vehicle used for business purposes. It is the driver's responsibility to ensure that all occupants fasten their safety belts prior to operating the vehicle.

In addition, Synoligo expects all employees to drive defensively during business travel, to obey all traffic laws, and prohibits employees from driving under the influence of drugs and alcohol, including prescription drugs that may impair a driver's ability.

Employees are expected to follow the restrictions on the use of mobile phones described in the company's Phone and Electronic Devices policy.

In the event of an accident, the employee should obtain a police report before leaving the scene of the accident and must immediately report the accident to his or her manager.

#### **6.2.4. VEHICLE USE**

Company vehicles should not be used to transport flammable items, weapons, or other hazardous materials. Non-hazardous materials must be properly secured.

Synoligo reserves the right to revoke the driving privilege of any driver not complying with this policy. Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance may result in disciplinary action, up to and including termination of employment.

### **6.3. INFORMATION TECHNOLOGY (IT) RESOURCES**

The Synoligo Information Technology (IT) department has numerous policies and processes in place to ensure the safe, efficient, and legal use of the Company's IT and systems resources.

All employees are expected to read, understand and comply with all IT policies and procedures. Any questions regarding these policies and procedures should be directed to the IT department. Failure to comply with IT systems policies and procedures may result in discipline up to and including termination of employment.

#### **6.4. COMPUTER, INTERNET, AND EMAIL USAGE**

Synoligo' electronic hardware (including, but not limited to, its computers, video display terminals, printers, wired and wireless networking, and core servers); computer software (including without limitation software and systems that grant access to external services such as the Internet and electronic mail); and data and telecommunications equipment (i.e., phone system) (collectively, "Technology Resources") are designed for business use.

Synoligo' Technology Resources are owned and maintained for Synoligo' benefit. The Company reserves the right to monitor its Technology Resources at any time. Consequently, employees should assume that these systems are subject to review at any time for legitimate business purposes. This would also apply to any computer owned by an individual that is brought onto Synoligo' property. Thus files, documents, messages, and other information (including e-mail and voice-mail messages) sent or received using Synoligo' Technology Resources are non-confidential and are considered property of Synoligo. Internet usage is for Synoligo business and may not be used for unlawful activities, or commercial purposes not under the auspice of Synoligo.

While computer usage is intended for job-related activities, incidental and occasional brief personal use may be permitted within reasonable limits. Such use should be confined to non-working times, such as breaks or meal periods, and should not interfere with an employee's performance of their job. Similarly, while using computers for personal use, employees should avoid downloading large files, access streaming audio or video, or visit social networking sites or chat rooms. Employees found to have abused these privileges may be subject to discipline up to and including termination of employment.

#### **6.5. ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS**

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using Synoligo' communication systems or equipment and employee-provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. Electronic communications include, among other things, messages; images; data or any other information used in e-mail; text messages; instant messages; voice mail; fax machines; computers; personal digital assistants (including iPhone or

similar devices); text messages; pagers; telephones and mobile phones, including those with cameras; intranet; Internet; back-up storage; information on a memory or flash key or card; jump or zip drive; or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use Synoligo' Systems to communicate internally with co-workers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All electronic communications contained in the Company's Systems are Synoligo' records and/or property. Although an employee may have an individual password to access company Systems, the Systems and electronic communications belong to Synoligo. The Systems and electronic communications are accessible to Synoligo at all times, including periodic unannounced inspections. Company Systems and electronic communications are subject to use, access, monitoring, review, recording, and disclosure without further notice. Company Systems and electronic communications are not confidential or private. Synoligo' right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of company Systems that do not interfere or conflict with productivity or Synoligo' business or violate policy is permitted, personal communications in company Systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by Synoligo at any time without further notice. Since all electronic communications and Systems can be accessed without advance notice, employees should not use company Systems for communication or information that employees would not want revealed to third parties.

#### **6.5.1. PROHIBITED ACTIVITY**

In addition, employees may not use Synoligo' Systems:

- To download, save, send, or access any defamatory, discriminatory, or obscene material.
- To download, save, send, or access any music, audio, or video file for purposes unrelated to work.
- To download anything from the Internet (including shareware or free software) without the advance written permission of IT.
- To download, save, send, or access any site or content that Synoligo might deem, in its sole discretion, "adult entertainment."
- To access any "blog" unrelated to work or to otherwise post a personal opinion on the Internet.
- To solicit employees or others.
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of Synoligo or any other person or entity.
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal their identity or another's identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person's account, mailbox, password, etc., without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of Synoligo or others without appropriate authorization.

All system passwords and encryption keys must be available and known to the Company. Employees may not install password or encryption programs without the written permission from the appropriate IT leadership channels. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to electronic communications. Synoligo will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in discipline up to and including termination of employment as well as possible civil liabilities or criminal prosecution. Where appropriate, Synoligo may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. Synoligo will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

Questions about the acceptable use of company systems or the content of electronic communications should be directed to IT or Human Resources for further clarification.

#### **6.6. NO RIGHT TO PRIVACY**

All documents and messages sent, received, composed and/or stored on Synoligo' Systems, including personal messages, and all information stored on the Company's Technology Resources are property of Synoligo regardless of the content. As such, Synoligo reserves the right to access and monitor all of its Technology Resources and Systems including, without limitation, its computers, voicemails, and e-mail, and their content, at any time in its sole discretion with or without authorization from, or notice to, employees. Employees should understand that they have no right of privacy with respect to any messages or information created or maintained on Synoligo' Technology Resources and Systems, including personal information or messages. Therefore, an employee's outgoing voice-mail message must not indicate to the caller that their incoming message will be confidential or private. The existence of a password on any technology system is intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Synoligo.

#### **6.7. ERASURE NOT RELIABLE**

Employees should be aware that even when a message has been erased, it still may be possible to retrieve it from a backup system. Therefore, employees should not rely on the erasure of messages to assume a message has remained private.

