

TRINITY STERILE



# EMPLOYEE HANDBOOK

2023

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## Introduction

# A MESSAGE FROM THE CEO



On behalf of the entire Trinity Sterile team, I am delighted to extend a heartfelt welcome to you as our newest member. We are thrilled to have you join our organization, and I personally want to express my excitement about the contributions you will undoubtedly make to our team.

At Trinity Sterile, we believe that our people are the driving force behind our success, and we are committed to creating an environment that fosters growth, collaboration, and innovation. As you embark on this new journey with us, I want you to know that your skills, expertise, and unique perspective are highly valued.

Our organization prides itself on being at the forefront of our industry, and we are constantly striving for excellence. We believe in challenging the status quo, pushing boundaries, and embracing new opportunities. Your fresh ideas and fresh perspective will play a vital role in helping us achieve our goals and propel us even further.

I encourage you to take full advantage of the resources and support available to you. Our team is composed of talented individuals who are always willing to lend a helping hand and share their knowledge. Don't hesitate to reach out, ask questions, and actively participate in discussion and initiatives. Your voice matters, and we eagerly await your input.

As you settle into your new role, please remember that growth and learning are continuous journeys. We are committed to providing you with the necessary tools, training, and mentorship to help you thrive. Together, we can build a fulfilling and rewarding career for you within our organization.

Once again, welcome to the Trinity Sterile family. We are confident that you will make a positive impact and contribute significantly to our collective success. We look forward to witnessing your achievements and sharing many memorable moments together.

If you have any questions or need assistance as you onboard, please do not hesitate to reach out to your manager or the HR Department. We are here to support you to every step of the way.

Best Wishes,

A handwritten signature in cursive script that reads "Abrar Solatch". The ink is dark and the signature is fluid and professional.

Abrar Solatch  
President & CEO



# COMPANY OVERVIEW

## OUR MISSION

### 01.

Trinity Sterile, Inc., based in Salisbury, Maryland, is one of the fastest growing Certified Minority Business Enterprises (MBE) serving the healthcare industry. We assemble and sell medical kits, procedure trays, and a wide range of disposable or reusable medical supplies.

Our mission is to deliver top-quality, cost-saving medical innovations and develop long-term strategic partnerships through responsive customer service, a seasoned professional team and efficient processes unparalleled by our competitors.



## OUR VALUES

### 02.

We are committed to providing only the best product line. Our thorough and constant quality control procedures are a direct reflection of our dedication to supplying the highest quality medical products on the market.

We aim to invest in the success of our customers' facility. We are a dynamic business; therefore, it is our goal to remain proactive and ensure our customers are equipped with the most innovative healthcare solutions.

## OUR PROMISE

### 03.

By offering premium quality healthcare products and services to customers, Trinity Sterile delivers outstanding customer value. We are always working to enhance our business partnerships, methods, commodities, and services.

Trinity Sterile's Quality Assurance team ensures ISO compliance is met. Trinity Sterile supports a quality-focused atmosphere with regulations that guarantee our goods meet or exceed all criteria and standards.

# AT-WILL EMPLOYMENT

Employment at Trinity Sterile (“Company”) is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President/CEO of the organization.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefits will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figured provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Company employees have the right to engage in or refrain from such activities.

The Company will not retaliate, nor permit retaliation, against any employee for following the Company’s procedure.



# EQUITY + DIVERSITY

## EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

01.

Company provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Company expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Company will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Company business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of HR.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

## AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION

02.

Company is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Company's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. Company prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Company to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Company prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.



## COMMITMENT TO DIVERSITY

03.

Company is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Company and is an important principle of sound business management.



## OPEN DOOR POLICY

04.

When people work closely together, there will be inevitable problems that may arise, such as misunderstandings. These problems may relate to an employee's own circumstances or to those of other employees. We strive to resolve these kinds of matters promptly and fairly to all concerned. To assist us in this regard, we practice an Open Door Policy which was designed to give our employees the ability to communicate openly and directly with various members of the management team. Employees are strongly encouraged to speak to their HR Department and to work with HR to exhaust the procedure that has been established to resolve problems relating to or arising from an employee's relationship with the Company.

## ANTI-DISCRIMINATION + HARASSMENT POLICY

05.

It is Company policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by Company.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Trinity Sterile will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

As defined, "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.”: While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, a hostile, or an offensive work environment.



Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

1. Unwanted sexual advances, whether they involve physical touching or not;
2. Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; and comments about an individual’s sexual activity, deficiencies, or prowess;
3. Displaying sexually suggestive objects, pictures, or cartoons;
4. Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
5. Inquiries into one’s sexual experiences; and
6. Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Company policy.

If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor or department manager and Human Resources with whom they feel comfortable bringing such a complaint.

Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, Trinity Sterile will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.



# CONFLICT OF INTEREST + CONFIDENTIALITY

## CONFLICTS OF INTEREST

01.

The Company expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest, or an unethical business practice is both a moral and a legal question. Company recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- 1) Simultaneous employment by another firm that is a competitor of or supplier to Company;
- 2) Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest;
- 3) Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases;
- 4) Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies;
- 5) Accepting substantial gifts or excessive entertainment from an outside organization or agency;
- 6) Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company;
- 7) Participating in civic or professional organization activities in a manner that divulges confidential company information;
- 8) Misusing privileged information or revealing confidential data to outsiders;
- 9) Using one's position in the company or knowledge of its affairs for personal gains; and
- 10) Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

## GIFT POLICY

02.

Our employees may not accept gifts from customers or suppliers. If a gift is received from a customer or supplier, management must be notified for your own protection. Failure to notify management may result in disciplinary action including termination. Company may allow the employee to keep the gift, however management must review the circumstances and purpose of the gift.

## CONFIDENTIAL INFORMATION

03.

