



5040 S. COUNTY ROAD 25A • TIPP CITY, OH 45371-2899

937/667-8484 • FAX # 937/667-5133

Employee Handbook

Rev H

(Do Not Print)

Contents

| | |
|---|-----------|
| OVERVIEW | 5 |
| OUR MISSION | 5 |
| OUR VISION | 5 |
| SECTION I: EMPLOYMENT POLICIES | 6 |
| “AT-WILL” EMPLOYMENT STATEMENT | 7 |
| COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY | 7 |
| UNLAWFUL HARASSMENT AND / OR DISCRIMINATION | 8 |
| Sexual Harassment | 8 |
| Other Harassment | 8 |
| Making Complaints and Reporting Violations | 8 |
| Investigation of Complaints and Reports | 9 |
| Penalties for Violations..... | 9 |
| Prohibition against Retaliation | 9 |
| ACCOMODATIONS FOR DISABILITIES | 9 |
| SECTION II: EMPLOYEE CONDUCT | 11 |
| CONDUCT RULES | 12 |
| Serious Misconduct | 12 |
| OPEN COMMUNICATION / DISPUTE RESOLUTION | 13 |
| PROFESSIONAL ATTIRE | 13 |
| Inappropriate/Unacceptable Attire: | 14 |
| NEW EMPLOYEES | 14 |
| PERFORMANCE REVIEW | 14 |
| OTHER EMPLOYMENT | 15 |
| DRUG FREE WORKPLACE AND SUBSTANCE ABUSE | 16 |
| Rules:..... | 16 |
| Safe Harbor | 17 |
| Testing | 17 |
| SMOKING/VAPING | 18 |
| REST ROOM PRIVACY..... | 18 |
| WEAPONS..... | 18 |
| THREATS AND VIOLENCE | 19 |

| | |
|--|-----------|
| ETHICS AND CONFLICTS OF INTEREST | 19 |
| SOLICITATION / DISTRIBUTION | 20 |
| PERSONAL PROPERTY | 21 |
| DRIVING RECORD AND BACKGROUND CHECKS..... | 21 |
| PARKING | 21 |
| VISITORS IN THE WORKPLACE | 21 |
| EMPLOYEE MEETINGS | 22 |
| SAFETY AND HEALTH | 22 |
| INJURY/ILLNESS ON THE JOB | 23 |
| FAMILY MEMBERS IN THE WORKPLACE..... | 24 |
| SECTION III: NO PRIVACY EXPECTATIONS..... | 25 |
| RIGHT TO SEARCH | 26 |
| CONFIDENTIALITY AND PROPRIETARY INFORMATION | 26 |
| USE OF E-MAIL AND VOICEMAIL | 26 |
| USE OF TELEPHONES AND CELLULAR TELEPHONES | 27 |
| INTERNET AND SOCIAL MEDIA | 28 |
| TECHNOLOGY RESOURCES USE POLICY..... | 29 |
| SECTION IV: EMPLOYEE PAY | 34 |
| PAYDAY | 35 |
| Direct Deposit..... | 35 |
| CORRECTIONS IN PAY | 35 |
| PAY TRANSPARENCY NONDISCRIMINATION PROVISION..... | 35 |
| HOURS OF WORK | 35 |
| OVERTIME | 36 |
| EMPLOYEE TIME CLOCK | 36 |
| ATTENDANCE AND PUNCTUALITY | 37 |
| Unplanned Time off Consequences on Pay and PTO: | 38 |
| Work Scheduled | 38 |
| ATTENDANCE BONUS..... | 38 |
| BREAKS AND LUNCH PERIODS | 39 |
| CHANGE OF STATUS | 39 |
| SECTION V: EMPLOYEE BENEFITS..... | 40 |
| ELIGIBILITY..... | 41 |

| | |
|---|-----------|
| MEDICAL LEAVE OF ABSENCE..... | 42 |
| Family and Medical Leave Act (FMLA)..... | 42 |
| PERSONAL LEAVE..... | 45 |
| MILITARY LEAVE | 45 |
| BEREAVEMENT LEAVE | 46 |
| JURY DUTY/WITNESS SERVICE | 46 |
| SECTION VI: ADDITIONAL BENEFITS INCLUDING HEALTH AND SAVINGS | 47 |
| ELIGIBILITY | 48 |
| INSURANCE BENEFITS..... | 48 |
| Medical Insurance | 48 |
| Dental Insurance | 48 |
| Vision Insurance | 48 |
| Group Life Insurance | 48 |
| SUPPLEMENTAL INSURANCE BENEFITS..... | 48 |
| 401(K) RETIREMENT SAVINGS PLAN..... | 49 |
| EDUCATIONAL ASSISTANCE..... | 49 |
| SECTION VII: LEAVING THE COMPANY..... | 51 |
| TERMINATION OF EMPLOYMENT | 52 |
| COMPANY PROPERTY | 53 |

OVERVIEW

Captor is the most trusted name in the design and manufacture of Electro-Magnetic Interference (EMI) filters. Since 1965, our engineering expertise has been incorporated in some of the most demanding applications. The markets we continue to serve include the Aerospace, Military, Telecommunication and Commercial Industries. With a 35,000 square foot manufacturing facility located just north of Dayton, OH, Captor is prepared to meet or exceed the new and changing market demands of the 21st century. With quality as our cornerstone, Captor is built on a solid foundation of value and trust within our customer base. Extraordinary technical communication with our staff ensures a superior product from conception to completion. Captor's renowned customer service has allowed for further expansion of our expertise into Contract Manufacturing. With rapid turnaround in the design and assembly of low to medium volume printed circuit boards and cable harnesses, Captor Corporation is the most service-oriented company in design and manufacturing.