#### **6.8. PERSONAL PHONES AND ELECTRONIC DEVICES**

Synoligo recognizes that employees may occasionally need to place or receive personal phone calls or messages during the course of the workday. Employees must confine such communication to non-working times such as breaks or meal periods. Employees are expected to exercise sound judgment as it relates to reading or sending emails, text messages, instant messages, or accessing the Internet from their cell phones or other wireless devices during working hours for personal use. Similarly, for safety, courtesy, and other reasons, employees should generally refrain from using personal listening devices that would interfere with job responsibilities or business operations.

While driving, employees are required to refrain from the use of cell phones or other electronic devices. The employee must pull off the roadway and park their vehicle in a safe place while using any device. When using electronic navigational aids, employees are required to program their destination prior to departure.

Employees who fail to follow any provision within this policy may be subject to discipline up to and including termination of employment.

#### **6.9. COMPUTER SOFTWARE LICENSING**

Synoligo purchases or licenses the use of various computer software programs. Neither Synoligo nor any of Synoligo' employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by a fine up to \$250,000 and up to five years in jail.

The Company does not condone the illegal duplication of software. Employees must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within Synoligo shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software may be subject to discipline up to and including termination of employment.

#### **6.10. INTERNET USAGE AND MONITORING**

The Internet is intended for business use. Personal use is limited.

Synoligo' policies against sexual and other types of harassment apply fully to Internet usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting, and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time an employee spends on the Internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly. For business purposes, management reserves the right to search and/or monitor Synoligo' Internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Internet will be disclosed to management. Employees should not assume that communications that they send and receive by the Internet are private or confidential.

Employees learning of any misuse of the internet shall notify a member of management. Violation of this policy may result in discipline up to and including termination of employment.

## **6.11. SOCIAL MEDIA POLICY**

At Synoligo, the company understands that social media can be a fun and rewarding way to share life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about the use of social media, guidelines have been established for appropriate use of social media.

### **6.11.1. GUIDELINES**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not employed or affiliated with Synoligo, as well as any other form of electronic communication.

The same principles and guidelines found in Synoligo's policies apply to all employee activities online. Ultimately, all employees are solely responsible for what they post online. Employees should consider the risks and rewards that are involved in creating any online content before doing so. It is important to keep in mind that any employee conduct that adversely affects job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, people who work on behalf of Synoligo, or the Company's legitimate business interests may result in discipline up to and including termination of employment.

#### *Know and follow the rules.*

Employees should ensure postings are consistent with all other company policies. Inappropriate postings, which may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject an employee to discipline up to and including termination of employment.

#### *Be respectful.*

Employees should always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of the Company. Also, employees should keep in mind that work-related complaints are more likely to be resolved by speaking directly with co-workers, or by speaking with Human Resources or management, than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, employees, or suppliers; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

#### *Be honest and accurate.*

Employees should ensure that all postings or news are always honest and accurate. If a mistake is made, a correction should be made quickly. The Internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that are known to be false about Synoligo, fellow employees, customers, suppliers, people working on behalf of Synoligo, or competitors.

#### *Post only appropriate and respectful content.*

The confidentiality of Synoligo's trade secrets and private or confidential information should be maintained. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Internal reports, policies, procedures, or other internal business-related confidential communications are considered private or confidential information and thus should not be posted.

Employees must respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Synoligo employees should always identify themselves as an employee of the Company before creating a link from a personal blog, website, or other social networking site to a company website.

Employees should never represent themselves as spokespersons for Synoligo; it is best to express only personal opinions. If the Company is a subject of the content being created, it should be clear that the author

of the content is an employee and that the views expressed by the author do not represent those of Synoligo, fellow employees, customers, suppliers, or people working on behalf of Synoligo. If an employee should publish a blog or post online related to their work performed at Synoligo, it is best to include a disclaimer such as: "The postings on this site are my own and do not necessarily reflect the views of Synoligo."

#### Using social media at work.

Employees should refrain from using social media while on work time or on work equipment provided, unless the use is work-related as authorized by management or consistent with company policy. Synoligo's email addresses should not be used to register on social networks, blogs, or other online tools utilized for personal use.

#### Retaliation is prohibited.

Synoligo prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation may be subject to discipline up to and including termination of employment.

### **6.12. WORKPLACE MONITORING**

Synoligo may conduct video surveillance of non-private workplace areas to identify safety concerns, detect theft or misconduct, and to discourage or prevent acts of harassment and workplace violence.

Because the Company is sensitive to the understandable privacy expectations of employees, workplace monitoring will be done in an ethical and respectful manner.

### **6.13. SOLICITATIONS AND DISTRIBUTION OF LITERATURE**

In an effort to assure a productive and harmonious work environment, those who are not employees of Synoligo may not solicit or distribute literature in our facilities at any time for any purpose.

The Company recognizes that our employees and others, who are affiliated with Synoligo, may have interest in events and organizations outside the workplace. However, employees are not permitted to solicit during work time. This includes the distribution of or posting of literature or other material including, but not limited to, requests for charitable donations or purchases, religious or political literature and merchandise catalogues. This distribution of literature is also against company policy if it interferes with access to Synoligo's premises, results in litter, is conducted in areas where others are working or utilizes company property or services such as mail delivery, photocopiers, e-mail, voicemail, or telephones. Solicitation that is otherwise in accordance with this policy during non-work time, such as a meal or break period, is permissible.

## **7. COMPENSATION, TIMEKEEPING, AND PAYROLL**

### **7.1. EMPLOYMENT CATEGORIES**

It is the intent of Synoligo to clarify the definitions of employment classifications, so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and Synoligo.

Each employee's position is classified as either non-exempt or exempt from state and federal wage and hour laws. Non-exempt employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas exempt employees are excluded from specific provisions of the laws, and don't receive overtime pay. Whether an employee's position is exempt or non-exempt is determined by whether the primary duties of his or her position fall within one of the exemption categories established by state and federal law.

In most cases, non-exempt employees are paid on an hourly basis, while exempt employees are paid on a salary basis. Employees will be notified individually of their exempt or non-exempt status. An employee's classification may be changed only upon written notification by the Company.