The protection of confidential business information and trade secrets is vital to the interests and success of Company. Confidential information is any and all information disclosed to or known by employees because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the President & CEO. This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.



# EMPLOYMENT RELATIONSHIP

## BUSINESS CONDUCT POLICY

## 01.

The Company considers work rules, guidelines, and work performance important responsibilities. They are essential to the proper management of the business and to ensure that employees work together effectively. When these rules and guidelines are not followed, or an employee's work performance is below Company standards, the employee may be subject to discipline, up to and including termination.

Each employee must follow certain standards and principles when performing his or her job. It is important that employees do the following:

- Adhere to all applicable federal, state, and local laws and regulations.
- Protect our Company assets and values (e.g. being honest with our customers, and treating them with respect, taking care to lock doors, or report suspicious behavior to help prevent theft).
- Be ethical and honest, including providing truthful information in response to any management inquiry or investigation.



The Company expects all employees to observe certain standards of behavior while at work. These standards are not intended to restrict an employee's legitimate rights, but are in place for the safety and well-being of all Company employees. These standards apply equally to all employees.

Disciplinary action for non-professional behavior may include, but is not limited to:

- verbal reprimand
- written reprimand
- unpaid suspension
- demotion
- termination

The Company reserves the right to enforce these disciplinary measures as it deems necessary. The Company employs its employees at-will, which permits the Company to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to:

- termination
- demotion
- promotion
- transfer
- compensation
- benefits
- duties
- locations of work

Accordingly, either the employee or the Company can terminate the employment relationship at any time with or without cause at either party's option with or without notice. The following actions on the part of an employee, while not all inclusive, may be cause for disciplinary action up to and including termination without prior warning. This list includes, but is not limited to:

- Making false statements or omitting pertinent information on Company applications, records of employment, forms or reports, or in the course of participation in Company investigations or in responding to management inquiries.
- Insubordination (e.g., refusal to perform job assignments, or the use of abusive or threatening language toward a supervisor or member of management).
- Committing any act of violence or intimidation or making threats of violence, fighting, or using abusive or profane language on Company premises.
- Carrying or using firearms or other dangerous weapons or materials on Company property or in connection with Company business.
- Theft, unauthorized removal, or willful damage of property or assets belonging to the Company, other employees, or customers.
- Failing or refusing to cooperate with the Company; such as in an investigation of a theft or other conduct harmful to the Company.
- Disregard of safety rules, safety procedures or workplace security rules.
- Operation of machinery and/or equipment that you are not authorized to operate.
- Substandard or unsatisfactory work performance.

## PROHIBITED CONDUCT

## 02.

- Inefficient use of Company time, or performing personal work on Company time.
- Unexcused absences and/or unexcused tardiness.
- Repeated absenteeism or tardiness.
- Sleeping or deliberately loafing during working hours.
- Violation of the Company's drug and alcohol policy.
- Unprofessional, rude, disrespectful or discourteous treatment of supervisors, co-workers, customers, clients and vendors.
- Instigating, encouraging or participating in any illegal work stoppages, slowdowns, strikes or other interferences with Company operations.
- The concealment or failure to report the occurrence of a serious violation of Company rules.
- Any other conduct that is prohibited by law.

## ORIENTATION PERIOD

## 03.

There is a three-month orientation (probationary) period for all new employees of the Company. The period will run for ninety (90) business days from most recent date of hire, or most recent date of departmental transfer. During the orientation period your direct supervisor will assist you by outlining the responsibilities and requirements of your position, the nature of the Company's business, as well as the Company's philosophies and goals. At the same time, the Company will have an opportunity to observe and evaluate matters such as employee's talent, knowledge, skill, ability, reliability, responsibility, ability to get along with others, ability to take direction from management, punctuality and potential for making a contribution to the Company.

When the Company, at its sole discretion, finds it appropriate, it may extend the orientation/probationary period. As any employee or the Company may do at any time, either may terminate employment during the orientation periods with or without cause and with or without prior notice. During this period, the employees shall have no seniority or benefits (including paid days off) accruing to full time, regular employees with the exception of any health insurance benefits that they may qualify for. Upon successful completion of this period, a full-time employee is entitled to participate in full privileges and benefits.

Within ten (10) business days of your completion of this orientation/probationary period, the employee may be given a formal review at which time performance, expectations and job description may be clarified.

It is the Company goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees:

- searches of personal belongings,
- searches of work areas,
- searches of private vehicles on company premises,
- medical examinations, and the like.

Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property.

Company regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

**Video Surveillance:** As part of its security measures and to help ensure a safe workplace, The Company has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as restrooms, etc.



Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

- Purpose: This policy and procedure explain the Company general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.
- Policy: It is Company policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.
- Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.
- Procedure: Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.
- Retention and access to Social Security numbers: All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.
- Unauthorized use/Disclosure of Social Security numbers: Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

**PERSONAL DATA + ALTERATIONS**

**06.**

The Company maintains employee records for several purposes, such as complying with immigration laws, taxes, Social Security, insurance and emergencies. For example, all applicants who are hired by the Company are required by law to provide the Company with documentary evidence acceptable to the Immigration and Naturalization Service (INS) of their identify and eligibility for employment in the United States. If an applicant fails to furnish the evidence in accordance with the law, the Company cannot continue to provide employment.

You are requested to notify the Human Resources Department of any change in name, telephone number, address, number of dependents, payroll deductions and/or emergency contacts and telephone numbers.

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Company classifies its employees as shown below. Company may review or change employee classifications at any time.

- **Exempt:** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
- **Nonexempt:** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Regular, Full-time:** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- **Regular, Part-time:** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.
- **Temporary, Full-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, Part-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.



## WORKWEEK AND HOURS OF WORK

08.

The standard work week is from Saturday 12:00 a.m. until Friday 11:59 p.m. and generally consists of 40 work hours. Office hours are 8:30 a.m. to 5:00 p.m., with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

## WORK SCHEDULE

09.