OUR MISSION

Our mission is to produce the highest quality EMI filters and components.

To achieve this:

- We listen to our customers and strive to exceed their expectations
- We provide a safe and healthy workplace where everyone is treated as an individual, with respect and dignity
- We continuously look for improvements to maximize our quality and profitability

OUR VISION

- The relentless pursuit of total customer satisfaction
- Employee empowerment
- Lead the industry
- Produce outstanding profits

SECTION I: EMPLOYMENT POLICIES

“AT-WILL” EMPLOYMENT STATEMENT

This handbook provides general guidelines in ordinary language and is not intended to be legally binding nor is it a contract. The Company hopes each employment relationship will be a satisfactory and enduring one. Nevertheless, employees remain free to resign their employment at any time, for any or no reason, without notice. Similarly, the Company retains the right to terminate the employment of any employee at any time, for any or no reason, without notice. No one but the President of the Company has the authority to change this or any other provision of this handbook, and he may do so only in writing. Any statements to the contrary by anyone else are unauthorized, expressly disavowed, and should not be relied upon by anyone. The contents of this handbook are subject to change at any time at the discretion of the President.

COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Captor Corporation not to discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, citizenship status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identity, veteran status, genetic information or any other factors that are protected by federal, state or local law. It is also the policy of Captor to take affirmative action to employ and to advance in employment all persons regardless of race, color, religion, creed, national origin, citizenship status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identity, veteran status, genetic information or any other factors protected classifications. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants of Captor will not be subject to harassment on the basis of race, color, religion, creed, national origin, citizenship status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identity, veteran status, genetic information or any other factors that are protected by federal, state or local law. Additionally, retaliation, including intimidation, threats or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any federal, state or local law is prohibited.

In furtherance of the Company's policy regarding Affirmative Action and Equal Employment Opportunity, Captor Corporation has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that the company is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. The Affirmative Action Program is available in the Human Resources office for inspection by any employee or applicant for employment upon request, during normal business hours. Interested persons should contact human resources for assistance.

We request the support of all employees in accomplishing Equal Employment Opportunity.

UNLAWFUL HARASSMENT AND / OR DISCRIMINATION

The Company is committed to maintaining a work environment that is free of discrimination and harassment based on a person's race, color, religion, creed, national origin, citizenship status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identity, veteran status, genetic information ("protected classifications"). No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

Sexual Harassment

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject another employee to any unwelcome conduct of a sexual nature. This includes both unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes and other sexual comments. An employee's conduct is considered unwelcome and in violation of this policy when the employee knows or should know it is unwelcome to the person subjected to it.

Other Harassment

The Company's policy regarding sexual harassment is applicable to harassment on other bases considered "protected classifications", such as race, color, religion, creed, national origin, citizenship status, ancestry, age, physical or mental disability, gender, sex, marital status, pregnancy (or related condition), sexual orientation, gender identity, veteran status, genetic information. As with sexually related conduct, inappropriate or offensive actions, words, jokes, or comments based on an individual's "protected classification" will not be tolerated.

Making Complaints and Reporting Violations

It is everyone's responsibility to maintain a discrimination and harassment-free work atmosphere. This includes freedom from prohibited conduct by fellow employees, but also by other persons, employees encounter in the course of their employment, if the Company is made aware of such conduct. Employees who have a complaint or concern about possible sexual harassment or other harassment or other prohibited conduct should report such complaint or concern to the Company. The Company is prepared to receive complaints about behavior perceived as unprofessional or inappropriate regardless of whether the behavior constitutes unlawful harassment.

If an employee believes they are the victim of harassment, they are requested and encouraged to make a complaint to the Company. Employees are not required to complain first to the person who is harassing him/her. He/She may complain directly to his/her line leader, manager, human

resources, the President of the Company, or a member of senior management. Similarly, if they observe harassment of another employee, they are requested and encouraged to report this to one of the persons described above. No reprisal, retaliation, or other adverse action will be taken against any employee for making a complaint or report of harassment in good faith, or for assisting in good faith in the investigation of any such complaint or report. Please remember that we are unable to correct situations that are unknown to us or that are not brought to our attention.

Investigation of Complaints and Reports

The Company will promptly investigate any complaint or report of violation of this policy. An investigation can take several weeks in some cases. An employee may be asked to provide a written statement of their knowledge of the claimed violation, or to verify that a written statement is accurate and complete, with their additions and corrections, if necessary.

Penalties for Violations

The Company will take prompt disciplinary action and remedial action of a violation if its investigation shows a violation of this policy. Any employee, line leader, manager or officer who is found after appropriate investigation to have engaged in the harassment of another employee will be subject to disciplinary action, up to and including termination.

A complaint or report that this policy has been violated is a serious matter. Dishonest complaints or reports are also against our policy, and the Company will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made.

Prohibition against Retaliation

Retaliation against an employee because of a good faith report under this policy or because an employee has participated in an investigation under this policy is also prohibited and will not be tolerated. Any suspected retaliation must also be immediately reported. Complaints of retaliation will be investigated and, where appropriate, may lead to disciplinary action up to and including termination.

If employees have any questions about this policy, they may contact human resources for additional information. If employees have other questions or concerns about discrimination or harassment, they may ask human resources or a member of management.

ACCOMODATIONS FOR DISABILITIES

It is the policy of Captor Corporation to treat all employees with dignity, respect and compassion. Consistent with applicable laws, the Company will make reasonable accommodations for qualified individuals with a known disability unless doing so would result in undue hardship. To request a reasonable accommodation, you must go to human resources. Consistent with applicable law, it is the responsibility of the requestor to provide specific information about the nature of the disability, the type of accommodation requested, and an explanation of how the accommodation will allow for the performance of the position's essential functions. The Company may also require verification of the disability by the requestor's physician, medial provider, or vocational/rehabilitative counselor, and may require the request to sign a medial

release form. Employees are not legally obligated to disclose information about physical or mental limitations that he/she believes will not interfere with his/her capacity to do the job. Failure to provide the requested medical information may result in the denial of the request for accommodation.