Some employees are eligible to receive Synoligo-provided employee benefits, subject to the terms, conditions, and limitations of each benefit program. An employee's eligibility for company-provided benefits depends on the employee's status as temporary or regular, and the number of hours they are regularly scheduled to work per week. Synoligo complies with state laws and municipal ordinances, which may mandate certain company-provided benefits.

In addition to the above categories, each employee will belong to one other employee category: Regular Full-Time, Regular Part-Time, Temporary or Contractor, as detailed below.



#### **7.1.1. REGULAR FULL-TIME EMPLOYEES**

Employees who are not in a temporary status and who are regularly scheduled to work 40 hours in the work week. Regular full-time employees are eligible for company-provided benefits.

#### **7.1.2. REGULAR PART-TIME EMPLOYEES**

Employees who are not in a temporary status and who are regularly scheduled to work at least 20 hours in a work week. Regular part-time employees are eligible for some company-provided benefits on a pro-rated basis, based on the number of hours worked per week. Synoligo complies with state laws and municipal ordinances, which may mandate certain company-provided benefits.

#### **7.1.3. TEMPORARY EMPLOYEES**

Employees hired as supplemental staff to fill a temporary need or for a special assignment for a specific time period. Temporary employees are not eligible for any Synoligo benefits other than those mandated by law (e.g., social security, workers' compensation, state disability, paid sick leave in certain jurisdictions). Temporary employees may work on a full-time or a part-time basis and may be hired through a third-party staffing agency. The status of a temporary employee may change only if the employee is expressly notified of the change in status in writing by Synoligo.

#### **7.1.4. INDEPENDENT CONTRACTORS**

Workers who satisfy the appropriate legal test for such status, including behavioral controls (the worker independently directs and controls the work to be performed); financial controls (the worker has financial control over their own business, the actions of which include paying their own business expenses and furnishing their own equipment and training, can realize either a profit or loss on the work, etc.); and the nature of the relationship (e.g., the relationship is generally temporary in nature, and the work being performed is not a key aspect of Synoligo's regular business). All independent contractors will be required to sign a written agreement with the Company acknowledging their independent contractor status. Independent contractors are not employees and as such are not eligible for any legally mandated benefits (such as workers' compensation insurance and Social Security) or any of Synoligo's other benefit programs.

### **7.2. WORK SCHEDULES**

Work schedules for employees vary throughout the organization. Managers will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Failure to consistently be at work during scheduled work hours, or not adequately managing and completing necessary workloads from week to week, may lead to discipline up to and including termination of employment.

### **7.3. TIMEKEEPING**

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Synoligo to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed; violations may lead to discipline up to and including termination of employment.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employees' responsibility to review his/her time records to ensure the accuracy of all time recorded. An employee's manager will review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, the manager must approve the accuracy of the changes by approving the time record.

### **7.4. OVERTIME**

When workload requirements or other business needs cannot be met during regular working hours, employees may need to work overtime hours. Sometimes overtime may be necessary for a group of employees due to workload and project needs, while at other times individual employees may have a specific need to work extra hours. Regardless, all overtime work must be preapproved by the employee's manager.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and

hour regulations. Overtime pay is based on actual hours worked. PTO, holiday, or any other paid leave will not be considered hours worked for purposes of performing overtime calculations.

#### **7.5. COMPENSATORY TIME OFF**

Compensatory time off to non-exempt employees in lieu of paying overtime is not permitted.

#### **7.6. MEAL AND REST PERIODS**

Synoligo will provide meal and rest periods according to federal, state and local laws.

Employees are expected to take their full allotted time for meal and rest breaks and may not perform any work during these periods. The scheduling of meal and rest periods may be determined by management. Failure to take a scheduled meal break may result in discipline up to and including termination of employment.

#### **7.7. BREAKS FOR NURSING MOTHERS**

Synoligo will provide reasonable unpaid break time each day to employees who need to express breast milk for their infant children. Break time under this policy will generally run concurrently with any meal and/or break times that may already be provided to the employee. Employees who have this requirement will be provided with a private location that has an outlet and is shielded from view and free from intrusion.

This policy may not apply when employees are at client or job sites since the Company will have little ability to control the availability of private and secure locations.

Employees should contact Human Resources to make the necessary arrangements.

#### **7.8. PAYDAYS**

All employees are paid bimonthly. Employees are strongly encouraged to have their pay directly deposited into their bank accounts.

In the event a regularly scheduled payday falls on a bank holiday, employees will receive pay on the day preceding the holiday.

#### **7.9. ADMINISTRATIVE PAY CORRECTIONS**

Synoligo takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Human Resources or a payroll representative so corrections can be made as quickly as possible.

#### **7.10. LOST OR STOLEN CHECKS**

In the event that an employee receives a paper paycheck or expense check, and that check has been lost or stolen, please contact Human Resources or Finance to report it. All reasonable accommodations will be made to track the check or re-issue it, if necessary.

#### **7.11. DEDUCTIONS FROM PAY**

The law requires that Synoligo make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes.

The Company offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Additionally, Synoligo may be required to make deductions to pay off a debt, loss, or other obligation to the Company or to a third party (such as garnishments, liens, or child support orders). In order to reimburse or pay back Synoligo for the types of debts or losses listed above, employees may be required to sign a payroll deduction authorization form and/or enter into some other sort of pay back or reimbursement agreement.

Employees who wish to change the number of exemptions or their marital status for federal or state income tax withholding purposes, should notify Human Resources or a payroll representative.

#### **7.12. PAY TRANSPARENCY – NON-DISCRIMINATION PROVISION**

Synoligo will not terminate or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as part of their essential job functions cannot disclose pay of other employees or applicants to individuals

who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the Company, or (c) consistent with Synoligo' legal duty to furnish information.

#### **7.13. TELECOMMUTING**

Telecommuting allows employees to work at home, on the road, or in a satellite location. Synoligo considers telecommuting to be a viable work arrangement in cases where the work being performed is conducive to such arrangements. Telecommuting is a work alternative that may be appropriate for some employees and positions. It is not an entitlement or company-wide benefit, nor does it alter the terms and conditions of employment with Synoligo.