Your direct supervisor/manager will set your schedule in accordance with the Company's business needs; your schedule is subject to change at any time.

Lunch and break times are set by your manager and may be varied to meet business and customer needs. Generally, team members will have a meal period, which is deducted from hours worked, and break periods, which are also deducted from hours worked.

No Company manager or supervisor is authorized to instruct, or to approve a team member's wish to forego a meal or rest period. Team members should immediately report a manager's or supervisor's instruction to skip a meal or rest period to Human Resources.

While you are allowed to enter the Company premises up to approximately 30 minutes before your work schedule starts, hourly and non-exempt team members should not perform any work before the normal schedule begins. Do not begin work and do not clock in before your normally scheduled shift start time. Likewise, stop work and clock out at the end of your scheduled shift. In either instance, do not perform work unless you are "on the clock."

## MEAL AND REST BREAKS

10.

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who is required to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.



At Trinity Sterile, we recognize the benefits and flexibility that remote work can provide for our employees. This policy outlines the guidelines, expectations, and responsibilities for employees who work remotely. It is important to ensure that remote work arrangements maintain productivity, collaboration, and adhere to company policies.

### **Eligibility and Approval**

- **Eligibility:** Remote work may be available to employees based on their role, job responsibilities, and business needs. Not all positions may be eligible for remote work.
- **Approval Process:** Employees interested in remote work must submit a formal request to their supervisor or the HR department. Remote work arrangements are subject to approval by management and may be granted on a case-by-case basis.

### **Performance and Productivity**

- **Work Expectations:** Remote employees are expected to maintain the same level of productivity, professionalism, and work quality as if they were working from the office.
- **Availability:** Remote employees must be accessible during agreed-upon working hours and respond promptly to communication channels such as email, instant messaging, or phone calls.

### **Reporting and Accountability**

- Remote employees are responsible for accurately tracking and reporting their working hours, tasks, and deliverables using designated time-tracking tools or systems as required.

### **Communication and Collaboration**

- **Communication Channels:** Remote employees must actively participate in company communication platforms, such as email, instant messaging, video conferencing, or project management tools, to ensure effective communication and collaboration with colleagues and teams.
- **Meetings and Collaboration:** Remote employees may be required to attend virtual meetings, conferences, or training sessions. They should ensure a suitable work environment with minimal distractions and participate actively.
- **Teamwork and Support:** Remote employees are encouraged to actively engage in teamwork and provide support to colleagues, as required, through virtual collaboration tools or other means.

### Work Environment and Equipment

- **Remote Workspace:** Remote employees are responsible for setting up and maintaining a dedicated workspace that is safe, quiet, and conducive to productive work.
- **Equipment and Internet Access:** Remote employees must ensure they have the necessary equipment (e.g., computer, software) and reliable internet access to perform their job responsibilities effectively. The company may provide equipment or reimburse reasonable expenses as per the company's expense reimbursement policy.
- **Data Security and Confidentiality:** Remote employees must adhere to company policies regarding data security, confidentiality, and protection of sensitive information. This includes safeguarding company data, using secure network connections, and following established data protection protocols.

### Compliance with Company Policies

- Remote employees are expected to comply with all company policies, including but not limited to the code of conduct, information security, data protection, and confidentiality policies.
- Remote employees must follow applicable local, state, and national laws and regulations while working remotely, including tax and employment laws.



All non-exempt employees are required to clock in to UKG Ready timeclock either online or on the provided time-clock. Employees must also clock in/out for breaks, lunch and whenever they leave the premises for any reason other than Company business. Time records should be completed contemporaneously.

Alternatively, if that system is not functioning or you are working offsite you may sign a weekly Time Record that shows the total number of hours worked, meal periods, overtime, and absences due to sickness, holidays, and vacation. When submitting a time record, it is each employee's responsibility to sign the time record to certify the accuracy of all time recorded. In addition, if corrections or modifications are made to the time record, both the employee and direct supervisor must verify the accuracy of the changes by initialing the time record.

Your time records should accurately and truthfully reflect all hours worked and PTO hours. It is a violation of the Company's policy for any employee to falsify a time records, or to alter another employee's time records. Falsifying Company time records will result in discipline, up to and including unpaid suspension and/or termination of employment. It is also a serious violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked.

If any manager or employee instructs you to:

- 1) Incorrectly or falsely under- or over-report your hours worked,
- 2) Alter another employee's time records to inaccurately or falsely report that employee's hours worked, or
- 3) Conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to Human Resources.

You should not work any hours outside of your scheduled work day unless your direct supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal, perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will result in discipline, up to and including unpaid suspension and/or termination of employment.

Sales staff members are expected to work the required number of hours to fulfill their Company responsibilities and to reach their sales objectives (but in no case less than 45 hours per week unless instructed by Management.)

Salaried (exempt) employees are not expected nor required to record their daily attendance however they are still required to maintain proper levels of attendance and to work the minimum 45 hours per week.

## **OVERTIME**

**13.**

When required due to the needs of the business, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager. Team members who work overtime hours without prior approval may be subject to disciplinary action.

## **PAYCHECKS**

**14.**

The Company pay period for all employees is biweekly on Thursday. Each paycheck will include earnings of all work performed during the two-week period ending at midnight on the previous Sunday. Occasionally there will be a different payday due to a holiday, a computer fault or other circumstances that are beyond our control. Paychecks are directly deposited into employees' checking and/or savings accounts.

## **DEDUCTIONS FROM PAY/SAFE HARBOR EXEMPT EMPLOYEES**

**15.**

Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.



## PERMITTED DEDUCTIONS

16.

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

## IMPROPER DEDUCTIONS

17.

If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

## ACCESS TO PERSONNEL FILES

18.