SECTION II: EMPLOYEE CONDUCT

CONDUCT RULES

Captor Corporation has established reasonable rules it considers necessary to ensure the orderly and efficient conduct of the business and to provide a good place to work for all employees. All employees are expected to observe these rules and to use good judgment in honoring their intent.

These rules do not impose any contractual obligation on the Company and are not intended to include all possible grounds for discipline. They simply establish general rules, which are accepted as proper in any business.

Serious Misconduct

There are certain major offenses that may result in discharge. Below are some examples of such offenses:

- Violation of the Company's Drug and Alcohol Policy
- Insubordination (e.g., refusal to promptly obey work instruction or job assignment from a supervisor)
- Failure or refusal to perform assigned work
- Theft
- Dishonesty
- Falsification of a record or supplying falsified information (payroll, employment application, medical, insurance, time card, production record, etc.)
- Abusive horseplay
- Intentional abuse or destruction of property belonging to the Company, a customer, vendor, supplier, or other employee
- Sleeping on duty
- Fighting on Company premises
- Removing or attempting to remove property belonging to the Company, a customer, supplier or employee from the premises without proper authorization. The Company reserves the right to inspect all parcels carried by employees off the premises. Refusal to submit to such inspection is a separate violation of this rule
- Possession of explosives, firearms or other weapons. Concealed weapons may not be carried into the building but must remain locked in the employee's car
- Assault or deliberate attempt to injure a customer, vendor, supplier, or employee
- Leaving Company premises without permission during working hours
- Threatening a customer, vendor, supplier, or employee with injury to person or property
- Offering to take or taking a bribe or kickback of any kind in connection with work
- Deliberate interference with production, or with the work of another employee
- Failure or refusal to use required safety equipment
- Immoral or indecent conduct on Company premises
- Reckless conduct which threatens or results in injury to person or property

- Failure to report without calling in for three consecutive workdays
- Association with any business enterprise in competition with the Company
- Unauthorized disclosure of confidential business information belonging to the Company
- Discrimination against other employees or other conduct in violation of the EEO, reasonable accommodation or non-harassment policies
- Failure to cooperate with a company investigation
- Negative or disruptive behavior creating discord

The above list is not all-inclusive but merely a sampling of examples of serious misconduct. Additional offenses, outside those listed above, may result in counseling and/or discipline. However, depending on the circumstances, a violation may result in disciplinary action, up to and including immediate termination.

OPEN COMMUNICATION / DISPUTE RESOLUTION

Misunderstandings or conflicts can arise in any company. Employees of Captor Corporation must behave as mature, professional adults. The Company provides an environment for employees to be professional and productive to encourage a successful experience for both the employee and the Company.

To ensure effective working relations, it is important that such matters be resolved as soon as possible. The following general guidelines are for everyone's benefit and may be used when an employee sees a significant problem developing:

- Step one. The employee may speak with the line leader or manager. He/She may immediately solve the problem. If the problem is not solved at this level, or if the employee believes discussing it with their line leader/manager would not be appropriate, proceed to the next step.
- Step two. The employee must schedule a meeting with senior management. Senior management will consider the facts and, if appropriate, conduct an investigation and/or consult with human resources.
- Step three. If the employee is not satisfied, or feels as though the issue has not been resolved appropriately, they may contact human resources directly, in writing, with their concerns.

Concerns of all employees are important to the Company and the doors are always open.

PROFESSIONAL ATTIRE

While it is the intent of Captor Corporation that all employees dress for their own comfort during work hours, the professional image of our Company is maintained, in part, by the image that employees present to customers, vendors and others.

The dress code requirements are established based on business conditions and/or safety concerns. Captor Corporation requires all its employees to maintain a professional, business-like appearance consistent with their job and safety. Employees contribute personally to this desired

image by their attire and grooming and are expected to maintain excellent personal hygiene. Employees should be considerate of their fellow employees and be conservative in the use of colognes and perfumes.

Inappropriate/Unacceptable Attire:

- Clothing that is too tight, too loose and/or too revealing, showing midriff or cleavage;
- Shorts and halter tops;
- Open-toed shoes, heels over two inches, heels that come to a narrow base, or sandals;

In references to the clothes employees wear to work, employees must keep in mind the type of work they normally do or will be doing on a particular day. Such as: greeting customers, sitting at a desk, working in stock, climbing a ladder, lifting, bending, reaching and/or pulling, etc.

Clothing must not constitute a safety hazard. All employees must practice common sense rules of neatness, good taste and appropriateness. Provocative dress is prohibited. Captor Corporation can and will determine appropriateness of dress at all times and in all circumstances and may send employees home to change (without pay) should it be determined that their dress is not appropriate.

NEW EMPLOYEES

New employees are defined as those employees within the first *90 calendar days*. This introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Captor Corporation uses this period to evaluate employee capabilities, work habits and overall performance. After this period, Captor Corporation will continue to evaluate employee capabilities, work habits and performance. Because of the “at-will” relationship entered into for employment at Captor Corporation, either the employee or Captor Corporation may end the employment relationship “at will” at any time during or after this introductory period, with or without reason, cause or advance notice.

PERFORMANCE REVIEW

Employees will receive a wage commensurate with ability, experience, business needs, and job classification. They may receive wage increases based on their work effort, ability, attitude, attendance and overall performance as judged by their Line Leaders or Managers and the Company. Our employees will typically receive a total performance and wage review annually. Employees who are on current formal disciplinary action or performance improvement plan will not be eligible to receive a wage increase during the review period. The employee’s Manager may set additional reviews as necessary.