Telecommuting arrangements must go through the proper approval process. The decision to approve a telecommuting arrangement is based on factors such as employee suitability, job responsibilities, performance history, equipment needs, and team interaction and/or dependency. The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work will not change due to the approval of a telecommuting work arrangement. The employee's telecommuting work hours will conform to a schedule agreed upon by the employee and his or her manager. If such a schedule has not been identified, the employee's work hours will be assumed to be the same as they were before the employee began the telecommuting arrangement. Changes to any schedule must be reviewed and approved in advance by the employee's manager.

Employees must maintain safe conditions in the telecommuting workspace and practice the same safety habits as those followed on Company premises. During working hours, the employee's telecommuting workspace will be considered an extension of Company workspace. Therefore, Synoligo shall provide workers' compensation and liability protection as obligated by state statutes. All job-related injuries should be reported immediately to Human Resources or a designated safety representative. The incident may require investigation for purposes of a worker's compensation claim and/or corrective action.

### **8. BENEFITS**

#### **8.1. SOCIAL SECURITY**

All employees are covered by the Federal Insurance Contribution Act (Social Security). A required percentage of pay is deducted from the employee's paycheck to pay the employee's portion of this program. Synoligo matches the deduction dollar for dollar. Social Security provides for retirement, disability, death, survivor, and Medicare benefits for employees and their dependents.

#### **8.2. STATE UNEMPLOYMENT INSURANCE**

This program is funded entirely by employers in each state. The program provides weekly benefits if an employee becomes unemployed through no fault of their own or due to other qualifying circumstances described in federal and state-specific law.

#### **8.3. WORKERS' COMPENSATION INSURANCE**

Synoligo provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance may also provide wage replacement benefits after a short waiting period.

Employees who sustain work-related injuries or illnesses should inform their manager and Human Resources or a designated safety representative immediately, even if the injury or illness seems minor or inconsequential.

Employees have a right to make such reports, and the Company will not discriminate or retaliate against employees who report work-related injuries or illnesses. Failure to promptly report workplace injuries or illnesses may influence whether or not the workers' compensation insurance decides to cover the claim, and may be cause for discipline, up to and including termination of employment, since it impacts the Company's ability to maintain a safe work environment for all employees.

Neither Synoligo nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Synoligo.

#### **8.4. COMPANY-PROVIDED BENEFITS**

Eligible employees at Synoligo are provided a wide range of benefits.

#### **8.4.1. ELIGIBILITY**

Benefits eligibility is dependent upon a variety of factors, including employee classification. Human Resources will identify the programs for which an employee is eligible upon hire. Details of these benefit programs can be found either in the plan documents, insurance certificates, or the summary plan description for each benefit. For employees who meet eligibility criteria, benefit eligibility begins on the first of the month, following 30 days of employment.

The following is a partial list of benefits an employee may be eligible for:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- 401(k) Retirement Plan
- Basic life insurance and AD&D
- Short- and long-term disability

Some benefit programs require contributions from the employee or are the full responsibility of the employee, while others are fully paid by Synoligo. The Company reserves the right to change the company's contribution at any time.

An employee may choose to waive coverage of any benefit offering. Should an employee waive coverage, the company will not reimburse the employee for coverage under another plan.

All benefits are subject to the terms and conditions described in the foregoing policies or summary plan descriptions, insurance certificates, or plan documents. In the event of a conflict between the governing plan document for a particular benefit and this handbook, the governing plan document will prevail.

All of Synoligo's group health and welfare plans are subject to the requirements set forth in the Employee Retirement Income Security Act of 1974 (ERISA).

Human Resources understands that medical information about an employee and their health is personal. The Company follows all federal (HIPAA) and state laws regarding privacy of the medical information generated by its insurance plans. Other medical information maintained by the Company that is not generated by an insurance plan may be considered an employment record. Synoligo is committed to protecting this medical information and keeps it separate from normal employment records.

#### **8.5. CONTINUATION OF HEALTH/DENTAL/VISION BENEFITS – COBRA**

In the event of an employee's death, termination of employment (including retirement), certain reductions of hours or entitlement to Medicare benefits, an employee and/or their eligible dependents may be eligible to continue medical coverage through Synoligo at their own expense.

This benefit is provided in accordance with the requirements of the federal law on continuation of health insurance (commonly known as COBRA). Employees who are eligible for insurance continuation will be provided with specific information about availability and cost and should contact Human Resources for more information.

This benefit is subject to change as necessary to comply with federal or state law. Failure to make timely payment of insurance premiums will result in the forfeiture of continuation benefits.

### **9. OTHER BENEFITS**

#### **9.1. HOLIDAYS**

Synoligo will grant holiday time off with pay to all eligible regular full-time and regular part-time employees on the holidays listed below, provided that the employee is regularly scheduled to work on the day the Company observes the holiday. The following is a complete list of company-observed holidays:

- New Year's Day (January 1)
- Washington/President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Day (December 25)

A recognized holiday that falls on a Saturday will usually be observed on the preceding Friday. A recognized holiday that falls on a Sunday will usually be observed on the following Monday.

Synoligo will normally grant paid holiday time off to employees in the following employment classifications:

- 8 hours to regular full-time employees regularly scheduled to work 40 hours per week.
- 4 hours to regular part-time employees regularly scheduled to work between 20-39 hours per week.

Holiday pay is calculated based on the employee's straight-time pay rate as of the date of the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining whether non-exempt employees are entitled to overtime for the week in which the holiday falls. Non-exempt employees who are required to work on a holiday will receive straight time pay for the hours worked on the holiday plus regular holiday pay.

Employees are required to work the last regularly scheduled workday before the holiday and the first regularly scheduled work day after the holiday in order to be eligible for holiday pay. Employees who are absent on either of these days will not receive holiday pay unless they are taking approved paid time off, or the absence is deemed excused, as determined by the employee's manager (e.g., an illness supported by a healthcare provider's note).

If a recognized holiday falls during an eligible employee's paid time off, holiday pay will be provided instead of the paid-time-off benefit that would otherwise have applied. However, employees who are receiving compensation from some other source, like short-term disability benefits, workers' compensation, paid military leave, etc., or are taking unpaid leaves of absence, will not be paid for holidays that occur during those leaves.

