DEFINITIONS OF EMPLOYEES STATUS

NOTE: Questions about your employee status should be directed to your supervisor or the Two Trees Oil Director of Human Relations.

# “Employees” Defined

An “employee” of Two Trees Olive Oil is a person who regularly works for Two Trees Olive Oil on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Two Trees Olive Oil in the performance of their duties.

## Exempt

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

## Non-Exempt

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

## Regular Full-Time

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 35 or more hours per week. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

## Regular Part-Time

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 35 hours per week.

## Temporary (Full-Time or Part-Time)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

# Probationary Period for New Employees

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Two Trees Olive Oil is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with Two Trees Olive Oil.