Captor Corporation asks that employees put forth their best effort to do their job to the best of their ability. In addition, employees’ ability to cooperate well with others and to interact with their Manager and co-workers in a positive and productive manner plays an important role in their

overall job performance. By developing a good relationship with their co-workers and Manager, employees will help further the cooperation necessary to do their job well. Employees will improve their knowledge and understanding of this industry by asking questions and discussing problems. They may have a better way or a solution to a problem, so do not be afraid to offer a suggestion.

CORRECTIVE ACTION

The operation of any business or company requires certain standards of conduct. They serve to guide us in our work-related performance and responsibilities. While the majority of individuals abide by established standards, there is always a small percent that do not and thus corrective action procedures are necessary.

Any employee who fails to adhere to the company's established standards will be subject to corrective action, up to and including dismissal for a first offense.

VERBAL WARNING

Some infractions of company rules, policies or poor performance may result in a counseling session with the Line Leader or Manager.

WRITTEN WARNING

Some behaviors may result in a written warning.

SUSPENSION WITHOUT PAY

Repeated violations or violations of a more serious nature may result in suspension without pay.

TERMINATION

Repeated violations or violations of a more serious nature may result in termination.

At management's discretion, we reserve the right to enter into any phase of discipline at any time depending on the nature, severity and frequency of the offense. Any violation of the Standard of Conduct is considered a serious violation and may result in immediate termination.

OTHER EMPLOYMENT

While Captor Corporation does not prohibit employees from having a second job, secondary employment must not affect the employee's work hours, interfere or conflict with the employee's regular duties, raise any ethics concerns or necessitate long hours that may impact the employee's working effectiveness. Employees are not permitted to use unpaid time off for secondary work.

DRUG FREE WORKPLACE AND SUBSTANCE ABUSE

It is the policy of Captor Corporation to foster a drug-free workplace. This is the Company's policy, and it is consistent with its obligation as a federal contractor under the federal Drug-Free Workplace Act of 1988. Possession, use, distribution or sale of alcohol or any controlled substance or chemical not prescribed by an authorized physician for a current specific medical problem during work time or reporting for work under the influence of drugs or alcohol, is strictly prohibited. The use of alcohol or controlled substances is inconsistent with the behavior expected of employees and subjects employees and visitors to our facilities to unacceptable safety risks and standards and undermines the Company's ability to operate effectively and efficiently. Such conduct is also prohibited during non-working time to the extent that, in the opinion of the Company, it impairs an employee's conduct or performance on the job.

Failure to comply with the policy will result in immediate corrective action, up to and including termination.

Captor recognizes the serious safety hazards posed by alcohol and drug abuse. Drug and alcohol abuse can also affect job performance. Therefore, in the interest of safety and job performance the following Drug/Alcohol policy is in effect.

Rules:

1. No employee may manufacture, distribute, dispense, possess, buy, sell or use any alcohol, illegal drugs or controlled substances while on the job, or during a meal period or while on Company property (including parking lot and grounds), or off Company premises while on Company time. The penalty for this is discharge.
2. No employee may report to work or be at work under the influence of alcohol or drugs. Violation of this will subject the employee to discharge. Being under the influence will not excuse any other violation of Company rules or standards, under this policy or otherwise. Any positive drug test result, or alcohol test result of .02 or above, will be deemed "under the influence" for purposes of this policy.
3. The only exception to paragraphs 1 and 2 is for prescribed (for the employee) or over-the-counter medication, and even then, the employee must notify the Company before starting work if the employee has reason to believe that the medication may impair his or her ability to do the job. Impairment is just as serious when caused by medication; failure to report will be treated under paragraph 2. This exception does not apply to medical marijuana. No employee may manufacture, distribute, dispense, possess, buy, sell or use medical marijuana while on the job, or during a meal period while on Company property (including parking lot and grounds), or off Company premises while on Company time. No employee may report to work or be at work under the influence of medical marijuana, even when prescribed by a physician. This will result in disciplinary action described under paragraphs 1 and 2.
4. Anyone involved in the illegal trafficking of drugs, or illegal conduct consistent with trafficking of drugs, on or off Company premises, will be discharged.

5. All employees must report to the Company any drug arrest or conviction occurring during their employment no later than five days after such arrest or conviction. Violation of this will result in disciplinary action, up to and including termination.
6. When there is suspicion that an employee has violated this policy, the Company may inspect the employee, the employee's desk and other Company property under the employee's control, and the employee's personal effects and vehicle on Company property. Refusal to cooperate will result in termination.

Safe Harbor

A drug and alcohol problem will not excuse any violation of Company rules or standards, under this policy or otherwise, whether the employee seeks treatment or not. It is the employee's responsibility to seek assistance from human resources before drug or alcohol abuse leads to disciplinary action. The Company will provide a "safe harbor" and generally will not initiate disciplinary action against any current employee who meets all four of the following criteria:

- Voluntarily identifies him/herself to human resources as having a drug or alcohol problem prior to being requested by the Company to submit to a drug or alcohol test;
- Completes a counseling or rehabilitation program recommended by the Employee Assistance Program (EAP);
- Thereafter, refrains from drug or alcohol abuse; and,
- Complies with the return to duty testing program

Employees are urged to seek professional help for a drug or alcohol related problem before disciplinary action is necessary. The Company's health insurance program has provisions for treatment for drug and alcohol abuse. If you have any questions about these provisions, you may contact human resources.