## 9.2. PAID TIME OFF (PTO)

Synoligo provides paid time off (PTO) as a flexible time-off policy for eligible employees to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy.

Employees in the following employment classification(s) are eligible to accrue and use PTO as described in this policy:

- Regular full-time employees
- Regular part-time employees defined as working 20-39 hours per week

Full-time employees in an eligible employment classification accrue PTO according to the schedule below.

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.*

Eligible regular part-time employees accrue PTO at the rate of ½ (50%) of the rate above and will be able to carry over 40 hours of accrued and unused PTO unless otherwise required by state law.

Part-time employees in an eligible employment classification accrue PTO according to the schedule below.

YEARS OF SERVICE	BIMONTHLY ACCRUAL RATE	TOTAL HOURS	TOTAL DAYS	ROLLOVER	FORFEITURE
0-2	1.67	40	5	30 hours at the end of the calendar year (December 31). Balances above 30 hours at this date will be forfeited	All accrued and unused PTO will be forfeited upon termination* of employment
2 and plus	2.5	60	7.5	40 hours at the end of the calendar year (December 31). Balances above 40 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.*

Changes to any PTO accrual rate will take place in the next full pay period following the service anniversary date.

#### **9.2.1. PTO USAGE AND ROLLOVER**

Non-exempt employees must use PTO in quarter-hour (.25) increments or greater. Exempt employees must use PTO in 4-hour or 8-hour increments. PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. PTO will not be counted as "hours worked" for the purposes of determining whether non-exempt employees are entitled to overtime for the week in which PTO is used.

Generally, unpaid time off is discouraged and may be denied. Managers have the discretion to periodically grant unpaid time off, providing it does not negatively impact business operations, staffing needs of their respective department(s), or jeopardize the employee's benefits eligibility in accordance with their employment classification.

If the available PTO is not used by the end of the calendar year, the employee may carry over unused time to be used in the next calendar year according to the schedule above. For illustration purpose using employee who have served more than 2 years with the company as an example, the maximum amount of unused PTO that may be carried over is 80 hours for eligible full-time employees and 40 hours for eligible part-time employees unless a rollover cap is prohibited by applicable state law. Any unused PTO in excess of 80 hours for eligible full-time employees or 40 hours for eligible part-time employees will be forfeited at the end of the calendar year, unless prohibited by applicable state law.

#### **9.2.2. PLANNED PTO USE**

To schedule planned PTO, employees should request as much advance approval from their managers as possible. All departments must be appropriately staffed to meet the needs of customers and clients. This means that PTO may not be granted in all circumstances. Such requests will be approved or denied solely at the discretion of the employee's manager based upon current workloads, staffing levels, and the employee's disciplinary status. In instances where requested PTO is denied due to staff shortages or negative impact to operation, the company may elect to pay out a portion of the unused PTO. This is situational and done solely at the company's discretion.

#### **9.2.3. UNPLANNED PTO USE**

In situations involving illnesses or emergencies, employees are required to notify their manager as soon as possible. Failure to follow proper reporting procedures may result in disciplinary action and/or the denial of PTO. Additional notification should be provided for each additional day of an unexpected absence.

Employees are responsible for managing their own PTO balances to allow adequate reserves to cover unforeseen needs for leave, such as personal illness, family sickness, family activities, appointments,

emergencies, or other unplanned time off from work.

#### **9.2.4. PTO AND END OF EMPLOYMENT**

Unless otherwise required by law, employees will forfeit any unused and accrued PTO that is earned through the last day of employment.

An employee who has used more PTO than they have earned as of their last day of employment will be required to repay Synoligo the excess amount used, which would be deducted from the employee's final paycheck(s) to the greatest extent possible and allowed under applicable state laws.

PTO cannot be used to extend the last day of employment, nor may PTO be used during any resignation notice period, unless previously requested and approved.

#### **9.3. TIME OFF TO OBSERVE RELIGIOUS HOLIDAYS**

If adequate staffing is possible, the Company will allow time off without pay to observe religious holidays that are not otherwise company-observed holidays. PTO, if available, may be used for the observance of such holidays. Employees should provide as much notice as practicable when requesting this time off. The Company provides reasonable religious accommodations in compliance with all applicable laws.

#### **9.4. 401(K) RETIREMENT PLAN**

Synoligo provides eligible employees with the opportunity to participate in and contribute to a 401(k)-qualified retirement plan, which is an excellent means of long-term savings for retirement.

Employees can obtain a copy of the summary plan description, which contains the details of the plan including eligibility and benefit provisions, from Human Resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for review, shall govern. All questions regarding this plan should be directed to Human Resources.

#### **10. LEAVE OF ABSENCE**

Synoligo grants leaves of absence to employees in certain circumstances. Requests for a leave of absence should be in writing and made as far in advance as possible. While out on a leave, employees will be expected to keep in touch on a regular basis with Human Resources and give prompt notice of any change in their anticipated return date. When an employee returns from a leave of absence, the employee will usually resume all aspects of their employment status that existed prior to the start of their leave in accordance with applicable federal, state, and local laws.

If an employee fails to return to work after their leave expires without contacting Human Resources or their manager, Synoligo will assume that the employee has resigned their employment.

Accepting other employment, continuing to work in another job, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment.

Due to the amount of detail that goes along with describing the many types of leaves available, employees should refer to Human Resources with questions or clarification. For leave of absence available in a specific state, employees should reference that state's supplement, as available.

#### **10.1. LEAVE AS AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT**

Synoligo is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and similar state laws. It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employees can perform the essential functions of the job. Synoligo will provide reasonable accommodation to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability. Leave as an accommodation under ADA will be granted, provided the leave will not constitute an undue hardship on Synoligo.

Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should contact Human Resources. Synoligo encourages employees with disabilities to come forward and request reasonable accommodation.

#### **10.2. PROCEDURE FOR REQUESTING AN ACCOMMODATION**

Upon receipt of an accommodation request, Human Resources and the employee's manager will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Company may make to help overcome those limitations. Synoligo may require an employee to provide documentation from the employee's healthcare provider supporting the employee's

request for accommodation due to a disability or medical condition.

