



Beta Shim Company

Employee Handbook





Below is a copy of the acknowledgement statements you will sign electronically during your onboarding process in the iSolved portal.

EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGMENT

CODE OF ETHICAL CONDUCT

AND EMPLOYMENT AT-WILL STATEMENT

NON- DISCLOSURE AGREEMENT (provided separately)

Digitally Acknowledged & Signed during OnBoarding

I acknowledge that I have received a copy of the Beta Shim Company Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook as may be amended by Beta Shim from time to time. The Beta Shim Company Employee Handbook describes essential information about Beta Shim Company, and I understand that I should consult with Human Resources or the Company President regarding any questions I may have concerning the Handbook or my employment. I have entered my employment relationship with Beta Shim Company voluntarily and acknowledge that there is no specified length of employment.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. I understand that this Handbook is the only Handbook related to my employment. This Handbook supersedes all prior Handbooks, Supervisor's Manuals or policies of any kind and revised information will supersede, modify, or eliminate existing policies. I understand that I will be considered to have consented to any such changes by continuing my employment with the Company.

I acknowledge that this Handbook is not a contract of employment, and that this Handbook is provided for informational purposes only. I understand that my employment with Beta Shim is at-will and either I or Beta Shim may terminate employment at any time, with or without cause or reason. No representative of Beta Shim is authorized to provide any employee or employees with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by the President, Chief Executive Officer, Owner, Chief Financial Officer, or a Beta Shim Vice President.

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Welcome To Beta Shim Company

To our new employees, we welcome you as an employee of Beta Shim Company. (“Beta Shim” or the “Company”) For our employees who have been with us, we take this opportunity to express our thanks and appreciation for the fine contribution you have made to Beta Shim.

At Beta Shim, we pride ourselves in our efforts to make this a good place to work. To accomplish this, it is necessary for all of us to cooperate in conducting ourselves in a manner which will bring credit to ourselves as individuals and to the Company.

Our products are of the highest quality and all our employees must gear their efforts to this end to achieve our objectives. We are firm believers in the dignity of the individual, whether employee, customer, or vendor, and we expect our employees to help us to maintain this dignity.

This handbook outlines our policies and guidelines to maintain a cohesive work environment. Additional questions can be asked of your supervisor or Human Resources.

We look forward to a rewarding relationship with all our employees.

Employee Relations Philosophy

The Company recognizes that the employees are one of our Company’s most valuable assets. In that light, we also recognize the individual dignity and worth of each employee. It is the Company’s desire and intent that each employee be treated with respect.

Company management will endeavor to:

- Maintain a climate in which employees can develop their skills and abilities to prepare themselves for greater responsibility.
- Encourage employees to offer their ideas and suggestions on our products, procedures, and other subjects of mutual interest.
- Establish standards of performance and rules of conduct expected of employees.
- Make courtesy and consideration a habit in all day-to-day relationships.
- Provide a sound, well-balanced program of employee benefits.
- Maintain a wage structure that considers both general and economic factors, as well as the Company’s competitive position.
- Maintain the highest standards of safety and cleanliness in all areas.
- Encourage all employees to present any job-related problems to their supervisor for discussion. If the employee prefers, he or she can choose to also bring forth concerns to Human Resources or anyone else in management with whom the employee is comfortable.

Equal Opportunity Employer

We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of race, color, religious creed, gender, sexual orientation, national origin, citizenship, ancestry, age, genetic information, pregnancy, marital status, gender identity or expression, civil union status, physical or mental disability, or veteran status, or any other characteristics protected under federal, state, and local laws. Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

We will endeavor to make a reasonable accommodation for the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you believe you need assistance to perform your job duties because of a physical or mental condition, please let us know.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor. If the employee prefers, he or she can choose to also bring forth concerns to Human Resources or anyone else in management with whom the employee is comfortable. The Company will not tolerate any form of retaliation against individuals who raise issues of equal employment opportunity in good faith. Violation of this policy will lead to disciplinary action, up to and including discharge.



Americans With Disabilities Act

The Company is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). 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 employee can perform the essential functions of the job with or without a reasonable accommodation.

Consistent with this policy, the Company will provide reasonable accommodations to qualified individuals with disabilities, as defined by the ADA, so they can perform the essential functions of their job unless the accommodation would constitute an undue hardship on the Company.

It is the responsibility of the individual to make the Company aware of his or her disability. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Human Resources. The Company encourages individuals with disabilities to come forward and request reasonable accommodation.

Accommodation for Pregnant and Nursing Employees

Beta Shim will provide reasonable accommodations for an employee's pregnancy, or any condition related to the employee's pregnancy, including, but not limited to lactation or the need to express breast milk for a nursing child. Requests for accommodation should be directed to Human Resources, at which time the Company will engage in an interactive process with the pregnant employee to determine a proper accommodation. The accommodation will be provided unless it creates undue hardship.

The Company will not force an employee or prospective employee affected by pregnancy to accept a reasonable accommodation if such employee or person seeking employment does not have a known limitation related to the employee's pregnancy or does not require a reasonable accommodation to perform the essential duties related to the employee's employment. This includes, but is not limited to, forcing an employee to take leave if another reasonable accommodation can be provided to an employee's condition related to the pregnancy, childbirth, or a related medical condition.

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, to the extent required and in accordance with applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, to the extent permitted by applicable law.

The Company will provide employees with the use of a room or location for the employee to express milk in private. This location may be the employee's private office, if applicable. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations. Please speak to Human Resources if you have questions regarding this policy.



Beta Shim Policies

Conflict Of Interest

Situations of actual or potential conflict of interest are to be avoided by all employees. An actual or potential conflict of interest occurs whenever an individual encounters a situation in which their personal interests might affect or call into question their judgments on behalf of the Company. This includes but is not limited to personal involvement with a competitor, supplier, or employee of the Company impairs an employee's ability to exercise good judgment on behalf of the Company. An actual or potential conflict of interest may also occur if an employee is in a position to influence a decision that may result in personal gain for that employee as a result of the Company's business dealings.

Any employee involved in any situation, which creates or may lead to, an actual or potential conflict of interest, must immediately and fully disclose the relevant circumstances to Human Resources or the Company President for a determination as to whether a potential or actual conflict exists. If a potential or actual conflict is determined to exist, the Company may at its discretion take appropriate disciplinary and corrective action, up to and including termination.

Dress Code

The Company requires employees to use common sense and sound judgment when it comes to selecting their work attire. Always consider health and safety. To assist you, here are a few broad guidelines to follow:

Employees are expected to wear appropriate work attire depending on the individual's responsibilities.

Employees should avoid torn, frayed and dirty clothing, and anything with words, logos, or pictures that may be deemed offensive. Work clothes should be workplace appropriate.

All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and customers remain positive and pleasant.

Drug And Alcohol Prohibitions

Drug Abuse

Beta Shim prohibits the possession, use, sale, attempted sale, purchase, attempted purchase, conveyance, distribution, transfer, dispensation, cultivation, and/or manufacture of illicit drugs or other intoxicants at any time, and in any amount or any manner – as well as the abuse/misuse of alcohol and prescription drugs. As a federal contractor, Beta Shim must maintain a drug-free workplace. State and local initiatives legalizing marijuana for medical or recreational purposes do not change this requirement.

“Illicit drugs” includes all drugs, narcotics, and intoxicants for which possession or misuse is illegal under federal law and includes prescription medications for which the individual does not have a valid prescription. The deliberate use of prescription medications and/or

over-the-counter drugs in a manner inconsistent with dosing directions, and in a manner which may result in impairment, is considered illicit drug use. In addition, the use of chemical intoxicants for other than a legitimate and therapeutic purpose is considered illicit drug use.

Alcohol Abuse and Misuse

Beta Shim recognizes the enormity and severity of the alcohol-abuse problem in society and in workplaces. The Company therefore prohibits the abuse, misuse, or possession of alcohol while working, present on the Company's premises (defined as all buildings, facilities, and property – including parking areas – owned or leased by the Company, and all places where the Company conducts business, including client facilities), or representing the Company at any time and in any way.