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS**

**19.**

Relatives and domestic partners may be hired by the company if:

- 1)the persons concerned will not work in a direct supervisory relationship, and
- 2)the employment will not pose difficulties for supervision, security, safety, or morale.

For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

## **TEAM MEMBER DATING POLICY**

**20.**

The Company strongly believes that a clear boundary between a team member's personal and business interactions is necessary to minimize disruptions to our business. When a romantic relationship does evolve, Human Resources must be made aware of the situation to ensure there is no conflict. Every effort will be made to ensure confidentiality to the extent possible and to evaluate the situation in a fair and appropriate manner. The Company will ensure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. In some cases, it may be necessary to transfer a team member to another position or department. Managers are expressly prohibited from dating or becoming similarly involved with any non-management team member within their sphere of responsibility. In the event the Company becomes aware of such a relationship, the manager involved may be subject to disciplinary action, up to and including termination.

## TERMINATION OF EMPLOYMENT

21.

Upon termination of employment, an employee shall immediately return to the Company all documentary or tangible confidential information and shall immediately return to the Company any and all other Company property in his or her possession, custody or control, including, without limitation, any and all office and other keys, credit cards, computer equipment, tools, samples, product, catalog and sales materials, and Company documents, copies and computer disks thereof, including this handbook.

Employees who terminate their employment with the Company may be requested by the Company to participate in an exit interview with an outsourced independent service. This will provide an opportunity to share information concerning your experiences and view of the Company. Of course, suggestions for improvement regarding any aspect of our business are welcome at any time.

## SEPARATION FROM EMPLOYMENT

22.

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors and HR Department at least 10 working days in advance of the last day of work. The ten (10) days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the Company.



# WORKPLACE SAFETY

## DRUG-FREE + ALCOHOL-FREE WORKPLACE

## 01.

It is the Company policy to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on company or client premises or while performing services for the company is strictly prohibited. The Company also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the Company prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the company's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

- Preemployment: as required by the company for all prospective employees who receive a conditional offer of employment;
- For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance; and
- Random: as authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

**[NOTE: CHECK STATE AND LOCAL LAWS FOR ANY ADDITIONAL REQUIREMENTS, AS SOME STATES HAVE SPECIFIC LAWS REGULATING DRUG TESTING AND UNDER WHAT CIRCUMSTANCES DRUG TESTS MAY BE CONDUCTED, AS WELL AS LAWS REGULATING THE USE AND TESTING FOR MARIJUANA SPECIFICALLY.]**

## SMOKE-FREE WORKPLACE

02.

Trinity Sterile (“Company”) prohibits smoking (including vaporizers, e-cigarettes, or any electronic smoking device) in the workplace, including hallways, offices, lunchrooms, break rooms, restrooms, common areas, on any job site while performing work-related duties, or in any company vehicles.

It is both expected and understood that cigarette waste will be disposed of properly, and will not be left in the parking area or outside the building. If you witness conduct you believe violates this policy, you should report it verbally or in writing to your direct supervisor or to Human Resources Department immediately.

## WORKPLACE VIOLENCE PREVENTION

03.

Trinity Sterile (“Company”) is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, the company discourages employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Trinity Sterile employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Trinity Sterile prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

[Note: Check state and local laws for any additional requirements related to firearms.]

The company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, the Company may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all company property and other items that are in violation of company rules and policies.

## COMMITMENT TO SAFETY

## 04.

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dialing 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

## SEARCH + INSPECTION POLICY

## 05.

For general security reasons, the company reserves the right to conduct inspections of all work and non-work areas, including, but not limited to desks, computers, cabinets, lockers, shelves and any other Company-owned property based on a reasonable suspicion of employee wrongdoing (i.e. violation of the law and/or workplace policies).

In addition, for security purposes and based on reasonable suspicion, inspections and/or searches may also occur of any other property on Company premises, including, but not limited to, purses, briefcases, packages, and vehicles.

The employee acknowledges that bringing any property and/or vehicle onto Company property constitutes consent to the search of such property and/or vehicle. These inspections and searches may occur at any time without prior notice. Failure to comply with this policy may result in disciplinary action up to and including unpaid suspension and/or termination of employment.

Any personal property (including cell phones, tablets, and other personal digital devices) which an employee brings to the Company, and which is on Company property is brought at the employee's own risk. The Company seeks to have a secure environment for all employees but will assume no liability or responsibility, including personal injury, damage, theft or other loss in connection with personal property.

## EMERGENCY CLOSINGS

06.

Trinity Sterile will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for actual hours worked, or they can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

## VISITORS

07.

In order to maintain security and safety for our employees, Trinity Sterile has the following policy with respect to visitors:

- All visitors must check in with the receptionist
- Must wear a visitor's badge, and
- Must be escorted by an employee.

This policy applies to anyone who is not an active employee, including employees on leave, former employees, vendors, and suppliers. In general, friends and family members are not permitted to visit employees at the workplace. When employees have any doubt whether a person can visit, they should contact the HR department.



# WORKPLACE GUIDELINES

## ATTENDANCE

## 01.

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voicemail, text, and e-mail messages are not acceptable except in certain emergency circumstances.

When your absence is due to illness/injury, the Company may require you to provide appropriate medical documentation. Consecutive missed days due to illness/injury will be counted as one (1) absence.

Disciplinary actions regarding absenteeism and tardiness will take place based on a points system using the following tables. Points are accumulated over a trailing 6-month period.

<b>Absence/Tardy</b>	<b>Points</b>
3 – 14 minutes (1st Occurrence)	1 point (Tardy)
3-14 minutes (Subsequent Occurrence)	2 points (Tardy)
15 minutes – 2 hours	3 points (Late)
> 2 hours	5 points (Absent)

<b>Cumulative Points</b>	<b>Disciplinary Action</b>
5 Points	Verbal Warning
10 Points	Written Warning
15 Points	3-Day Suspension
20 Points	Termination

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three (3) consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three (3) consecutive days or more, the employee will be considered to have voluntarily resigned employment.