Synoligo will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the Company's overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on Synoligo's ability to conduct business.

### **10.3. FAMILY AND MEDICAL LEAVE**

It is the policy of Synoligo to grant up to 12 weeks (or 26 weeks, if leave is taken to provide care for qualifying family member injured during active military service) of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA).

#### **10.3.1. ELIGIBILITY**

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

- The employee must have worked for Synoligo at least 12 months (the 12 months need not have been consecutive).
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave would begin; and
  - This calculation includes only actual hours worked, and will not include any holiday, PTO, or other forms of paid leave that may occur during the relevant 12-month review period, regardless of whether such time is counted as hours worked for overtime purposes; and
  - This calculation includes all periods of absence from work due to or necessitated by military service (active duty and reserve) under Synoligo's military leave policy.
- The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite. Remote employees with no fixed office or who work from home will be treated as though they work in the office to which they report.

#### **10.3.2. REASONS FOR LEAVE**

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

- The birth of a child.
- The adoption of a child, or the placement of a child with the employee for foster care.
- The employee's own serious health condition (a "serious health condition" is a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition that requires continuing care by a licensed health care provider as defined in applicable Department of Labor regulations, and in the case of an employee, makes the employee unable to perform the functions of the employee's position.).
- To care for a spouse, child or parent with a serious health condition.
- Due to a "qualifying exigency" for the spouse, children, or parents of individuals who are on, or are about to be on, "covered active duty".
  - A "qualifying exigency" includes attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings as defined in applicable Department of Labor regulations.
  - "Covered active duty" means members of either the regular or reserve components of the Armed Forces who have been deployed to a foreign country.
- To provide care for a "covered service member" with a serious injury or illness incurred or exacerbated in the line of duty while on active duty (employees eligible to take military caregiver leave include the spouse, children, parents and next of kin of military personnel).

Employees with questions about whether their leave needs may be covered under this FMLA policy are encouraged to consult with Human Resources.

#### **10.3.3. DURATION OF LEAVE**

For all FMLA-covered leaves, other than leave taken to provide care for wounded military personnel, eligible employees can take up to 12 weeks of FMLA leave under this policy during any 12-month period. Synoligo will use a rolling 12-month period measured backward from the date an employee uses any FMLA leave



under this policy to determine whether an employee has exhausted their 12 weeks of FMLA leave. Each time an employee takes FMLA leave, Synoligo will compute the amount of FMLA leave the employee has taken under this policy for any form of FMLA leave in the last 12 months and subtract that amount from the employee's 12 weeks of available FMLA leave; the balance remaining is the amount the employee is entitled to take at that time.

For all FMLA covered leaves taken to provide care for wounded military personnel, eligible employees can take up to 26 weeks of FMLA leave under this policy during any single 12-month period. This single 12-month period begins on the first day the employee takes FMLA leave to provide care for wounded military personnel. Any FMLA time taken for any other reason listed above during this single 12-month period shall count against the 26 weeks of leave available to care for wounded military personnel. Similarly, any FMLA time taken to care for wounded military personnel shall count against the 12 weeks of leave available to the employee for any other reason outlined in this policy.

Spouses who both work for Synoligo are limited to a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, to care for a parent with a serious health condition. Similarly, spouses who both work for Synoligo are limited to a combined total of 26 weeks of leave to care for a covered member of the military who is injured in the line of duty.

#### **10.3.4. EMPLOYEE BENEFITS DURING FMLA LEAVE**

While an employee is on FMLA leave, Synoligo will continue the employee's medical, dental, vision, and other benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the Company will continue to make payroll deductions as normal to collect the employee's share of the premiums.

FMLA leave is unpaid. An employee may substitute available paid leave (PTO) for some or all of the unpaid FMLA leave. Leave that qualifies for workers' compensation, short-term disability, or other wage replacement benefits may still be covered by FMLA (even though the leave is paid) and will count against the employee's overall FMLA leave balance.

While on unpaid leave, employees will continue to be responsible for their share of the insurance premiums and will be required to make monthly payments while out on leave. The premium payments must be received by Human Resources on or before the 1st day of each month. If the payment is more than 30 days late, the employee's health and other coverage may be dropped for the duration of the leave.

Other accumulated fringe benefits will be preserved at the level earned as of the date that an employee starts their leave but will not accrue any further during any leave period.

If the employee chooses not to return to work, for reasons other than a continued serious health condition, Synoligo may require the employee to reimburse Synoligo the amount it paid for the employee's health insurance premium during the leave period.

#### **10.3.5. INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE**

In addition to taking leave in consecutive blocks of time, eligible employees may be allowed to take time off intermittently (i.e., reduced workweeks or reduced workdays) if needing leave for one of the following reasons:

- The employee's serious health condition.
- The serious health condition of a spouse, parent or child.
- To provide care for a "covered service member" with a serious injury or illness incurred or exacerbated in the line of duty while on active duty; or
- Due to a "qualifying exigency" for the spouses, children, or parents of individuals, who are on, or are about to be on, active military duty.

To qualify for intermittent leave, the employee must demonstrate that the intermittent leave is medically necessary or related to a "qualifying exigency." If leave is taken on an intermittent or reduced leave schedule due to foreseeable leave needs (other than qualifying exigencies), the Company may temporarily transfer an employee to an alternative position with equivalent pay and benefits.

#### **10.3.6. CERTIFICATION OF THE NEED FOR LEAVE**

Synoligo may ask for certification to verify the need for leave for the reason requested by the employee. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for a delay. Failure to provide certification may result in a denial of the leave. The Company may also require recertification during the leave to verify the status of the need for leave.

The Company may directly contact the health care provider or other third party to validate and clarify information contained in the certification. Employees are responsible for signing or obtaining any authorization necessary to permit the health care provider or other third party to provide Synoligo with the required information.