The Company also prohibits the use of alcohol, or the possession of opened containers of alcohol, by employees operating Company-provided vehicles, or operating any other vehicle while on Company business. Moreover, the use or abuse of alcohol off-the-job which could impair, to any extent, performance on-the-job, will be considered a violation of this Policy.

Notwithstanding the foregoing, the Company's executives may occasionally authorize alcoholic beverages at approved Company functions at designated sites. In those situations, an employee may consume a moderate amount of alcohol, provided that the employee's conduct and demeanor remain business-like and professional at all times and provided further that the employee does not thereafter drive or otherwise engage in any activity which could be hazardous if the alcohol consumed impaired or affected the employee's ability to perform those activities and does not otherwise engage in conduct which would reflect detrimentally on the Company.

Use of Prescription Medications

Employees who use prescription and/or over-the-counter medications that the employee or his or her health-care provider believes may impair the employee's ability to perform his or her job responsibilities safely are responsible for notifying their immediate Supervisor or the Human Resources Department so that steps can be taken to minimize the safety risks posed by such use. Employees may be asked to obtain a doctor's certification that the employee can safely perform the responsibilities of his or her position. Any information the Company may learn about an employee's health or medicines will be treated as confidential and will be shared with Company personnel only on a need-to-know basis.

Discipline

Employees in violation of this Policy will be subject to disciplinary action, up to and including termination, including for a first offense. Employees who are drug tested, and whose drug tests are confirmed positive, will have their employment with the Company terminated. Job applicants who test positive will be denied employment. In circumstances which warrant it, the Company will also notify law enforcement, and will fully cooperate with any resulting investigation and prosecution.

Employee Assistance

The Company strongly encourages employees who believe that they have a problem with alcohol or drugs (legal or illegal) to seek assistance *before* a violation of this Policy is found. For those employees who self-identify a substance-abuse problem to the Company, sources of help may be provided. The employee would be referred for a medical assessment, counseling and rehabilitation, and re-testing during and after rehabilitation after which, at the Company's sole discretion, be subject to continued employment

Employment-At-Will

Your employment with the Company is "employment-at-will." This means that you have the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice. The Company also has the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice. This handbook is not contractual and nothing in this handbook or any other information you receive from the Company is intended to create a contract of employment.

Ethics

Beta Shim's integrity is based on the ethical conduct of each employee. Beta Shim's policy is to expect each employee to be the judge of his or her conduct; common sense and discretion are expected and are an essential condition of employment. It is the Company's intention to maintain open, honest, and ethical relationships with all persons and corporations with whom we do business, free of the fact or appearance of unethical conduct.

Improper conduct by and between employees and/or by and between employees and outside business associates that could adversely affect the Company will not be tolerated. Bribes, kickbacks, and other illegal payments to and from any individual with whom employees conduct business (in any form or for any purpose) are prohibited.

Company policy also forbids the use of any Company equipment, property, or facility for other than Company related activities except with prior approval.

Gifts

Employees at Beta Shim may not give, offer to give, solicit or accept for themselves or members of their family any gift from a customer, potential customer, vendor, potential vendor, supplier, or potential supplier either in pursuance of business, or while negotiating on behalf of the Company unless otherwise authorized by the President and/or Compliance Officer. For purposes of this policy, a gift means anything of value. If you are unsure about whether a situation creates a risk for violation of this policy, contact the Company President and /or the Compliance Officer and / or Human Resources immediately. Any employee who receives an unsolicited gift shall report the gift to his or her supervisor, who in consultation with the President and /or Compliance Officer and /or Human Resources, will then determine appropriate next steps.

Nepotism

Beta Shim may hire immediate family and/or relatives of current employees for full-time permanent positions provided such relatives have at least two to three years of work experience from employment outside of Beta Shim unless it is for an entry level position. The family member must meet or exceed qualifications for an existing job or job description needed by the company and must be approved by the managers and executives of the company.

Outside Employment

The Company prohibits its full-time employees from taking employment outside the company that interferes with the employee's job duties or otherwise creates an actual conflict of interest with the Company's interests or creates the appearance of a conflict of interest. If an employee has any questions about his or her outside employment and this policy, the employee should direct such inquiries to the employee's supervisor.

Policy Revisions

The Company reserves the right to make changes and revisions in policies at any time. The Company will communicate those revisions to employees. Changed policies will supersede prior policies on the same subject. It is the employee's responsibility to review and familiarize yourself with changes to Company policies.

Prohibiting Sexual and Other Harassment

Unwelcome harassment and conduct of an offensive or hostile nature of Beta Shim employees based on an individual's race, color, religious creed, gender, sexual orientation, national origin, citizenship, ancestry, age, genetic information, pregnancy, marital status, gender identity or expression, civil union status, physical or mental disability, or veteran status, or any other characteristics protected under federal, state, and local laws is prohibited. It is the policy of Beta Shim to comply with the requirements of federal, state, and local law.

Sexual harassment means any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that explicitly or implicitly enters into employment when: (a) submission to such conduct is made a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexually harassing conduct may include, but is not limited to:

Verbal: sexual innuendos, suggestive comments, threats, insults, jokes about gender specific traits, and sexual propositions.

Non-verbal: making suggestive or insulting noises, obscene gestures, whistling, and displaying derogatory or pornographic posters, screen savers, cartoons, or drawings.

Physical: unwanted touching, hugging, kissing, pinching, coercing sexual intercourse, assault.

Any employee who believes that he/she has been harassed should feel free to tell the

individual to stop the offending behavior. In addition, employees should immediately contact his/her supervisor. If the employee prefers, he or she can choose to also bring forth concerns to Human Resources or anyone else in management with whom the employee is comfortable. All complaints of harassment will be treated confidentially to the extent practical under the circumstances, with information given only to those people necessary to investigate and respond. Any supervisor who is made aware of possible sexual or other harassment must immediately report the incident to Human Resources or the President. Any employee found to have engaged in inappropriate behavior in violation of this policy, including illegally harassing behavior, will be subject to serious disciplinary action up to and including termination of employment. Retaliation against an employee who has made a good-faith complaint of discrimination or harassment or participated in the investigation of a claim of discrimination or harassment, is prohibited. An employee who feels he or she has been subject to retaliation in violation of this policy should immediately report the conduct to Human Resources or the President of the Company.

Substance-Abuse Prevention in the Workplace

Beta Shim is committed to protecting the safety, health, and well-being of its employees, clients, and all people who come into contact with its employees, workplaces, and property, and/or use its services. Beta Shim recognizes that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential. The Company therefore is committed to ensuring a substance-abuse-free working environment for all employees and underscores that commitment through implementation and enforcement of this Policy.

Violence In the Workplace Policy

Beta Shim is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property. Beta Shim maintains the policy that any violent acts or threats of violence, made by any employee against any other person's life, health, well-being, family, or property, are entirely unacceptable and constitute grounds for corrective action, up to and including termination. No form of violence will be tolerated. This policy applies to any threats made on Beta Shim property, at Beta Shim events, or under circumstances which negatively affect Beta Shim's image or ability to conduct business. Such acts or threats of violence, whether made directly or indirectly, by words, gestures, or symbols, infringe upon Beta Shim's ability to provide a safe workplace for employees.

Any employee who believes that he or she has been the target of violence or threats of violence or has witnessed or otherwise learned of such conduct by another employee must immediately contact his/her supervisor. If the supervisor is not available, he or she should report the matter to Human Resources. Failure to report acts or threats of violence will result in appropriate disciplinary and corrective action. Beta Shim will undertake reasonable steps to investigate and remedy potential incidences of violence, and appropriate disciplinary and corrective action will be taken.

Whistleblower Policy

Beta Shim employees must observe the high standards of business and personal ethics and legal compliance in the conduct of their duties and responsibilities. As employees and representatives of Beta Shim, they must all practice honesty and integrity in fulfilling their responsibilities and shall comply with all applicable laws and regulations.

Reporting Responsibility

All employees are personally responsible to report violations or suspected violations of laws, rules, regulations, or Beta Shim policy in accordance with this Whistleblower Policy. The requirement that they report any such violation is a condition of employment and any failure to report a known violation is itself a serious violation.