If an employee seeks treatment before violating any Company rule or standard, and the treatment requires that the employee not work for a period, the Company may grant the employee a leave of absence without pay. The leave will be subject to the terms of applicable health insurance policies. Any costs associated with treatments that are not covered by the employee's insurance will be the responsibility of the employee. This leave will be conditioned upon receipt of reports from the treatment providers that the employee is cooperating and making reasonable progress in the treatment program. The employee will be permitted to return to work only if he/she passes a drug and alcohol test and has satisfactory medical evidence that he/she is fit for work.

Employees may not request an accommodation to avoid disciplinary action for a policy violation.

Testing

Consistent with applicable law, the Company may require drug or alcohol testing under any of the following circumstances:

1. Applicants must pass a test before being placed on the job. An applicant who tests positive will not be hired at that time, but may reapply for employment after one year. Applicants who receive a diluted test result will have 24 hours within which to re-test at their own

expense, otherwise they will not be hired at that time, but may reapply for employment after one year.

2. There is suspicion of a problem. The Company may test whenever it, in good faith, suspects that there is a drug or alcohol related problem with the employee.
3. Post-accident. The Company may require a test after any accident or incident that resulted, or reasonably could have resulted, in an injury to person or property.
4. After a positive test result. Employees who return to work after a suspension, leave related to a positive test, or otherwise related to drugs or alcohol may be tested at any time for the remainder of their employment.
5. Random testing. Employees may be required to submit to a test at any time and without notice.
6. Required by law. The Company will test in any other circumstance required by law.

In the case of pre-employment testing, applicants may receive inconclusive, or diluted, test results. The applicants that receive these results prior to their start date will be granted 24 hours, upon receipt of failure, to be retested at their cost in order to remain a new hire with The Company.

SMOKING/VAPING

The Company is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy and state law, smoking or vaping is not permitted inside the building. Smoking or vaping is permitted outside at the rear of the building, but not within 10 feet of any door that other employees use to enter or exit the building. Employees who wish to smoke must limit their smoking to break and meal periods. To keep our environment looking clean and safe, place all cigarette butts in the cigarette bins. Consideration between smokers and non-smokers is expected. This policy applies equally to all employees, customers and visitors.

REST ROOM PRIVACY

Because of privacy concerns, no one may record or photograph in any restroom at any time. Failure to comply will result in disciplinary action, up to and including termination.

WEAPONS

Captor Corporation prohibits anyone from possession or carrying weapons of any kind on company property. Employees must leave them locked in their car and must not bring them into the building.

This prohibition against weapons includes:

- Any form of weapon or explosives
- All firearms and knives except small pocket knives

If an employee is unsure whether an item is covered by this policy, please contact human resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy.

THREATS AND VIOLENCE

The safety and security of all employees is of primary importance at Captor Corporation. Threats, threatening and abusive behavior or acts of violence against employees, visitors, customers or other individuals by anyone on Captor Corporation property will not be tolerated. Violations of this policy will lead to accelerated disciplinary action, not corrective action, up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. Captor Corporation can and will take any necessary legal action to protect its employees, customers and property.

Any person who makes threats, exhibits threatening behavior or engages in violent acts on Company premises shall be removed from the premises as quickly as safety permits and will be removed off Company premises pending the outcome of the investigation. Following investigation, the Company will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior that they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of an employee when the behavior has been carried out on a company-controlled site or is connected to company employment or company business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

ETHICS AND CONFLICTS OF INTEREST

Employees are expected to adhere to high ethical standards. Captor Corporation requires that the transactions employees participate in are ethical and within the law, both in letter and in spirit.

Captor Corporation recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of Captor Corporation as “standard practice”, that is by no means sufficient reason to assume that such practice is acceptable at our company. There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets of this policy outline some basic guidelines for ethical behavior at Captor Corporation. Whenever employees are in doubt, they should consult their Manager.

Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts from competitors, vendors, potential vendors or customers of the company. Gifts may only be accepted if they have a nominal value and only on appropriate occasions and should be shared with company members (for example, a holiday gift). Employees are cautioned not to accept any form of compensation or non-business related entertainment, nor may employees sell to third parties any information, products or materials acquired from the company. Employees may engage in outside business activities, provided such activities do not adversely affect the company or the employee's job performance and the employee does not work for a competitor, vendor or customer. Employees are prohibited from engaging in financial participation, outside employment or any other business undertaking that is competitive with Captor Corporation. Employees may not use proprietary and/or confidential information for personal gain, nor may they use assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor or customer of the Company, the employee must disclose this fact in writing to senior management. The company will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, Captor Corporation may be forced to ask the employee to tender his/her resignation. Captor Corporation has sole discretion to determine whether such a conflict of interest exists.

Should any employee become aware an unethical or illegal action with any connection to the Company or its business associates, that employee has the duty and responsibility to immediately report that information to management for investigation. Failure to do so will subject the employee to discipline up to and including termination. All employees should realize that any wrongdoing is counter to our mission and vision and will therefore, not be tolerated. Employees are encouraged to seek assistance from their Managers with any legal or ethical concerns. However, Captor Corporation realizes this may not always be possible. As a result, employees may contact senior management to report anything that they cannot discuss with their Manager.

SOLICITATION / DISTRIBUTION

Solicitation is prohibited during work time if it would interfere with any employee's work or Company operations. This does not include break or lunch time. Distribution of any printed materials must be limited to non-work areas at non-work time. Solicitation and/or distribution of material on company property by persons not employed by Captor Corporation are prohibited at all times.

Bulletin boards, tables, email systems, etc. are solely for posting or distributing information about Captor Corporation business. Only Captor Corporation may post on them. All employees are expected to check these bulletin boards periodically for new or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

PERSONAL PROPERTY

Roll around carts are provided with locks for employees. While the roll around carts are company property, we expect employees to keep them maintained.