Synoligo reserves the right to request a second opinion of a certification of a serious health condition. Should the company choose to do so, it will cover the cost or the employee to get a certification from a second health care provider, which will be selected by the company. If it is necessary to resolve a conflict between the original certification and the second opinion, the Company will require the opinion of a third health care provider. Synoligo and the employee will jointly select the third provider at the company's expense. This third opinion will be considered final.

#### **10.3.7. RETURNING FROM LEAVE**

Employees taking leave under this policy will be returned to the same position they held when their leave began. If this is not feasible, employees will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position they had previously held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations, where the employees' positions would have been eliminated even if they had not been on Leave.

#### **10.3.8. PROCEDURE FOR REQUESTING LEAVE**

When an employee plans to take leave under this policy, the employee must give Synoligo 30 days' notice. If it is not possible to give a 30-day notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Company's operations. If an employee fails to provide 30 days' notice of foreseeable leave, the leave request may be denied until at least 30 days from the date the Company received notice.

All employees requesting leave under this policy must submit the request in writing to their manager, with a copy to Human Resources. Where the need for leave is not foreseeable, employees must verbally notify their manager of the need for leave as soon possible and follow Synoligo' normal reporting procedures for unexpected absences. Failure to follow procedures under such circumstances will be treated like any other violation of procedures, and may result in discipline or termination, even though the leave itself may be covered by the FMLA. Employees may be required to confirm their need for FMLA leave in writing after giving verbal notice.

While on leave, an employee is required to provide Human Resources with an update regarding their status and intent to return to work for each 30-day period they remain off work.

Synoligo fully complies with the provisions of the FMLA. Accordingly, any employee who has questions regarding this policy is encouraged to contact Human Resources. Further information on rights and remedies under the FMLA can be located on the company's FMLA poster at each respective site or online on the Department of Labor's website.

#### **10.4. STATE LAW AND FAMILY LEAVE STATUTES**

A number of states have family leave statutes that provide leave benefits that exceed those available to employees under the FMLA. Please contact Human Resources and refer to the applicable state supplement for additional information.

#### **10.5. PREGNANCY-RELATED CONDITIONS**

Synoligo will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the family and medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Upon request, Synoligo will consider providing reasonable accommodations for health conditions related to pregnancy or childbirth in accordance with state and federal law. Depending on the accommodation requested, employees may be required to provide medical substantiation of the need for accommodation. Similarly, if the requested accommodation would present an undue hardship to the performance of the employee's position, the Company may not be able provide the accommodation.

Requests for accommodations or for time off associated with pregnancy and/or childbirth that are not related to the employee's medical incapacity (such as bonding, pre-birth house preparations, or childcare), not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid personal leave.

#### **10.6. DISABILITY LEAVE**

If an employee becomes disabled and unable to work for a prolonged period of time, salary continuation benefits may be available during the leave of absence under Synoligo' disability insurance program or the employee's state disability program. The disability benefit is intended to provide income protection to an employee in the case of a non-occupational injury.

Medical documentation, to the satisfaction of the Company, may be required for all periods of time during which disability benefits are requested. Synoligo reserves the right to require independent medical verification of an employee's inability to work, based on a medical exam by a physician chosen by and paid for by the Company.

#### **10.7. MILITARY LEAVE**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Regular full-time employees who have completed a minimum of one year of service in an eligible classification may request up to two weeks of paid military leave over any rolling 12-month period. Military leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Company may also deduct the amount the employee receives from the military from any military leave pay we may provide. The portion of any military leave of absence in excess of two weeks will be unpaid. However, employees may use any available earned PTO during their absence.

Health insurance benefits will be terminated once the employee ceases to be eligible for benefits under the terms, conditions, and limitations of the applicable plan. However, such employees and their dependents will be given the opportunity to elect to continue their health insurance benefits as required by USERRA and/or COBRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. Employees or dependents making such elections will normally be required to pay up to 102% of the costs of the premiums for maintaining coverage through USERRA and/or COBRA. When the employee returns from military leave, benefits will again be provided by Synoligo according to the applicable plans.

Benefit accruals, such as PTO and holiday benefits, will be suspended at the end of the first full month of military leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed, or a comparable position, depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for the purpose of determining benefits based on length of service.

#### **10.8. PERSONAL LEAVE**

In very special circumstances, Synoligo may grant an unpaid leave of absence to employees in good standing who wish to take time off from work to fulfill personal obligations, but not for taking employment elsewhere or going into business for themselves, that are not covered by other types of leave offered by the company. Regular full-time employees are eligible to request up to 30 days of personal leave. Employees should request an unpaid personal leave of absence from their manager as far in advance as possible. The manager will then submit the request to the company management for final approval.

A personal leave of absence must not interfere with the operations of the employee's department or Synoligo. All departments must be appropriately staffed to meet the business needs of the Company. Synoligo reserves the sole discretionary right to determine whether to grant personal leave under this policy. This means that personal leave may not be granted in all circumstances, and such requests will be approved or denied at the discretion of the employee's manager, based upon anticipated work responsibilities, employee performance, staffing levels, and company needs.

Employees who are granted personal leave may be required to use any available earned PTO as part of the approved period of leave. Employees will not be eligible for holiday pay during the approved leave. Synoligo will continue to provide health insurance benefits until the employee ceases to be eligible under the terms, conditions, and limitations of the applicable plans. Employees should consult the group insurance booklet to determine insurance coverage during a leave of absence. Employees will still be responsible for paying their

portion of any insurance premiums and must make suitable arrangements to make such payments in the event that there are not sufficient funds to continue payroll deductions.

Once benefits eligibility is lost, employees wishing to continue their COBRA continuation insurance benefits under such circumstances will be required to elect COBRA and pay up to 102% of the full cost of insurance coverage (i.e., both the employer and employee portions of the premium).

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Company cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly—or is unable to return to work—at the expiration of the approved leave period, Synoligo will consider the employee to have resigned from their employment.

#### **10.9. EMPLOYEE BENEFITS DURING LEAVES OF ABSENCE**

Once an employee who is out on a leave of absence, other than FMLA, ceases to be eligible under the terms and conditions of their applicable health and ancillary (welfare) benefits plans, they will have the right to maintain insurance at their own expense through COBRA continuation.