No Retaliation

No employee who believes that a violation has occurred and in good faith reports a violation of any law, rule, regulation, or bank policy shall suffer harassment, retaliation, or any adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Beta Shim prior to seeking resolution outside Beta Shim. Employees should use the procedures set forth in this Whistleblower Policy. However, nothing in this policy shall be construed as prohibiting any employee from reporting any violation of law or regulation to any federal, state, or local agency.

Reporting Violations

Employees should share their questions, concerns, suggestions, or complaints with the employee's supervisor. However, if an employee is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with someone in Human Resources or senior management. An employee who is not comfortable approaching any of those individuals should report any problems to the Compliance Officer. Supervisors and members of senior management are required to report suspected violations to the Compliance Officer, who has specific and shared exclusive responsibility to investigate all reported violations. For suspected fraud, or when an employee is uncomfortable with reporting to a supervisor or senior management, individuals should contact the Compliance Officer directly.

Investigation

Beta Shim's Compliance Officer and /or the Vice President of Human Resources or his designee, is responsible for investigating and resolving all reported complaints and allegations concerning violations and shall advise the President if any violations are discovered, and in his or her discretion if an investigation leads to a decision that there has been no violation. If a complaint involves the Compliance Officer, any recipient of the complaint shall refer it directly to Human Resources or any Company Executive, who shall then have all the authority of the Compliance Officer as set forth in this policy.

Accounting and Auditing Matters

It is extremely important that any accounting irregularity be immediately addressed. If any report under this policy involves an accounting irregularity, the person receiving the report

(Compliance Officer or anyone else) shall immediately report it. Examples of accounting irregularities include making false entries in the books, false charges to vendors or clients, including the government, failing to record any transaction in a timely manner. The Compliance Officer or his or her designee shall investigate any such complaint.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation should act in good faith and have reasonable grounds for believing the information disclosed indicates improper behavior. Any allegations that are not substantiated and that are made maliciously without a reasonable belief in their truthfulness will be viewed as a disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and the law.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Safety and Security

Electronic Communications System Usage

The Company enjoys the use of many electronic devices and system(s) that include, but are not limited to computers, computer files and software, email, voice mail system, internet access. These systems are the property of the Company and their usage by employees is intended for business purposes only. Employees must not use a password, access a file, or retrieve any stored communication without authorization.

Any such transmission of communications containing anything offensive, such as sexually-explicit images, messages or cartoons, ethnic slurs, racial epithets, or anything that may be construed as harassment based on actual or perceived race, color, religious creed, gender, sexual orientation, national origin, citizenship, ancestry, age, genetic information, pregnancy, marital status, gender identity or expression, civil union status, physical or mental disability, or veteran status, or any other characteristics protected under federal, state and local laws is strictly prohibited as against Company policy.

Electronic communications and other information systems should be used for Beta Shim business only. Electronic communications and other information systems should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other personal matters unrelated to your job.

Beta Shim may store electronic communications on magnetic media for a period of time after the communications are created. From time to time, magnetic media copies of

communications may be deleted. Employees have no personal privacy right in any communication or document created, received, stored, or deleted in these systems, and should have no expectation of privacy in this information or data. The Company reserves the right to monitor or otherwise access these systems and read and/or delete any communication or document in them.

No one is permitted to attempt to gain access to another employee's electronic communications system messages without appropriate authorization. All electronic communications or other information system passwords must be given to Information Technology and the right to access all electronic communication systems files at any time is retained by Beta Shim. Use of passwords not given to Information Technology is prohibited. Employees who are authorized to use personal devices to access Company information must take appropriate measures to ensure that all such information remains confidential and secure.

Employees should notify their immediate supervisor, Human Resources, or any member of management if a violation of this policy is discovered. Employees that violate this policy will be subject to disciplinary action up to and including termination of employment.

Notice Concerning Electronic Monitoring

From time to time, for many reasons, including, but not limited to, maintaining security, and preserving a hostile-free environment, the Company may or does monitor certain employee communications and activities. These practices are for the protection and security of all of us.

To eliminate the possibility that employees might be surprised by such monitoring, the Company is providing all employees with notice that the Company may or does periodically perform the following types of electronic monitoring:

Common Types of Monitoring Include, But Are Not Limited To:

- Reviewing telephone usage
- Accessing voice-mail messages
- Video surveillance of employee work areas
- Accessing computer files
- Reviewing computer usage
- Reviewing internet usage
- Reviewing e-mails
- Recording and/or reviewing employee entrance and exit from the Company premises
- Reviewing employee travel and entertainment expenses
- Recording and/or receiving employee usage of business equipment including, but not limited to, telephones, computers, photocopiers, fax machines and printers

The Company may conduct other types of electronic monitoring not identified above, and without advance notice where:

- it is necessary for security purposes in public areas; or

- the Company believes an employee or employees are violating the law, Company policy, the legal rights of the Company or its employees; or
- the Company believes an employee or employees are creating a hostile work environment.

If you have any questions about the Company's electronic monitoring policy, contact Human Resources or the President.

Safety

The safety of every employee is a matter of prime importance. Beta Shim is committed to the safety of its employees and complies fully with the Occupational Safety and Health Act of 1970 (OSHA). Safety does not just happen. Safety requires a constant, conscious effort on the part of all employees. If you notice a potentially hazardous condition, whether it might affect you or someone else, report it to your supervisor.

Listed below are some illustrative safety procedures which must be observed to protect all employees:

Fire Prevention

- ✓ Know the location of and never block the access to exits, fire extinguishers, or electric switches and panels.
- ✓ Do not block or stack material against doors which would prevent them from operating properly in the event of a fire.
- ✓ Observe no smoking areas and do not use flammable material or smoke near electrical panels or switches.

Accidents and Injuries

- ✓ If an employee is involved in an accident while performing work for the Company, including injury to self, others, and/or damage to Company property or vehicles, the employee must report the injury to his/her supervisor and the Safety Officer. If the Safety Officer is not available, he or she should report the incident to Human Resources.
- ✓ In case of injury on the job, employees are covered by Workers' Compensation Insurance for which the Company pays all premium costs.

General Precautions

- ✓ Horseplay, scuffling or practical joking will not be tolerated.
- ✓ Running in the building except in the case of an emergency will not be tolerated.
- ✓ Any other conduct which is not conducive to a safe work environment or conduct which otherwise violates Company rules will not be tolerated.

Housekeeping

- ✓ All spills, either dry or liquid, are to be cleaned up immediately.
- ✓ Spaces around machines should always be kept clear and clean to permit full movement.

Maintenance and Machinery

- ✓ Guards must be kept in place over moving parts of machinery.
- ✓ Make certain all equipment is shut off after use.
- ✓ Use proper lifting techniques: lift from a stoop position with knees bent keeping your back straight using your leg muscles to do the lifting. Know how much you can lift safely.
- ✓ Do not startle or distress fellow workers when or while they are working.
- ✓ Use the correct tools or equipment when performing any job. Do not perform any unauthorized repairs.
- ✓ Always wear clothing which is suitable for your job, close fitted garments which are not liable to be caught in moving machinery is the safest. Shirt sleeves should be buttoned at the wrists, not rolled up or short sleeved shirts should be worn. Neckties should never be worn while operating machinery.
- ✓ Any employee with hair long enough to present a hazard must wear an effective hair restraint.
- ✓ Use of proper shoes, safety glasses and gloves. In most cases, personal glasses will suffice, but they must be rated as a safety glass. Otherwise, glasses will be provided and must be worn to prevent cuts. Appropriate footwear while operating equipment is always required. Safety Shoes (with steel toe and/or safety mid sole) are recommended while operating equipment.