Captor Provides each employee with a Captor approved drink container that may be kept on top of your roll around. The employee may purchase additional containers. They may not be used in your work area with alternate lids, straws, or any other modification.

The employee's workstation should be kept free and clear of any items that could induce damage to Captor product. (Spill hazards, FOD, ESD, etc.) The work area must be kept clean and without clutter.

Personal items are categorized as either "Every-Day" or "Prohibited". The below lists are only examples and are not all-inclusive. Prohibited items in the work area are to be kept in the employee's roll around cart and may not be used in the work area. Every-Day items may be kept in the employee's work area as appropriate.

Every-Day Items

Fans
Tissues
Coat
Pictures

Prohibited Items

Food
Drink/Container (Non-Captor)
Tools
Purses/Bags

DRIVING RECORD AND BACKGROUND CHECKS

Maintaining a safe driving record is a condition for continued employment for all employees who must operate company vehicles either as part of their regular duties or on an as needed basis.

If an employee receives an unacceptable number of points against their driver's record, they could be terminated from their position.

PARKING

In order to provide our visitors, vendors, and others convenient access to the building, please do not park in visitor or handicap parking spots unless proper documentation is displayed. There are no assigned parking spots. Any employee who attempts to claim a parking spot may be subject to disciplinary action, up to and including termination.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at Captor Corporation, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors should enter Captor Corporation at the reception area. Business visitors will receive a badge and directions or be escorted to their destination and non-business-related visitors will be brought to the north cafeteria. Employees who need to have contact with or see a visitor within our premises must speak with their Line Leader or Manager for proper arrangements to be made.

Employees are responsible for the conduct and safety of their visitors. Repeat service vendors may be allowed in the building without badges. These service vendors will be wearing corporate attire. (I.e. Cintas, UPS, Fed Ex ...).

Visitors are required to follow all safety rules that employees are required to follow. If an unauthorized individual is observed on Captor Corporation's premises, employees should immediately notify their Line Leader or Manager or, if necessary, direct the individual to the reception area.

EMPLOYEE MEETINGS

Line Leaders and Managers will schedule employee meetings as necessary for training, introducing new products or policies or other business reasons. Employees are paid for their attendance at these meetings. Mandatory meetings are the same as scheduled work shifts. These will be announced in advance and employees' attendance is required. If an employee cannot attend, he/she must follow the same notification procedure as followed for absence of a work shift. Unplanned absences from mandatory meetings may result in corrective action, up to and including termination.

SAFETY AND HEALTH

Captor Corporation promotes a safe and healthful environment for employees, customers and visitors.

Captor Corporation provides information to employees about workplace safety and health issues through memos and other written communication.

Each employee is expected to work safely in all work activities and use safety equipment provided by Captor Corporation at all times. Employees must immediately report any unsafe condition to the appropriate Line Leader or Manager. Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report or remedy such situations, shall be subject to disciplinary action, up to and including termination.

In the case of accidents that result in injury or illness, regardless of how insignificant or minor it may seem, employees should immediately notify Human Resources and the appropriate Line Leader or Manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

INJURY/ILLNESS ON THE JOB

Accident prevention is everyone's responsibility. One of the main responsibilities for employees at work is to understand how to do their job safely. They have to commit to follow the training that they receive, the Company's established work procedures, general safety rules, and apply them with common sense so they can have a safe performance at work.

If employees do not have the proper understanding of the safety measures and procedures in their jobs, they put themselves and others in danger. Employees can always learn something new, so even if they think they know the procedures of their job, listening to others questions might refresh the employees' knowledge.

Any employee reporting an on-the-job injury or illness will receive immediate and appropriate medical treatment. All applicable federal, state and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

It is the responsibility of all employees to report as in writing to their Line Leader/Manager all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. Employees should report any such incidents as soon as possible to ensure proper handling. Incident report forms are provided for this purpose and may be obtained from any Line Leader, Manager or Human Resources. Employees will then complete the form and give it to their Line Leader/Manager. The Line Leader/Manager will complete the incident report form. Failure to report an injury or illness as required by company policy could result in loss of compensation, benefits and possibly lead to disciplinary action, up to and including termination of employment.

When employees sustain an injury or illness that requires outside medical treatment, the employees may be subject to completing a screening for the presence of drugs and/or alcohol in their system. When employees are involved in a mobile equipment accident that results in damage, the employees may be subject to completing a screening for the presence of drugs and/or alcohol in their system. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

In the event an injury is of the nature that requires outside medical treatment, employees will be paid for their entire shift.

Where the employee is involved in an accident that results or reasonably could have resulted in property damage or physical injury to any person, the employee may be required to take a drug and alcohol test.

A positive test or refusal to submit to post-incident testing is grounds for claim refusal and termination of employment.

All employees must refrain from horseplay or malicious mischief while on the job. Any injury sustained due to horseplay or malicious mischief may not be covered by Workers' Compensation. It is our main concern to operate in a safe and healthy manner. It is also our goal to have our

employees do the same. Carelessness is not an acceptable excuse for any injury. Captor Corporation will do its part to ensure your safety. You must do the same. If it is determined that negligence, carelessness or unsafe work habits were a contributing factor to any incident, corrective action will be taken.

The employer has the right, based on pertinent information, to either fully certify the claim or reject the validity of the claim. There will not be retaliation on the part of the company for any good faith claim.

FAMILY MEMBERS IN THE WORKPLACE

Captor has allowed for the hiring of family members in the workplace, and for employees who start a relationship after being hired to both remain in Captor's employ. We changed this policy so that we would not miss out on great employees.

However, we recognize that encouraging the employment of relatives can have a potential negative impact at times. We want to make sure that our expectations are clear.