## JOB PERFORMANCE

02.

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

## OUTSIDE EMPLOYMENT

03.

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with Trinity Sterile. All employees, including part-time employees, must obtain prior approval from the HR department before undertaking any outside employment or other work activity.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job. However, an employee on a leave of absence may continue to work in the outside job if this employment has been approved by the company under this policy and the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.



## **DRESS CODE AND PERSONAL APPEARANCE POLICY**

**02.**

Trinity Sterile provides a casual yet professional work environment for its employees. Even though the dress code is business casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Employees must dress in a manner that is consistent with their responsibilities. Attention should be paid to safety, Company image and customer interaction. Items of clothing that convey any form of sexual, violent, discriminatory, abusive, offensive, demeaning, and/or otherwise unprofessional message (either through a written graphic, a logo, or picture) are prohibited. Warehouse personnel may be permitted to wear shorts if extreme weather conditions prevail. Shirts and/or T-shirts as well as appropriate footwear must be worn at all times in the warehouse.

Employees attending sales meetings, conferences, conventions, etc., should look to their direct supervisor or manager for guidance on appropriate attire to ensure that the Company is projecting a professional and positive image. Employees seeking an exception from these standards should speak with HR Department.

Certain employees may be required to meet special dress and grooming, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the HR department. Decisions regarding attire will be made by the HR department and not by individual departments or managers.

## **CELL PHONE SAFETY AND DRIVING**

**03.**

Safe driving is the first priority when operating a vehicle while driving on Trinity Sterile business. Employees' first responsibility is to pay attention to your driving. They should never allow a cell phone or other mobile device to distract them from concentrating on driving.

Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill business needs. Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid using cell phones while driving and avoid it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program their destination into navigation apps or GPS devices before they start driving.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to discipline.

Trinity Sterile encourages employees to share information with coworkers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the company has established the following guidelines for employee participation in social media.

Please Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, TikTok, YouTube, Instagram, and Snapchat, among others.

**Off-duty use of social media:** Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with Company equipment or property.

**On-duty use of social media:** Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

**Respect.** Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Trinity Sterile (“Company”) confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the company’s policies.

**Post disclaimers:** Employees who identify themselves as company employees or discuss matters related to the company on a social media site must include a disclaimer on the front page stating that it does not express the views of the company and that the employees are expressing only personal views—for example: “The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition:** Employees should not use social media to criticize the company’s competition and should not use it to compete with the company.

**Confidentiality:** Employees should not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas:** Employees should remember that new ideas related to work or the company's business belong to the company. Do not post them on a social media site without the company's permission.

**Trademarks and copyrights:** Employees should not use the company's or others' trademarks on a social media site or reproduce the company's or others' material without first obtaining permission.

**Avoid statements about the company's future:** Because the company is publicly held, writing about projected growth, sales and profits, future products or services, marketing plans, or the stock price may violate Securities and Exchange Commission (SEC) rules or other applicable laws.

**Legal:** Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

**Company restrictions:** Because the company is publicly held, it may require that employees temporarily confine social media commentary to topics unrelated to the company or that employees temporarily suspend such activity to ensure compliance with the SEC's regulations or other laws. The company may also require employees to delete references to it on a website or blog and to stop identifying themselves as employees of the company.

**Discipline:** Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

**BULLETIN BOARDS + MONITORS****05.**

All required governmental postings are posted on the boards and/or monitors located in the facility hallway(s). These boards may also contain general announcements.

Employees may submit to HR notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. HR approves, posts, and takes down all notices. All notices posted by employees will be removed after two weeks unless otherwise stipulated. The company reserves the right to refuse permission to post or to take down any announcement.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees’ rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

## **COMPUTERS, INTERNET, E-MAIL, AND OTHER RESOURCES**

**07.**

Trinity Sterile provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, portable electronic devices, or other communication tools. All communications made using company-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the company’s systems.

Employee use of company-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company’s systems, as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

The company encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

All use of company-provided communications systems, including e-mail and Internet use, should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for company business purposes and are critical to the company's success, your communications may be accessed without further notice by IT department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing company information may cause breaches of security that result in the loss of company confidential commercial data, the loss of vital research data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the company. Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Trinity Sterile expects employees to comply with the company's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, Trinity Sterile endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the company's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

- **Step 1: Informal Discussion.** When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.
- **Step 2: Counseling.** If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.
- **Step 3: Reprimand.** If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and a representative from the HR department should meet with the employee in private and proceed via (a) through (d) above and issue a reprimand notice to the employee.
- **Step 4: Suspension.** Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the department director and the director of HR. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence.
- **Step 5: Failure to improve.** Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

# TIME OFF AND LEAVE OF ABSENCE

## TIME OFF AND LEAVE

## 01.

[\*IMPORTANT NOTE: MANY STATES AND MUNICIPALITIES HAVE LAWS RELATED TO LEAVES OF ABSENCE AND PTO THAT INCLUDE FAMILY AND MEDICAL LEAVE, PAID SICK LEAVE, SMALL NECESSITIES LEAVE, LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, ETC. IN ADDITION, MANY HAVE LAWS THAT ARE APPLICABLE TO PUBLIC SECTOR EMPLOYERS. THE PROVISIONS BELOW ONLY ADDRESS FEDERAL LAW.\*]

Paid Time Off [PTO] (Vacation, Sick leave, Personal days)

Trinity Sterile grants full time employees Paid Time Off (PTO) to be used for vacations, personal activities, attending to personal commitments and to recover from illnesses.