Security And Confidentiality

As part of your responsibilities at Beta Shim, you may learn of, or be entrusted with, sensitive information of a confidential nature which is of immense value to the Company. To remain competitive, the Company must protect the confidentiality of its proprietary information or trade secrets. Therefore, dissemination or disclosure of the Beta Shim's confidential information is prohibited unless authorized by the President. "Confidential Information" includes trade secrets, knowledge and proprietary information of Employer, including without limitation, administrative, affiliate, client, customer, financial data, knowledge, software (in source and object code form), data, databases, and all information about Employer products, processes, techniques, know-how, designs, formulae, algorithms, systems, architectures, concepts, methods, discoveries, test data, costs, business or marketing plans or strategies, pricing policies, projected budgets, marketing strategies, past performances, customer lists, business acquisition plans, new personnel matters, research projects and other business affairs or any other documents or materials pertaining to the business of the Company or its dealings with relevant third parties – e.g., customers, suppliers, contractors, technicians, etc., regardless of the form in which such Confidential Information is kept, but shall exclude any information that is, or has become, public knowledge or in the public domain other than through the actions of an employee.

If this information were used in competition with the Company, it would cause great and irreparable harm to the Company. In this regard, Beta Shim requires all employees to sign a confidentiality/non-disclosure agreement as part of the employment process.

Employees are prohibited from engaging in securities transactions based on information not available to the public which, if known to outsiders, might affect their investment decisions.

The dissemination of such information to others who might make use of that information to trade in securities is also prohibited.

If you leave employment for any reason, continue to treat as confidential any of the foregoing proprietary information obtained during your employment. Beta Shim may pursue legal remedies for unauthorized disclosure of sensitive, confidential information. Nothing herein will be construed to restrict an employee's discussion of terms and conditions of employment.

Due to the nature of its business, Beta Shim must maintain strict control over entrance to the premises, access to work locations and records, computer or other proprietary information, and cash or other items of value. Employees who are assigned keys and exclusive access privileges are expected to use sound judgment and discretion in the protection of Beta Shim's information, property, and assets. Make sure all doors are securely shut when entering or leaving the premises or a work area. If you notice any unauthorized person in an area where they should not be, please direct them to the main lobby, and notify a supervisor or Human Resources immediately.

Company Regulations

Regulations for acceptable conduct of employees are necessary for the orderly operation of any business and for the benefit and protection of all employees. No conduct which is immoral, unsafe, unethical, or illegal will be tolerated.

Since the Company cannot create a list that addresses all situations, the following is a non-exhaustive list of examples of conduct which is prohibited by Company regulations. Participation in any of these activities or any other inappropriate conduct will be considered grounds for disciplinary action ranging from reprimand to immediate discharge. This list is not meant to be exclusive, and Beta Shim always reserves the right to terminate employees at any time without cause or notice and without prior discipline.

- 1) Absence for three (3) days without notification to the Company will be considered a voluntary quit.
- 2) Absenteeism or tardiness.
- 3) Abuse, sabotage, destruction of Company property, products, tools, equipment, or the property of employees in any manner.
- 4) Actions impacting employee safety, such as horseplay, distracting the attention of others or causing confusion by unnecessary shouting in any Company location.
- 5) Distributing literature or material for any purpose not directly related to work assignment within the Company buildings or on Company property during the working time of either the distributor or intended recipient; or distributing such literature or materials within the working areas of the Company at any time.
- 6) Failure to complete job assignments.
- 7) Failure to follow the Company's workers' compensation policies.
- 8) Failure to observe safety regulations or use prescribed safety devices and equipment.

- 9) Failure to report an absence.
- 10) Falsification of personnel records or other records; or providing false or inaccurate information to the Company or omission of relevant information.
- 11) Fighting, gambling, or possession of weapons (unless otherwise approved by management) on Company property.
- 12) Harassment.
- 13) Immoral, indecent, or unlawful conduct.
- 14) Insubordination.
- 15) Knowingly clocking another employee in or out for work or failing to clock in or out.
- 16) Leaving your own department or the plant during working hours without permission.
- 17) Other unsatisfactory performance.
- 18) Ringing the clock card more than 7 minutes before predetermined starting time or more than 7 minutes after predetermined quitting time unless authorized to do so because of assigned overtime.
- 19) Sleeping or loafing on the job.
- 20) Smoking in any unauthorized area.
- 21) Theft or attempted theft.
- 22) Threatening, intimidating, coercing fellow employees on the premises at any time. Soliciting for any purpose within the Company buildings or on Company property in work areas during the working time of either the solicitor or employee being solicited.
- 23) Violation of Company policy.
- 24) Violations of the Company's Substance Abuse Prevention Policy.

This list is for illustrative purposes only. Other actions may be considered grounds for disciplinary action up to and including immediate termination.



Beta Shim Employment

Employment Status

At the time of hire, employees will be designated as either full-time or part-time employees, regular or temporary employees, and exempt or non-exempt as follows.

Regular Full-Time

Regular full-time employees are those who are regularly scheduled to work 40 hours per week and who have satisfactorily completed the Trial Period as defined herein. These employees are currently entitled to all Company benefits, as they become eligible.

Regular Part-Time

Regular part-time employees are those who are regularly scheduled to work less than 40 hours per week, but 20 or more hours per week, and have satisfactorily completed the Trial Period. These employees may be eligible for certain pro-rated benefits.

Temporary Employees

Temporary employees are those who are hired for a specific period or for a specific assignment. Temporary employees may work full or part-time but are currently not eligible for any benefits unless mandated by law. Temporary employees who transfer to regular status will begin the waiting period for benefit eligibility on the date they begin regular employment.

Exempt or Non-Exempt

Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay in accordance with the specific provisions of federal and state laws. Their wages are calculated on an hourly basis. Exempt employees are engaged in professional, executive, administrative, or other positions that are excluded from specific wage and overtime obligations imposed by state and federal wage and hour laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis. An employee's exempt or non-exempt classification is based on the actual job responsibilities.

Trial Period

Your first 90 days at Beta Shim are considered a Trial Period. During this period, your supervisor will pay special attention to whether you are making normally expected progress and have the interest, reliability, and potential qualifications to do the job you were hired for, or other jobs that may be required of you in the future. You may be terminated at any time for any reason, with or without notice, with or without cause, during or after the Trial Period. However, at the end of 90 days, unless you were hired as a temporary or part-time employee, you will be considered a regular full-time employee.

Attendance

The Company expects employees to be dependable and punctual in reporting for scheduled work, including being at his or her workstation and ready to work at the beginning of a scheduled shift. Absenteeism, tardiness, and leaving work early, place a burden on other employees and on the Company. When an employee is going to be late or unable to report to work, he or she must notify his or her supervisor by calling the Beta "Attendance Line," ext. five hundred, or by emailing the supervisor directly at least one hour before the start of the scheduled shift. When leaving a message, either by phone or email, the employee must leave a contact phone number where the employee can be reached. The supervisor must be contacted on each additional day of absence. If the employee is unable to communicate, they will be expected to have a family member or friend do so on their behalf, as soon as it is practical to do so.

All attendance records are monitored and in conjunction with respective supervisors, will be reviewed for unsatisfactory, unexcused absences or tardiness.

A four (4) step procedure of progressive discipline will be taken regarding unexcused attendance or tardiness as follows:

FIRST STEP – Verbal warning

SECOND STEP – Formal written warning

THIRD STEP – Final written reprimand accompanied by a three (3) day suspension

FOURTH STEP – Termination

Any or all of these steps may be skipped at the sole discretion of the Company. If an employee does not call in and his or her supervisor has not heard from the employee in three (3) consecutive working days, the Company will assume that the employee has voluntarily resigned his or her employment with the Company.

Meal Periods and Breaks

Employee meal periods are important to Company productivity and employee health. Employees who work seven and one-half or more consecutive hours per day will be provided an unpaid meal break of at least thirty consecutive minutes, not to exceed 60 minutes. Such period shall be given at some time after the first two hours of work and before the last two hours.

Supervisors may schedule meal breaks at staggered times to accommodate operating requirements and allow for department coverage. Meal breaks are not counted toward worked hours. If an employee is required to perform any work duties while on their meal break period, the employee will be compensated for the time spent performing work duties. Employees who work through a scheduled meal break without authorization from their supervisor will be subject to discipline. As a rule, the Company prefers that employees not bring food into the work area. However, if an employee eats lunch at their desk, that time will be counted towards the regularly scheduled meal period. Failure of non-exempt employees to return on time from meal breaks will subject the employee to disciplinary action and docking of pay for time missed.