Benefit accruals, such as paid time off, will be suspended during a leave, and will resume upon return to active employment.

### **11. MISCELLANEOUS LEAVES**

#### **11.1. BEREAVEMENT LEAVE**

All regular full-time, active employees are eligible to receive up to three days (24 hours) of bereavement leave to make arrangements for and/or attend the funeral or memorial service of a spouse, domestic partner, child, parent, grandparent, grandchild or sibling. The aforementioned relationships include step and in-law family members. Special consideration may also be given for any other person whose association with the employee was similar to any of the above relationships.

Active employees are allowed up to four hours of bereavement leave to attend the funeral or memorial service of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

An employee who wishes to take time off due to the death of a family member should notify their manager and Human Resources immediately. Verification of the occurrence may be requested.

Bereavement leave will normally be granted, unless there are unusual business needs or staffing requirements. An employee may, with his or her manager's approval, use any available paid time off for additional time away as necessary.

Bereavement pay is calculated on the employee's straight-time pay rate as of the date of absence and will not be counted as hours worked for the purposes of determining whether non-exempt employees are entitled to overtime for the week(s) in which the leave falls.

#### **11.2. JURY DUTY**

Synoligo encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees should provide the jury duty summons to their manager as soon as possible so that arrangements can be made to accommodate their absence. Documentation should also be provided to Human Resources. Employees are expected to report for work whenever the court schedule permits. Either Synoligo or the employee may request an excuse from jury duty if, in the Company's judgment, the employee's absence would create serious business challenges.

Regular full-time employees may request up to two weeks (80 hours) of paid jury duty leave over any twelve-month period. Jury duty pay will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day(s) of absence. Jury Duty pay is calculated on the employee's straight-time pay rate as of the date of absence and will not be counted as hours worked for the purposes of determining whether non-exempt employees are entitled to overtime for the week(s) in which the leave falls.

If employees are required to serve jury duty beyond the period of paid jury duty leave (two weeks), they may use any available paid time off, or they may request an unpaid jury duty leave of absence.

The Company will continue to provide health and welfare benefits until the employee ceases to be eligible under the terms, conditions, and limitations of any applicable plans. At that time, employees will become responsible for electing COBRA continuation and paying the full costs of these benefits if they wish coverage.

to continue. When the employee returns from jury duty leave, benefits will again be provided by Synoligo according to the applicable plans.

Benefit accruals, such as PTO or holiday pay, will be suspended at the end of the first full month of jury duty leave and will resume upon return to active employment.

### **11.3. WITNESS DUTY**

Synoligo encourages employees to appear in court for witness duty when subpoenaed to do so. The subpoena should be provided to the employee's manager and Human Resources immediately after it is received so that business requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Synoligo, they will receive paid time off for the entire period of witness duty. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the Company. Employees may use available PTO to receive compensation for the period of this absence.

### **11.4. TIME OFF TO VOTE**

Synoligo encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedules and should make every reasonable effort to do so. However, employees may be eligible to take the time off from work that may be necessary to appear at the employee's polling place, cast a ballot, and return to the workplace.

Employees are required to request time off to vote from their manager at least two working days prior to the election day, so that proper staffing levels can be maintained and voting time can be scheduled at a time that is least disruptive to the normal work schedule.

### **11.5. CIVIL AIR PATROL LEAVE**

Synoligo will allow employees to take time off for Civil Air Patrol leave. All time off will be unpaid. If an employee elects, they may take PTO or work an alternative schedule to be paid while off on Civil Air Patrol duty.

In states that have Civil Air Patrol leave laws, the employee's use of PTO or "make-up" time will not be considered leave under state Civil Air Patrol leave guidelines. Only unpaid time off for Civil Air Patrol duty is considered Civil Air Patrol leave in those states. See the applicable state supplements for further details.

## **12. EMPLOYMENT RESIGNATION AND TERMINATION**

Since employment with Synoligo is based on mutual consent, both the employee and Synoligo have the right to terminate employment at-will, with or without cause, at any time. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee who chooses to leave the Company. Resigning employees must put their resignation notices in writing. To help manage workload and other transition issues, the Company requests at least two weeks' written resignation notice from all employees. In most cases, employees will not be permitted to use PTO during their notice periods. Prior to an employee's voluntary departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.
- Discharge – involuntary employment termination initiated by the Company.
- Layoff – involuntary employment termination initiated by the Company for non-disciplinary reasons.
- Retirement – voluntary retirement from active employment status initiated by the employee.

### **12.1. PAYMENT AT TERMINATION**

Employees will receive their final pay in accordance with applicable state laws.

### **12.2. RETURN OF PROPERTY**

Employees are responsible for items issued to them by Synoligo or in their possession or control, including, but not limited to, the following:

- Mobile phones
- Computers, laptops, tablets, or other electronic devices
- Flash drives or other storage devices
- Credit cards

- Synoligo equipment
- Engineering notebooks
- Keys
- Manuals
- Marketing collateral
- Protective/safety equipment
- Facility access badges
- Tools
- Written materials
- Company files – customer lists, price lists, confidential information, and trade secrets (see relevant handbook section for additional details)

Employees must return all Synoligo property immediately upon request or upon termination of employment.

### **13. EMPLOYEE CONCERNS AND SUGGESTIONS**

The Company values the communication between employees and leadership and views it as an essential part of maintaining a positive Synoligo culture. Many ideas for improving production methods, systems, and the quality of our products come from employees. Employees who may have identified a more efficient way of performing a given task or have ideas that could improve the overall business operations are highly encouraged to share their thoughts and should direct any concerns and ideas to their manager.

### **14. NOTICE**

Should any provision in this employee handbook be found to be unenforceable and invalid, such finding does not invalidate the entire employee handbook, but only the subject provision.

**15. EMPLOYEE ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, (employee's full name) hereby confirm that I have read the "Employee Handbook" and understand that it describes the conduct and behavior expected of me as an employee of Synoligo Biotechnologies, Inc.

\_\_\_\_\_  
Employee (signature)

\_\_\_\_\_  
Date