<b>Length of Service</b>	<b>Paid Time Off (PTO)</b>
After probationary period	48 hours (6 days)
1-2 years	96 hours (12 days)
After 3 years	152 hours (19 days)
After 5 years	176 hours (22 days)
After 10 years	208 hours (26 days)

### Requesting PTO

- Employees must submit a PTO request to their supervisor or manager in 2-week advance, whenever possible.
- PTO requests should be submitted through UKG Ready system.
- PTO requests will be approved based on business needs and the availability of coverage.

### PTO Usage

- PTO can be used for various reasons, including vacation, personal time, or illness (including that of immediate family members).
- PTO must be used in minimum increments as determined by the company (e.g., hour, half-day, full-day).
- Employees should make reasonable efforts to schedule PTO in a manner that minimizes disruption to their teams and the business.

### Carryover and Payout

- Trinity Sterile may allow employees to carry over a portion of their unused PTO into the following year, subject to certain limits and restrictions:
- PTO which is not used by the end of the employee's service year may be carried over for one additional year (not to exceed 1 year) or may be paid out in the payroll check after the employee's anniversary date.
- If unused PTO days are carried over, their balance cannot be carried into another year, and the number of hours which are carried over may not exceed 25% of the annual benefit amount.
- Should the employee wish to be paid out for the unused PTO hours, it is their responsibility to notify Human Resources two (2) weeks prior to the anniversary date.
- Unused PTO will be forfeited at the end of the calendar year, unless otherwise stated in company policy or as required by law.



## HOLIDAYS

01.

Trinity Sterile recognizes certain holidays and may provide additional paid time off on those days.

To best serve our customers, we may be required to work on days near a holiday or sometimes on a holiday. Your manager will set your schedule in accordance with customer needs. Holidays will be published in advance. In general, regular, full-time team members enjoy the following paid holidays each calendar year:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

When a designated holiday falls on a Saturday, we will observe the holiday on the preceding Friday; when it falls on a Sunday, we will observe the holiday on the following Monday.

Any team member who has an unscheduled absence on the scheduled workday before or after the holiday becomes ineligible for holiday pay. If a holiday falls during your vacation, you will receive pay for the holiday.

## PTO PAYOUT

02.

Upon termination of employment, employees may be entitled to a payout of their accrued and unused PTO, in accordance with applicable laws and company policy.

Upon resignation of employment:

- Team members who voluntarily resign without two-week notice and team members who are terminated for cause are not entitled to payment of unused PTO
- PTO cannot be used once notice of resignation is submitted. Team members who resign or retire, give proper two-week notice, and fulfill all service hours during the notice period will be paid for the unused PTO.
- Please note: The Trinity team member must be employed with Trinity for a minimum of one year in order to get paid out for their PTO should they resign.

## ABUSE OF PTO

01.

Trinity Sterile expects employees to use PTO responsibly and in accordance with company policies.

Abuse or misuse of PTO may result in disciplinary action, up to and including termination of employment.

## RELIGIOUS OBSERVANCES

02.

Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.



## FAMILY AND MEDICAL LEAVE ACT (FMLA)

## 03.

The Company will provide qualified employees with leave in accordance with the law.

To qualify for unpaid leave under the Family Medical Leave Act (FMLA) an employee must meet all of the following requirements:

- The Company employs 50 employees within 75 miles of the employee's place of worksite;
- Worked for the Company for at least 12 months;
- Worked at least a total of 1,250 hours in the 12 months preceding the date of the requested leave; and
- The requested leave is for one or more of the following reasons:
  1. Birth of a child to the employee or to the employee's spouse (expires 12 months after birth).
  2. Placement of a child with the employee for adoption or foster care (expires 12 months after placement).
  3. To care for a spouse, child, or parent who has a serious health condition.
  4. A serious health condition of the employee.
  5. To care for a spouse, child, parent, or next of kin who is a covered military service member and who is undergoing medical treatment, recuperation, or therapy or is in outpatient status or is otherwise on the temporary disability retired list for an injury or illness incurred while on covered active duty and that may render the service member unfit to perform the duties of his or her office, grade, rank, or rating.
  6. To care for a veteran undergoing treatment who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the 5 years preceding the date they undergo medical treatment, recuperation, or therapy, for a serious injury or illness. To be covered, the injury must have been incurred in the line of duty or existed before the beginning of the member's active duty and been aggravated by service in the line of duty and manifested itself before or after the member became a veteran.
  7. Qualifying exigency arising out of the fact that the employee's spouse, parent, or child is on covered active duty or has been notified of an impending call or order to covered active duty, requiring deployment to a foreign country.

If you are unsure whether your situation or a covered family member's situation qualifies you for leave, please contact your direct supervisor or Human Resources for assistance.



## REQUESTING FMLA LEAVE

04.

You must provide at least 30 days' advance notice or as much notice as possible before your FMLA leave is anticipated to begin if the need for the leave is foreseeable. If the need for FMLA leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. The notice should be provided in writing, if possible, and should include the reason for the leave, the date the leave will begin and the anticipated duration of the leave.

The Company will make every effort to respond to requests for FMLA leave within five (5) calendar days.

The Company cannot, however, approve the requested leave unless you provide sufficient information to allow the Company to determine whether your requested leave qualifies for FMLA protection.

After your request for FMLA leave is reviewed, the Company will inform you whether you are eligible under the FMLA, whether your proposed leave will be designated as FMLA-protected and the amount of leave that will be counted against your FMLA leave entitlement. If you are not eligible under the FMLA, the Company will provide you with a reason for your ineligibility.

## CERTIFICATION REQUIREMENTS

05.

You must provide the Company with medical certification from a healthcare provider each time you apply for FMLA leave to care for your own serious health condition or that of a family member. You must cooperate with the Company and provide medical or other documentation in a timely manner. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law.

The Company is not requiring or requesting any information prohibited by law. After you provide medical certification of your need for leave, the Company may request a second opinion. In this case, the Company may require you or a covered family member to be examined by a healthcare provider selected by the Company, at the Company's expense. Additionally, the Company reserves the right to request periodic recertification supporting your need for leave.