Performance Appraisals

An appraisal of your performance on the job is usually completed by your supervisor on an annual basis. The completion of an appraisal does not necessarily result in pay increases; however, it does play an important part in considering future pay increases or bonuses.

Personnel Files and Release of Employee Information

The Company maintains a personnel file for each employee inclusive of papers, documents, reports, electronic mail and facsimiles pertaining to a particular employee that are used or have been used by an employer to determine such employee's eligibility for employment, promotion, additional compensation, transfer, termination, disciplinary or other adverse personnel action including employee evaluations, or reports relating to such employee's character, credit and work habits. Personnel files are maintained by the Human Resources Department, with limited access.

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

Employees who wish to review or photocopy their own personnel file should make their request in writing to the Human Resources office. The Company will respond to an employee's written request to inspect or copy his or her personnel file within seven business days. The Company will respond to a written request from a former employee to inspect or copy his or her personnel file within ten business days, provided the request was received within one year of the employee's termination. With reasonable advance notice, employees may inspect and photocopy their own personnel files in the Human Resources office and in the presence of an individual appointed by the Company.

Employee medical records, including applications for health and life insurance, and related correspondence, are maintained in a confidential manner and are not a part of the personnel file. Upon written request from an employee, the employer will permit inspection of medical files by the employee or the employee's physician during regular business hours in the Human Resources office and in the presence of an individual designated by the Company.

If an employee disagrees with any of the information in his or her personnel file or medical records, the employee may submit a written statement explaining his or her position. This statement shall be maintained as part of the employee's personnel or medical file and shall accompany any transmittal or disclosure from such file or records made to a third party.

The Company routinely receives requests for the verification of an employee's employment from financial institutions, residential property Supervisors, and other employers. All such inquiries should be directed to Human Resources and absent written authorization from the employee, the Company will only disclose dates of employment and most recent job title. Employees who wish to have the Company provide additional information, including salary information, must submit the request in writing to Human Resources and provide written authorization for the disclosure of the information.

The Company will not disclose information beyond an employee's title, dates of employment, and salary (as authorized) except as may be required under applicable law.

Privacy Protection

Employees are permitted to access and use “personal information” only as necessary and appropriate for such persons to conduct their assigned tasks for the company and in accordance with company policy. “Personal information” means information capable of being associated with a particular individual through one or more identifiers, including, but not limited to, a Social Security number, a driver’s license number, a state identification card number, an account number, a credit or debit card number, a passport number, an alien registration number or a health insurance identification number, and does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media. Accessing and using such information without authorization by the company or contrary to the company’s policies and procedures can result in discipline up to and including termination of employment. If you observe Social Security numbers or other sensitive personal information without authorization from the company or under circumstances outside of your assigned tasks, you may not use or disclose the information further, but must contact your supervisor and turn over to him or her all copies of the information in whatever form. For more information about whether and under what circumstances you may have access to this information, review your job description or contact your supervisor.

Re-Employment After Military Leave

The Company complies with laws, including USERRA, regarding the re-employment rights of regular full-time and regular part-time employees entering the United States Military Service on active duty.

Employees returning from military leave under this policy are required to notify the Company when they will return to work. For military leave of less than 31 days, the employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, considering safe travel home plus an eight-hour rest period. For service of more than 30 days, but less than 181 days, the service member must apply for re-employment within 14 days of release from service. For service of more than 180 days, an application for re-employment must be submitted within 90 days of release from service.

Leaving The Company

We hope that your association with our Company will be mutually satisfactory. Should circumstances require that you leave us, please notify your supervisor as soon as possible. Advance notice helps in preparation and prompt payment of your final check. It also permits us to give you complete information on how to protect your insurance benefits. It is the employee’s obligation when resigning to provide the Company with a minimum of two (2) weeks’ notice. The notice must be in addition to any accrued vacation time.

Beta Shim Benefits

Compensation

It is Beta Shim's policy to try to maintain salary rates that are comparable with other companies in the area and in the industry. Pay differentials between workers will be based on overall performance, seniority, skill level, and company need.

Pay Transparency Nondiscrimination

The Company will not discharge 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 a part of their essential job functions cannot disclose the 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 employer, or (c) consistent with the Company's legal duty to furnish information.

Overtime

Because of the nature of our business, it is occasionally necessary to require that you work overtime. Overtime is time worked in addition to an employee's regularly scheduled hours during a work cycle. When operating requirements or other business needs cannot be met during regular working hours, employees may be requested to work overtime hours. The scheduling of overtime will be based on job requirements and business necessity. When possible, advance notification will be provided to the employee.

In accordance with the Federal Fair Labor Standards Act (FLSA) and Connecticut law, non-exempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular rate of pay for time worked beyond 40 hours in a single Sunday through Saturday work week. All other unworked time, including but not limited to sick leave, vacation time, FMLA, military leave, and bereavement leave, is paid at the employee's regular rate of pay, but is not counted as actual hours worked for the purposes of computing overtime.

Overtime work must be pre-authorized by the employee's immediate Supervisor before the work is performed, and employees who work overtime without authorization from their supervisor will be subject to discipline up to and including termination of employment. Overtime is considered a condition of employment, and refusal to work overtime when reasonable notice has been given may result in disciplinary action, up to and including termination. At management's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

Exempt employees are not eligible for overtime; they are expected to work as many hours as necessary to perform the duties of the position.

Holiday And Sunday Pay

If an employee works on a company paid holiday, straight time plus regular holiday pay will be paid for hours worked. If hours worked on a holiday are more than 40 hours worked for that week, all hours worked more than 40 hours worked for that week will be paid at time and one-half. Double time will be paid for all time worked on Sunday.

401k

A 401k plan is available to regular full-time and regular part-time (employees working a minimum of 30 hours per week) employees. Eligibility starts after successful completion of your 90-day probationary period. The plan, administered by TransAmerica, offers multiple participation options. These plans are described in greater detail in the official plan documents. Company contributions are determined annually, at year-end. For more information regarding participation in the Company's 401k plan contact Human Resources and /or Beta's Accounting Department.

Health Insurance

Medical insurance is currently available to regular full-time and regular part-time (employees working a minimum of 30 hours per week) employees and their dependents, with a contribution required by the employee. Benefits included at this time are medical, surgical, major medical, prescription drug, vision, and dental plan. Eligibility starts after successful completion of the prescribed waiting period (First of the month following thirty days of employment). These plans are described in greater detail in the summary plan descriptions and official plan documents. The benefits available to employees may change from time to time and Beta Shim retains full authority to interpret the terms of each plan, and administrative matters arising in connection with the plan. For more information regarding any of the Company's benefit plans contact Human Resources and /or Beta's Accounting Department.

Life Insurance

Regular full-time and regular part-time (employees working a minimum of 30 hours per week) employees who have successfully completed their 3-month probationary period are enrolled in group life insurance. Your insurance policy will remain in force for as long as you remain actively employed by the Company. Details about the Company's life insurance plan are contained in the Summary Plan Description you receive when you become eligible.

Workers' Compensation

In most cases, when an employee is injured on the job or suffers a work-related illness, the Company's insurance carrier pays benefits directly to the employee. For their own protection, employees must always report any injury or work-related illness to their supervisor, no matter how minor it seems. Insurance requirements limit the time in which reports must be made to the insurance company and failure of the Company to report promptly to the insurance company and the State could result in denial of coverage for medical treatment or salary and could subject the Company to a fine.

Vacation

Full-time employees are entitled to paid vacation time in accordance with this Policy. The vacation eligibility year is based on your work Anniversary date. Accrued paid vacation time must be taken or it will be lost. Vacation time may not be carried over into the next vacation year.

Vacation will be scheduled consistent with the needs of each department as determined by the Company. Requests for vacation may be submitted to your supervisors via the iSolved Self-Service portal, via email or in writing. Although Human Resources has the discretion to approve or reject vacation requests based on business needs, conflicts concerning vacation schedules will be resolved on a first come, first served basis.