- The term relative is anyone that has a relation by blood, marriage, or adoption. We also include those who live together as a domestic partnership and those that are dating.
- Separating business from personal life is challenging. It requires setting boundaries so that business issues do not affect personal relationships and personal issues don't disrupt business operations.
- You may have a relationship with another employee outside of work. As far as Captor is concerned the relationship does not exist and you are two separate employees.
 - This includes requesting PTO and flex time. Time off requests are evaluated and granted based on the 25% rule and workload.
- Favoritism and conflict of interest will not be tolerated.
- Be careful that information you share with each other outside of work does not impact your behavior at work.
- Employees may have sensitive and/or confidential/personal information that should not be shared at home. This protects the employees and the company.
- It is the employee's responsibility to report relationships to HR.

SECTION III: NO PRIVACY EXPECTATIONS

RIGHT TO SEARCH

Access to Captor Corporation's premises is conditioned upon its right to inspect or search the person, vehicle or personal effects of any employee or visitor. This may include any employee's office, desk, computer & related equipment, file cabinet, closet, locker, lunchbox, clothing or similar place. Employees should have no expectation of privacy in connection with any of these listed places. Because even a routine inspection or search might result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to others in the company.

From time to time, and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises or property of the company (including alcohol and/or drug screens or other testing). Refusal to cooperate in such an inspection or search (including alcohol and/or drug screens) shall be grounds for disciplinary action, up to and including termination.

CONFIDENTIALITY AND PROPRIETARY INFORMATION

Employees of Captor Corporation will receive and have access to information that is confidential in nature to the company, its customers and vendors (such as confidential information about customers, suppliers, vendors, products, designs, processes, sales and marketing activity and plans, trade secrets, etc.). Employees are not to disclose any such confidential information to (a) any other person in the company unless there is a legitimate business reason for doing so or (b) any person outside the company unless management has expressly stated that the information can be disclosed to that person. This obligation exists after the employee leaves the company.

The company has developed certain proprietary designs, products and processes that are unique to the company. Keeping such information from competitors plays an important part in our success. The company protects proprietary information by restricting employees' and visitors' access to certain designated areas and access to documents to only those who have business reasons to view them.

All employees grant Captor Corporation the patent rights to any invention created or associated with our technology and/or the copyright to any designs, materials fabrications created during working hours while employed with Captor Corporation.

USE OF E-MAIL AND VOICEMAIL

The facsimile (fax) machine, computers, computer files, the E-mail system and software furnished to employees, including all data, are the property of Captor Corporation and are intended for business use. Limited personal use is permitted during non-work time, provided it does not interfere with any employee's work and does not otherwise violate any Captor Corporation policy (e.g., the EEO or harassment policies).

Captor Corporation may monitor, search, and delete all aspects of its equipment or services, including employee correspondence and e-mail. Employee use of Captor's systems is not private. Employees should not expect any privacy in anything they create, send, install, maintain, store, delete or receive on Captor Corporation's equipment or services. Employees should also not use a password, access a file or retrieve any stored communication without authorization. Computer and E-mail usage may be monitored at any time.

The company prohibits the use of computers and the E-mail system in ways that violate its policies. For example, the display or transmission of sexually explicit images, messages and cartoons are not allowed (see policy against harassment). Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Captor Corporation prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate Line Leader, Manager or the Human Resource Manager upon learning of violations of this policy.

USE OF TELEPHONES AND CELLULAR TELEPHONES

While communication is vital to everyone, all personal phone calls can also be disruptive to the work environment. It is the company's policy to inform employees of emergency incoming telephone calls. For non-emergency phone calls, these messages will be posted on the bulletin board in the employee's work area.

We request that all employees try to limit all personal phone calls to three minutes.

Use of Telephones

All employees are requested to make all personal phone calls on the telephone in the production area only while on break or at lunch. If an employee feels an urgent personal call must be made during working time, they need to obtain permission from their Line Leader or Manager first.

Cell Phones / Connected Devices

Devices may be used to listen to audio content while you work, but interaction with the device must be kept to a minimum. Texting and brief calls are permitted in emergencies during work as long as the frequency and duration are kept to a minimum. Social media, Internet and other uses should only be accessible during your breaks and lunch. Devices may not be accessed in the bathrooms at any time.

Your line leader/manager will monitor cell phone use and address any abuses. Employees should communicate the need for use during scheduled work hours. It is important to ensure in all cases that your device is not disruptive to your work or to those around you. Abuse of this policy will result in loss of privileges and/or further disciplinary action.

INTERNET AND SOCIAL MEDIA

Blogs, social networks and websites are exciting new channels for individuals to share knowledge, express creativity and connect with others who share their interests. Captor Corporation understands you may participate in social media on your time and with your own devices.

You may not use social media during work time or with Captor Corporation's equipment (unless doing so on behalf of the company with prior approval of the President). Employees should have no expectation of privacy in anything they do on the Internet – it is a public space where what you write is open for the world to see.

You may not speak for or appear to speak for Captor Corporation without prior approval from the President. Only staff authorized by the President may speak for, or appear to speak for, Captor Corporation. Similarly, only authorized staff may establish an official Captor Corporation presence on a public social network (like Facebook, Twitter, YouTube, or Flickr) and post pictures and narratives of clients (using pseudonyms).

General Recommendations

Remember that there is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post.

Be Respectful and Professional. Be respectful and professional to coworkers, customers, and vendors. Never harass (as defined by our harassment policy), threaten, libel, or defame employees, customers, vendors, or anyone else.

Speak for Yourself, not Captor Corporation. If you write anything related to Captor Corporation on social media, make it clear that what you say is representative of your views and opinions and you are not suggesting in any way that you speak on behalf of Captor Corporation. Employees are free to express themselves and their opinions as long as they are clearly representing themselves and not speaking on behalf of, or in the name of, Captor Corporation.