You are also required to provide certification when requesting FMLA qualifying exigency leave or military caregiver leave. For details and assistance, please consult with Human Resources.

## AMOUNT AND TIMING OF LEAVE

06.

FMLA provides eligible employees with up to 12 work weeks of unpaid leave in a 12-month period (or up to 26 work weeks of unpaid leave in a single 12-month period to provide care to a covered family member who becomes ill or is injured in covered military active duty).

Unless stated otherwise, the maximum allowable time for any FMLA leave under this policy is 12 weeks (or 26 weeks for military caregiver leave) within a 12-month period, measured forward from the first day of the requested leave of absence.

FMLA leave may be taken on an intermittent basis or on a reduced time schedule when medically necessary. If intermittent leave is required, this need should be outlined in the certification from your healthcare provider. Regardless, the leave may not exceed a total of more than 12 workweeks in a leave year (except for military caregiver leave).

The duration and frequency of leave is determined by you or your family member's healthcare provider. You are required to make reasonable efforts to schedule planned leave for medical treatment so as not to unduly disrupt the Company's operations.

Where possible, FMLA will run concurrently with other types of leave. Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-week leave entitlement.

## BENEFITS DURING FMLA LEAVE

07.

The employee shall use accrued PTO, if available, for your otherwise unpaid FMLA leave. Since FMLA is unpaid, any income received through PTO or disability payments will run concurrently with FMLA. Use of paid time off benefits will not extend the total time available for leave beyond 12 weeks. If you receive group insurance benefits, they will continue during your FMLA leave provided you continue to pay your share of the premium, if applicable.

## RETURNING TO WORK

08.

At the conclusion of FMLA, you will be restored to the same job or an equivalent position with equivalent amount of pay and benefits. Previously accrued benefits will not be forfeited; however, seniority or additional benefits will not accrue during the absence.

If you take FMLA leave in connection with your own illness or injury, you must obtain a "Release to Return to Work" form from the attending physician prior to returning to your regular duties. This form must be returned to Human Resources or the Company designee at the time you return to work.

If you believe your FMLA leave rights have been violated, you should immediately report (either in writing or personally) your belief to: your direct supervisor, your supervisor's superior (if you believe that your supervisor is violating this policy), or the Human Resources Department. Retaliation against an employee who requests or takes leave under this policy is strictly prohibited.

Employees who are temporarily disabled or unable to work due to a medical condition, if qualified, should be guided by the Family Medical Leave Act (FMLA) referenced in this handbook. For those employees not qualified under FMLA, the Company may grant a medical leave of absence for the period of the condition/disability. Employees shall be required to take any earned PTO as part of their medical leave.

To obtain a medical leave not covered under FMLA, an employee must submit a letter from a healthcare professional to the Human Resource Department as soon as the employee is deemed unable to work. The letter must state the reason for the requested leave, the date the leave should begin and the approximate date the employee will return to work. If an employee is granted medical leave, permission, if granted, will end on the date specified in the letter, or any medically approved extension date.

The Company reserves the right to require additional proof of disability, including (at the Company's expense) requiring an employee to be examined by a healthcare professional designated by the Company.

During an extended leave due to illness, an employee or his representative must call the direct supervisor and the Human Resources Department on a weekly basis until the return to work. Before an employee may be permitted to return to work from leave, the employee must provide a release from a healthcare professional and receive prior authorization from the Company. The Company will make every attempt to return the employee to the former job. If the job has been changed or eliminated, the Company will endeavor to place the employee in a similar position upon return to work. Refusal by this individual to accept a position offered by the Company shall constitute, and be deemed to be, voluntary resignation.



## MILITARY LEAVE

10.

The Company will follow any and all applicable federal and state laws concerning military leave.

All employees performing service in the uniformed services, whether on a voluntary or involuntary basis and whether on active or inactive duty, will be granted all rights and benefits to which they are entitled under the Uniformed Services Employment and Reemployment Rights Act as well as applicable state law. These rights include, subject to the limitations imposed by applicable law, a right to reinstatement following the conclusion of a period of service.

When asked to report for military or reserve duty, employees requesting this leave must immediately notify their direct supervisor and Human Resources. Employees will be asked to present the documents required for the military service. Provided that employees meet all applicable requirements of the law, they will be eligible for reinstatement with no loss of seniority.

Service members and their families will receive health benefits in accordance with federal and state law. Health care coverage may be available under USERRA or COBRA. Employees returning from military leave will resume health plan coverage without a waiting period or other exclusion.

The period of military duty will be counted as covered service for the purposes of retirement plan eligibility, vesting, and benefit accrual. The Company may not make plan contributions during a military leave. Upon reemployment the Company will restart contributions, and make up contributions that would have been made during your absence. When you become aware of the need for military leave, you should notify Human Resources, which can provide additional details regarding your rights and obligations during a period of military leave.

## BEREAVEMENT LEAVE

11.

Regular, full-time team members are eligible to receive up to three (3) days paid bereavement leave due to the death of a member of their immediate family:

- spouse, mother, father, mother-in-law, father-in-law, children, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, spouse's grandparents.

## CIVIC RESPONSIBILITIES

12.

Trinity encourages each of our team members to accept his or her civic responsibilities. As a good corporate citizen, we are pleased to assist you in the performance of your civic duties.

## JURY DUTY LEAVE

13.

Performance of jury duty is part of your responsibility as a citizen. The Company will not ask or encourage you to request to be excused from or postpone a call to jury duty. Full time employees may be eligible for up to a three-day absence for jury duty. To qualify for up to three days paid absence for jury duty:

- An employee must have completed one year of continuous employment with the Company;
- The employee must have been summoned for jury duty by the normal random selection, and not have been selected by volunteering;
- Not later than the employee's next regularly scheduled work assignment after the receipt of the the jury summons, the employee must advise his direct supervisor in writing that he has been summoned for jury duty;
- The employee must have provided the company with a statement from the court showing the days for which he or she performed jury duty

You will be expected to work your regular schedule on any day you are not required to be present in court. You are also expected to work the remaining part of any scheduled shift if excused from jury duty in time to return to the workplace prior to the end of the shift.