A full-time employee's annual vacation entitlement will be based upon years of service according to the following schedule:

Less than 1 year	None
1 year but less than 2 years	1 week
2 years but less than 5 years	2 weeks
5 years but less than 10 years	3 weeks
10 years or more	4 weeks
20 years or more	5 weeks

The amount of continuous service is based upon the employee's anniversary date with the Company. To be eligible for any paid vacation, an employee must have completed their first year of work unless time was negotiated prior to hire. Approved or unapproved absences, including FMLA leave, are not counted towards meeting this hour threshold. For further details regarding these exclusions contact Human Resources.

The Company will not pay employees any accrued vacation time upon separation of employment unless the employee voluntarily resigns and provides two weeks' notice.

Paid Time Off

Holidays

We currently celebrate no fewer than nine (9) full day holidays plus two (2) half day holidays each year. Scheduled paid holidays are as follows:

New Year's Eve - **1/2 day**

News Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

The 24th of December (Christmas Eve) - **1/2-day** (if falls on the weekend, to be determined)

The 25th of December (Christmas Day) (if falls on the weekend, to be determined)

Paid holiday benefits currently apply to all full-time employees that have completed three (3) months of full-time employment. An employee must also have worked a full shift the day before and a full shift the day after the holiday, except for absences excused by management, to be paid for the holiday.

Employees accepting holiday work but who do not report to work are subject to losing their holiday pay, as well as disciplinary action.

Personal Time

The Company will pay for a total of two personal days: a floating birthday and one personal day. Personal days become available after three months of employment and are renewed at the beginning of the calendar year. Unused personal days may not be carried over to subsequent years. Employees will not be paid for unused personal days upon termination. Requests for personal time must be submitted to your supervisor via the iSolved Self-Service portal, via email or in writing and approved prior to being taken.

Sick Pay

The Company will pay for a total of four sick days in a calendar year. Sick days become available after three months of employment and renew at the beginning of the calendar year. Sick days may not be carried over to subsequent years. Employees will not be paid for accrued but unused sick days upon termination. Absences exceeding three consecutive days must be verified by medical documentation satisfactory to the Company. Failure to submit medical documentation satisfactory to the Company will result in absence without pay.

Death In Family

Regular full-time employees will be granted bereavement pay of up to three (3) days in the event of a death in their immediate family. Immediate family includes father, mother, sister, brother, spouse, child, grandparents or grandchildren or any relatives living in the home of the employee. Eligibility is dependent upon completion of the trial period and being employed as a regular full-time employee.

To be eligible for bereavement pay, an employee must submit a request for payment promptly following his/her return and shall, upon request, provide verification acceptable to the Company, of the death in the family and the relationship of the deceased.

Bereavement pay is intended to compensate an employee for wages lost due to absence to attend a funeral or to settle affairs. Therefore, if the funeral occurs during the employee's time off, (except vacation) whether paid or unpaid, no compensation will be made.

Jury And Witness Duty

If you should be called to serve on a jury panel, please notify your supervisor within 24 hours after receiving your jury duty notice. In accordance with Connecticut law, eligible full-time employees will not suffer any loss of regular pay for up to the first 5 days of jury duty leave. For those 5 days, you will be paid your regular wages or salary. After the fifth day, the

remainder of the jury duty leave will be unpaid at your regular wage. Employees may elect to substitute any accrued vacation time for the unpaid portion of jury duty leave. To be paid for jury duty leave, the company will require proof of your attendance. While on jury duty leave, the Company expects that you will come to work on any day you are released from jury duty before 1:00 pm.

Inclement Weather

Severe weather may occur from time to time, especially during the winter months. Although driving may be difficult at times, when caution is exercised, the roads are normally passable. Because of the nature of our organization's work, it is imperative that employees make every effort to report to work in the event of inclement weather, including but not limited to snow, ice, freezing rain, or flood.

In situations where the Company chooses to close during inclement weather, the company will provide up to 16 hours of paid time off in a calendar year. If a non-exempt employee chooses not to work because of inclement weather, when the company is open, the time will be charged against the employee's available vacation time. If the employee has no benefit time accrued, the time absent will be charged as leave without pay.

If the Company is closed, non-exempt employees will have the option to use accrued vacation time but will not be required to do so. Exempt employees will be paid for the day. If the Company is closed early and an employee leaves at the early closing time, the employee will be paid for his or her regularly scheduled hours. A non-exempt employee who leaves before the closing will be paid for the hours that the employee worked. If a non-exempt employee arrives at work late due to inclement weather, the employee will be paid for the hours that the employee works. Inclement weather rarely warrants closing our offices during normal hours of operation, and all employees will be expected to make reasonable efforts to get to work. However, each employee needs to make a personal judgment pertaining to his/her personal safety in traveling to and from work. Employees who are unable to report to work should call their supervisor and report their absence at least an hour prior to the start of their workday.

Family And Medical Leave

Job-Protected Leave under the Federal and Connecticut Family and Medical Leave Acts

Employees may be entitled to a leave of absence under the Federal Family and Medical Leave Act (Federal FMLA) and/or the Connecticut Family and Medical Leave Act (CFMLA). Either or both of these laws may apply to a leave. This policy will be interpreted to comply with the law(s) that apply to a particular leave. To the extent that state law mandates additional protection for pregnant employees, this policy also shall be interpreted consistently with such requirements. This policy provides employees with information concerning FMLA/CFMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning Federal FMLA/CFMLA leave, they should contact Human Resources.

Leave is Unpaid

Federal FMLA/CFMLA leave are unpaid leaves. However, an employee may be eligible to

apply to the Connecticut Paid Leave Authority to receive state-paid benefits for the same period of time.

Leaves of absence taken in connection with a workers' compensation injury/illness shall run concurrently with any FMLA/CFMLA leave entitlement.

Eligibility

Employees may be eligible for job-protected leave under the Federal FMLA if they have been employed by the Company for at least one year, for 1,250 hours over the previous 12 months, and if at least fifty employees are employed by the employer within seventy-five miles.

Employees may be eligible for job-protected leave under the CFMLA if they have been employed by the Company for at least 3 months immediately preceding the date the CFMLA leave will commence pursuant to the employee's request for leave.

Leave Entitlement

Under the FMLA and CFMLA, an eligible employee may take up to twelve workweeks of unpaid leave for certain family and medical reasons during a 12-month period. Under the CFMLA, employees with a serious health condition resulting in incapacitation that occurs during a pregnancy may be entitled to an additional 2 weeks (for a total of up to 14 weeks).

Reasons for Leave

Leave can be taken under the Federal FMLA and CFMLA for one or more of the following reasons:

1. The employee's own serious health condition;
2. Incapacity due to pregnancy, prenatal care or child birth;
3. To care for the employee's child after birth or placement for adoption or foster care;
4. To care for the serious health condition of the employee's *family member*, as defined by the law and applicable regulations (see below); and/or
5. For any qualifying exigency arising out of the fact that the spouse, son or daughter, parent or next of kin of the employee is on active duty or has been notified of an impending call or order to active duty in the armed forces.

In addition, leave may be taken under CFMLA to serve as an organ or bone marrow donor.

Calculation of Leave Period

The one-year period for Federal FMLA or CFMLA is measured by a "rolling" 12-month period looking backward from the date an employee uses any Federal FMLA/CFMLA leave, as applicable.

Increments of Leave

Federal FMLA/CFMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, leave can be taken intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member. Leave due to qualifying exigencies may also be taken on an intermittent basis. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Employee Responsibilities

An employee must provide at least 30 days' notice of the need to take Federal FMLA/CFMLA leave when the need is foreseeable, or as soon as practicable if the need for leave is not foreseeable.

Employees must also comply with normal call-in procedures. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for Federal FMLA/CFMLA leave under this policy.

Employees must provide sufficient information for the Company to determine if the leave may qualify for Federal FMLA/CFMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military-related family leave. Employees also must inform the employer if the requested leave is for a reason for which Federal FMLA/CFMLA leave was previously taken or certified.

Employees must respond to the Company's questions to determine if absences are potentially Federal FMLA/CFMLA-qualifying. If an employee fails to explain the reasons for Federal FMLA/CFMLA leave, the leave may be denied.