Upon presenting the Company with evidence of jury duty, the company will pay the difference between jury duty pay and regular daily pay for up to three (3) days.

Retaliation against employees requesting leave under this policy is strictly prohibited.

## TIME OFF FOR VOTING

14.

Although polls are open most of the day, we realize that in some instances our team members are required to work overtime and may find that these hours are insufficient to reach to the polls. If you have a problem in this regard, please notify your manager, so that Trinity can make arrangements for you to have the sufficient time to reach the polls.

## DOMESTIC VIOLENCE LEAVE

15.

Employees with more than three months' service may be granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence. Such leave may be used to seek an injunction, obtain counseling or services from a victim-services organization, to make the home secure or seek new housing, or to seek legal assistance arising from the active of domestic violence.

# EMPLOYEE BENEFITS

## HEALTH AND WELFARE BENEFITS

01.

Team members have the option of selecting benefits and redirecting their salary to purchase those elections. These amounts are redirected before a team member's wages are subject to Federal, State, or local income tax or Social Security taxes (FICA) are calculated. Benefit eligibility begins on the first day of the month following 60 days after your hire date. A team member who is eligible to participate in the plan must complete an enrollment form or enroll online within the first 30 calendar days of employment.

In general, participants may not change their plan elections in the middle of the plan year. However, in certain situations, the IRS does allow mid-year election changes. Requests for changes due to life events must be submitted within 31 calendar days of the event. Changes for life events will be effective the first day of the month following the date the change was submitted. Life event changes for birth, adoption or placement for adoption will be effective the date of the family status change provided that the change request is submitted within 31 days of the life event.

## MEDICAL INSURANCE

02.

We make available medical insurance for eligible regular, full-time team members. Coverage for qualified dependents is available. The Company currently pays most of the cost of a team member's individual insurance, and also covers some of the cost for dependent coverage. Insurance premiums and benefits are subject to change, and team members may be responsible for paying future increases. All premiums for medical insurance are paid through automatic payroll deductions.



## DENTAL INSURANCE

03.

The Company make available dental insurance for eligible regular, full-time team members and their qualified dependents. Premiumsmay be paid through automatic payroll deductions. You may obtainassistance or additional information regarding this program from Human Resources.

## LIFE INSURANCE AND AD&D

04.

Basic amounts of life insurance and accidental death and dismemberment insurance are included as part of team member's benefits package. In addition, a team member may choose to purchase supplemental amounts of voluntary life insurance and accidental death and dismemberment insurance for the team member, the team member's spouse, or the team member's dependent children. You may obtain assistance or additional information regarding this program from Human Resources.

## VISION INSURANCE

02.

Eligible team members may elect to participate in the Company's vision insurance program. Premiums may be paid through automatic payroll deductions. You may obtainassistance or additional information regarding this program from HR Department.

## COBRA

03.

Team membersand their dependents participating in the Company's group health plan may be eligible for eighteen (18) to thirty-six (36) months of benefits continuation. Eligibility for this benefit continuation under COBRA (Consolidated Omnibus Budget Reconciliation Act) is triggered by a "qualifying event" such as reduction in hours of employment, divorce, or termination of employment for reasons other than gross misconduct, and is subject to policy terms and conditions and applicable legal guidelines.

Should you, your spouse, or your dependent child covered under our group health plan become eligible for this continuation coverage,you must indicate to us whether you elect to participate in this plan within a certain amount of time from the date of the "qualifying event." Otherwise, your group health benefits will end. If you have any questions regarding your eligibility or how benefit continuation works, please see HR Department.

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Trinity Sterile pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The supervisor will complete an injury report with input from the employee and return the form to the HR department. HR will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

**RETIREMENT BENEFITS****03.**

Trinity Retirement + Savings Plan:

The Company has established and maintains a 401(k) plan to allow eligible team members a tax-leveraged means of supplementing their retirement planning. Under this plan, you have the opportunity to defer up to 50% of your annual income, up to the current IRS limit. The Company matches 50 cents for every dollar contributed on the first 6% of contributions. Annual limits are established by the IRS each year. Eligible team members may also receive a discretionary retirement plan profit sharing contribution.

Social Security Insurance:

Pursuant to the Federal Insurance Contributions Act, better known as the Social Security Act, the Company deducts a percentage of your pay, matches it with an equal amount from the Company, and sends it to Social Security. If you are not familiar with the retirement and disability benefits provided under Social Security, check with your local Social Security office for a more complete explanation.

# CONFIRMATION OF RECEIPT

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge receipt of the Company Policy Handbook. I have read, understand, and agree to follow the policies and procedures contained therein. I understand that, except for the employment at-will policy, the Company can change any and all policies or practices at any time.

In consideration of my employment, I agree to abide by the policies and procedures of the Company and agree that, unless subject to a properly executed written agreement to the contrary, my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or me.

My signature below certifies that I understand that no manager or representative of the Company other than a member of the executive team has any authority to enter into any agreement for employment with me for any specified period of time, or to make any agreement contrary to the foregoing, and that such changes must be in writing, unless the Company has entered into a properly executed written agreement to the contrary.

---

Employee's Full Name (Print)

---

Signature of Employee

---

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

# CONFIRMATION OF RECEIPT

## HARASSMENT POLICY ACKNOWLEDGEMENT OF RECEIPT

I have read and understand the company's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

---

Employee's Full Name (Print)

---

Signature of Employee

---

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



# TRINITY STERILE, INC.

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