An employee may be required to provide written certification from a health care provider when leave is requested for the employee's own serious health condition, or the serious health condition of a covered family member or covered service member, or for a qualifying exigency. The Company may also seek authentications of certifications or clarification of an incomplete or insufficient certification, recertifications, or second opinions, as permitted by law.

An employee may also be required to provide proof of the employee's relationship to a family member for whom the employee seeks leave to care.

Employees may be subject to disciplinary action if they engage in abuse of leave under this policy.

The Company's Responsibilities

The Company will inform employees requesting leave whether they are eligible under Federal FMLA/CFMLA. If the employee is eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If the employee is not eligible, the Company will provide a reason for ineligibility.

The Company will inform employees if leave will be designated as Federal FMLA/CFMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not Federal FMLA/CFMLA-protected, the Company will notify the employee.

Health Insurance

During Federal FMLA, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Whenever employees are receiving pay from the Company during Federal FMLA leave, the

Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee were actively working. If the employee is not receiving pay from the Company during FMLA leave, employees must pay their portion of the group health premium through a mutually agreed repayment program

Health insurance is not continued under the CFMLA.

Job Restoration Rights & Benefits

At the end of Federal FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees have a right to return to the same or equivalent positions with equivalent pay, benefits, and other employment terms. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances.

At the end of CFMLA leave, employees have the right to return to the same or, if that position is no longer available, an equivalent position with equivalent pay, benefits, and other terms.

If an employee is unable to return to work at the end of Federal FMLA/CFMLA leave, the Company cannot guarantee reinstatement of the original or equivalent job, unless additional protected leave or other actions are required by other applicable laws. Employees should contact HR to discuss.

Use of Federal or CFMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's Federal/CFMLA leave.

[Sample language: Vacation, holiday, personal, sick, and other paid time off benefits will continue to accrue during Federal FMLA/CFMLA leave period for which the employee is also receiving pay from the Company. Such benefits will not continue to accrue during Federal or CFMLA leave period for which the employee is not receiving pay from the Company.]

Fitness for Duty

All employees returning to work from family and medical leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the company with medical certification confirming they are able to return to work. The Company may delay restoration of employment until an employee submits a required certification unless the leave is intermittent under CFMLA. The certification itself need only be a simple statement of an employee's ability to return to work; however, the Company may provide the employee a list of the employee's essential job functions and may require the employee to provide the list to the health care provider in making the fitness-for-duty determination.

Other Work While on Leave

As in the case with any other type of leave offered by the Company, other than active-duty military leave, an employee may not perform work for another employer while on Federal FMLA/CFMLA leave from the Company. Taking or working at another job while on leave may be grounds for immediate termination of the leave and/or employment with the Company.

Qualified Leaves

Family Violence Leave

Employees who are victims of family or domestic violence are allowed at least (12) days of unpaid leave during any calendar year for a qualifying purpose. "Family violence" includes incidents resulting in physical harm, bodily injury, assault, or an act of threatened violence between family or household members. "Domestic violence" includes family violence, as well as stalking, threatening or intimidation, or coercive control.

The purpose of a qualifying leave should be to:

- 1) Seek medical care or counseling for injury or disability as a result of family or domestic violence (including for a child who is a victim of domestic violence), provided the employee is not the perpetrator of the domestic violence against the child;
- 2) Obtain services from a victim services organization;
- 3) Obtain psychological counseling related to an incident(s) of family or domestic violence (including for a child who is a victim of domestic violence), provided the employee is not the perpetrator of the domestic violence against the child;
- 4) Take action to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- 5) Obtain legal services, assist in the prosecution of the offense, or otherwise participate in any civil or criminal proceeding related to or resulting from such family or domestic violence.

Employees are not paid while on domestic or family violence leave but may use any accrued and unused paid time off time in connection with use of this leave. To the extent practicable, employees must provide reasonable (preferably seven (7) days) notice to request domestic or family violence leave.

Employees should provide one of the following documents in connection with their use of family or domestic violence leave: a signed, written statement certifying that the leave is a result of an incident of family or domestic violence; a police or court record related to the incident of family or domestic violence; or a signed, written statement that the employee is a victim of family or domestic violence from an employee or agent of a victim services organization, an attorney, an employee of the office of victim services or victim advocate, or a medical professional or other professional from whom the employee has sought assistance concerning the incident of family violence. The Company will make every attempt to ensure documents provided in support of a family or domestic leave request under this policy remain confidential and protected from disclosure unless required by law.

Note: Eligible employees may apply to the Connecticut Paid Leave Authority for Paid Leave benefits for otherwise unpaid leave under this policy (up to 12 days).

Crime Victims and Witnesses Leave

The purpose of this policy is to enable crime victims or witnesses to attend court proceedings or participate in police investigations. Employees are allowed to take unpaid time off to obey a legal subpoena to appear in court as a witness in any criminal proceeding, or to attend a court proceeding or participate in a police investigation related to a criminal case in which the employee is a crime victim. The term "crime victim" means an employee who suffers direct or threatened physical, emotional, or financial harm because of a crime or an employee who is an immediate family member or guardian of (i) a person who suffers such harm and is a minor, physically disabled, or incompetent, or (ii) a homicide victim. Employees who are the parent, spouse, child, sibling, or legal guardian of a victim of homicide will be allowed to take unpaid time off to attend court proceedings related to the criminal case of the person charged with committing the crime that resulted in the death of the victim.

Before the leave of absence, the employee must give his or her supervisor a copy of the notice of each scheduled legal proceeding that the employee plans to attend. When feasible, employees must give advance notice to their supervisor. When advance notice is not feasible, employees must provide their supervisor with documentation evidencing the judicial proceeding within a reasonable time after their leave. Employees must use accrued personal days or vacation days during their leave.

Pregnancy Disability Leave

An eligible employee may take up to twelve workweeks of unpaid leave for pregnancy and childbirth. Under the CFMLA, employees with a serious health condition resulting in incapacitation that occurs during a pregnancy may be entitled to an additional 2 weeks (for a total of up to 14 weeks).

When the need for leave is foreseeable, an employee should notify the Company in writing at least thirty (30) days in advance of the leave and provide a note from her health care provider indicating the anticipated start date and expected duration of the leave. While an employee is away from work on an approved pregnancy leave of absence, she will continue to be eligible to participate in the Company's employee benefits program. Employees will be reinstated to their positions following pregnancy leave.

A pregnant employee who believes that continuing to work in her current job may cause injury to her or her unborn child, may request a transfer to a suitable temporary position if one is available. The employee must request the transfer in writing to Human Resources. Please also see Accommodation for Pregnant and Nursing Employees on Page 3.

Military Service

The Company does not discriminate against employees who are members of the military. A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services as provided by the Uniformed Services Employment and Re-employment Rights Act (USERRA).

Employees are required to provide the Company with advance notice of military service unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. Advance notice includes no later than two weeks prior to the scheduled duty and, whenever possible, the Company requests that notice be given in writing with a copy of the military orders submitted to Human Resources.

An employee who is required to attend military training, reserve duty, National Guard meetings or maneuvers, etc., shall be allowed a leave of absence for such purpose. Employees who are required to fulfill military obligations for military reserve or National Guard meetings or drills that take place during work hours will be given the necessary time off to do so, in accordance with applicable law. The time off will be unpaid unless applicable law dictates otherwise.

Employees may use accrued paid time off for this leave. Employees should notify their immediate Supervisor as soon as practicable upon receipt of notice of this obligation so arrangements for leave can be made.

Employees who need a leave of absence for military service should contact Human Resources regarding the need for leave and for information on the continuation of benefits during leave including health benefits.

Additional Leave to Care for An Injured Servicemember

In addition to the basic Federal FMLA/CFMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin, as these terms are defined by each law, of a covered servicemember, as defined by each law, is entitled to take up 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness, as defined by law. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other Federal FMLA/CFMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that results in the employee's or covered family member's inability to work, attend school or perform other regular daily activities, as applicable.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Covered Family Members

For Federal FMLA, with regard to leave to care for the serious health condition of a family member, a covered family member is a spouse, son or daughter, or parent, as those terms are defined by the federal FMLA.

For CFMLA, with regard to leave to care for the serious health condition of a family member, a covered family member is (as each relationship is defined under CFMLA) a spouse, son or daughter, parent, grandparent, grandchild, sibling, or any other individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of these family relationships. "Son or daughter" means a biological, adopted, or foster child, stepchild, legal ward, or, in the alternative, a child of a person standing in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a child. "Grandchild" means a grandchild related to a person by blood, marriage, adoption by a child of the grandparent, or foster care by a child of the grandparent. "Grandparent" means a grandparent related to a person by blood, marriage, adoption of a minor child by a child of the grandparent, or foster care by a child of the grandparent. "Parent" means a biological parent, foster parent, adoptive parent, stepparent, parent-in-law or legal guardian of an eligible employee or an eligible employee's spouse, an individual standing in loco parentis to an eligible employee, or an individual who stood in loco parentis to the eligible employee when the employee was a child. "Sibling" means a brother or sister related to a person by blood, marriage, adoption by a parent of the person, or foster care placement.

PAID Family and Medical Leave Benefits from the State of Connecticut (PFML)

The Paid Family and Medical Leave Act is a mandatory statewide insurance program administered by the state-created Paid Leave Authority and its claims administrator, Aflac. Employees may be eligible for Connecticut Paid Family and Medical Leave ("CPL") income replacement benefits beginning as of January 1, 2022. Benefits are financed through employee contributions to the program, which began on January 1, 2021. The Authority is **solely** responsible for determining whether an employee is eligible for benefits and the amount of any benefits payable.

It is the **employee's** responsibility to apply for CPL benefits and to cooperate in the CPL application process. It is also the **employee's** responsibility to **immediately** provide the Company with the Employer Verification form upon receipt of this form from the Authority. The completed form must be hand-delivered, mailed, or emailed to the Vice President of Human Resources, Glenn McCue; gmccue@betashim.com. The employee must also provide Mr. Glenn McCue with confirmation of 1) the application for benefits and 2) the approval of benefits and amount to be received.

Receipt of CPL benefits does not, by itself, provide job protection for employees. For an employee to be considered for **job-protected leave**, they **must** follow the process for requesting Federal FMLA/CFMLA or other job-protected leave. CPL benefit periods may run concurrently with Federal FMLA/CFMLA or other leaves.

Eligibility

To be eligible for CPL benefits, an employee of a private employer must have earned at least \$2,325 during one of the first four of the five most recently completed quarters and be presently employed or employed in the previous 12 weeks. The amount of paid benefits will vary depending upon the employee's wages, and the maximum available benefit is capped at 60 times the state minimum wage. For additional information, please visit <https://ctpaidleave.org>.

Amount of benefits

Employees are eligible for up to 12 weeks of CPL benefits in a rolling 12-month "lookback" period, with an additional 2 weeks of CPL benefits available for a serious health condition resulting in incapacitation that occurs during a pregnancy. If benefits are to care for an injured service member, then up to 12 weeks of CPL benefits are available, notwithstanding any additional approved job-protected leave for this reason. Up to 12 days of CPL benefits are available for otherwise unpaid family violence leave pursuant to Conn. Gen. Stat. Sec. 31-51ss.

Covered reasons

Employees may apply for CPL benefits for any of the reasons listed above as covered reasons under CFMLA and, in addition, for otherwise unpaid family violence leave pursuant to Conn. Gen. Stat. Sec. 31-51ss (up to 12 days).

Regardless of any remaining available Company-provided benefits, employees who are unable to demonstrate entitlement to job-protection for their time away from work may be subject to disciplinary action under the Company's attendance policy.

Questions

Please see Human Resources with any questions about the above Federal & State policies. The Company is committed to complying with the law and, whenever necessary, shall interpret and apply these policies in a manner consistent with applicable law.

Unlawful Acts

It is unlawful to retaliate against an employee who requests to use or uses leave under the Federal FMLA/CFMLA or applies for CPL benefits or otherwise exercises rights under FMLA/CFMLA or to interfere with, restrain or deny the exercise of any rights under FMLA/CFMLA. It is also unlawful to discharge or discriminate against any person for opposing any practice made unlawful by FMLA/CFMLA or for involvement in any proceeding under or relating to FMLA/CFMLA. If employees believe their rights have been violated, they should contact the Human Resources Department immediately. The Company will investigate any complaints and take prompt and appropriate remedial action to address and/or remedy any violation.

Enforcement

An employee may file a complaint with the Connecticut Department of Labor or the U.S. Department of Labor (regarding Federal FMLA) or may bring a private lawsuit against an employer. Federal FMLA and CFMLA do not affect any Federal or State law prohibiting discrimination or supersede any Federal, State, or local law or collective bargaining agreement which provides greater family or medical leave rights.

Beta Shim Guidelines

Bulletin Boards

There are bulletin boards located within the premises. They are only to be used by the Company for posting notices regarding federal, state, and local laws and regulations, as well as holiday schedules, and other Company notices. Employees are responsible for reading all notices posted on bulletin boards.

Posting notices anywhere on Company property, except as authorized by the Company, is not permitted. Violation of this rule is grounds for discipline, and any notice which is posted in violation of the rule will be removed.

Remote Work / Work from Home

The Company is an on-site work employer. During certain circumstances, at the discretion of the Company, work from home arrangements can provide a mutually beneficial option for both the Company and the employee. Not all jobs can be performed from off-site locations. Employees are allowed to work from home only in certain circumstances if their duties permit and it is authorized by the employee's supervisor. Staff who are obliged to be on-site are not eligible to work from home. Work from home arrangements can be considered occasional or temporary, but not permanent.

Cell Phone & Telephone Use

Because of the large volume of Company business transacted by telephone, the use of Company telephones for personal matters is not permitted absent incidental personal use otherwise previously approved by management. Personal calls, both incoming and outgoing are discouraged. Incoming calls of a personal nature will be accepted only in cases of emergency.

Employees are expected to refrain from excessive personal usage of cell phones or other personal electronic devices while at work.

Employee Complaints

A lack of open lines of communication between employees and their management can at times cause minor difficulties to grow into larger problems. If you have a problem or a complaint, make it known to a member of management or Human Resources.

Parking

You are requested not to park in restricted areas. Since the Company does not assume responsibility for damage or theft in the parking lot, we ask you to drive carefully and always lock your car.

Personal Property

The Company wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, weapons, explosives, or other improper materials. To this end, the Company prohibits the possession, storage, transfer, sale, solicitation, or use of such materials on the

premises, unless otherwise approved by management. The Company expects and requires your cooperation in administering the policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the company. Accordingly, they, as well as any articles found within them, may be inspected by any agent or representative of the Company at any time with or without prior notice.

The Company reserves the right to inspect packages or personal items which may be carried on or off the premises.

The Company provides certain reasonable security measures to safeguard an employee's personal property as well as Company property. However, the Company is not responsible for personal belongings which are lost, stolen, damaged or destroyed. Any time something is lost or stolen, notify your supervisor.

Suggestions

The Company maintains an open mind regarding the improvement of its operating procedures and encourages all employees to make suggestions. All suggestions are welcome. You may suggest to your supervisor, management, and/or submit a written suggestion in the Company suggestion box. All written suggestions will appear, unless requested not to appear, in Beta's bi-monthly newsletter for accountability.

Visitors

In the interest of safety, all visitors to the manufacturing area will be required to receive permission from Management before entering that area. This includes former employees as well as outside people. No visitor is allowed to wander about the plant unescorted.

Visits by personal friends of employees are discouraged. Minors under eighteen will not be admitted to the manufacturing area while the plant is in operation, unless approved by management and properly escorted by a Company employee. No visitor is allowed to violate company rules affecting safety.

In addition to the above restrictions on visitors, for safety reasons, off-duty employees are not allowed in work areas.

It is the responsibility of each Supervisor to refer unauthorized visitors or vendors to the office. Any employees seeing a visitor violate any safety or other regulation should report such violation to his/her supervisor.