Respect Captor Corporation Products, Customers and Vendors. Do not make negative comments about Captor Corporation's products, customers or vendors in any social media. Do not identify our customers or vendors by first or last name in any social media.

Respect Copyright. Respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards. Do not use Captor Corporation logos, trademarks, or other protected information or property for any business/commercial venture without the President's prior written authorization.

TECHNOLOGY RESOURCES USE POLICY

1. PURPOSE

- a) To remain competitive, better serve our customers and provide our employees with the best tools to do their jobs, Captor Corporation ("the Company") may make available to our workforce access to one or more forms of electronic media and services, including but not limited to: computers, software, printers, copiers, files, databases, email, telephones, voicemail, fax machines, intranet, Internet and the World Wide Web.
- b) All employees and everyone connected with the organization should remember that electronic media and services provided by the Company are Company property and their purpose is to facilitate and support Company business. Employees should not expect any privacy in anything they create, send, install, maintain, store, delete or receive on the Company's equipment or services. The Company may monitor, search and delete all aspects of its equipment or services, including employee correspondence and e-mail. All computer users have the responsibility to use these resources in a professional, ethical and lawful manner.
- c) To ensure that all employees are responsible, the following guidelines have been established for using the Company's systems, including email and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Captor Corporation philosophy and set forth general principles when using electronic media and services.

2. AUTHORIZATION

Access to the Captor Corporation technology resources is within the sole discretion of the Company. Generally, employees are given access to the Company's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the Company's technology resources will be given access to the necessary technology. Additionally, employees may be required to successfully complete Company-approved training before being given access to the Captor Corporation technology resources.

3. PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly copying, transmitting, retrieving or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;

- Obscene, sexually explicit, pornographic, defamatory or threatening;
- In violation of any license governing the use of software;
- Engaged in for any purpose that is illegal or in any way that discloses confidential or proprietary information of the Company, its customers, or vendors (such as confidential information about customers, suppliers, vendors, products, designs, processes, sales and marketing activity and plans, trade secrets, etc.); or
- Protected by copyrights laws unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

4. PROFESSIONAL CONSIDERATIONS

When communicating on behalf of Captor, it is important to maintain a proper spirit and tone to your communications over the system. The following guidelines are suggested:

- Make your communications positive, constructive, complete, and factual.
- Do not write when angry and edit before sending.
- Be careful with humor – they cannot see you wink 😊.
- Always avoid sarcastic humor.
- Never use all caps – that is perceived as “SHOUTING!”
- Avoid belaboring disagreements in email – there is a time for face-to-face meetings.
- Always guide your recipient in responding by stating what you need and by when.
- Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients with careless mistakes.

5. LIMITED PERSONAL USE

The computers, electronic media and services provided by Captor Corporation are primarily for business use to assist employees in the performance of their jobs. Limited personal use is permitted during non-work time, provided it does not interfere with any employee’s work and does not otherwise violate any Captor Corporation policy (e.g., the EEO or harassment policies).

The Company assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the Company's technology resources. The Company accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any Company property. The Company strongly discourages employees from storing any personal data on any of the Company's technology resources.

6. ACCESS TO EMPLOYEE COMMUNICATIONS AND NO EXPECTATION OF PRIVACY

- a) Captor Corporation may monitor, search and delete all aspects of its equipment or services, including employee correspondence and e-mail. Employee use of Captor’s systems is not private. Employees should not expect any privacy in anything they create, send, install, maintain, store, delete or receive on Captor Corporation’s

equipment or services. Captor Corporation does routinely gather logs for most electronic activities and/or monitor employee communications.

- b) Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the Company's technology resources, including personal information or messages. Accordingly, if they have sensitive information to transmit, they should use other means.

All messages sent and received, including personal messages, and all data and information stored on the Company's electronic mail system, voicemail system, or computer systems are Company property regardless of the content. As such, the Company reserves the right to access all of its technology resources including its computers, at any time, in its sole discretion.

Passwords do not confer any right of privacy upon any employee of the Company. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

Deleting or erasing information, documents or messages maintained on the Company's technology resources is, in most cases, ineffective. All employees should understand that any information kept on the Company's technology resources might be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee.

7. THE INTERNET

The Company may provide authorized employees access to the Internet. The Company expects that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use the Company's Technology Resources to access, download or contribute to the following:

- gross, indecent, or sexually oriented materials;
- job search sites;
- gambling sites;
- illegal drug oriented sites;
- personal pages of individuals, including Social Media sites;
- politically oriented sites or sites devoted to influencing the course of legislation or public policy;
- any other sites deemed inappropriate by the Company.

Additionally, employees must not sign "guest books" or post messages to Internet Social Media Websites. These actions may generate junk electronic mail and may expose the Company to liability or unwanted attention because of comments that employees may make. The Company

strongly encourages employees who wish to access the Internet for non-work related activities to get their own personal (home) Internet access and accounts.

8. SOFTWARE

To prevent computer viruses from being transmitted through the Company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through Captor Corporation may be downloaded. No employee may load any software on the Company's computers, by any means of transmission, unless authorized in advance by Captor Corporation's System Administrator or Senior Management

9. SECURITY/APPROPRIATE USE

- a) Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by Company management, employees are prohibited from engaging in, or attempting to engage in:
 - Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - Hacking or obtaining access to systems or accounts they are not authorized to use;
 - Using other people's log-ins or passwords; and
 - Breaching, testing or monitoring computer or network security measures.
- b) No email or other electronic communications can be sent that attempt to represent the sender as someone else.
- c) Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- d) Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- e) The Company has installed a variety of programs and devices to ensure the safety and security of the Company's technology resources. Any employee found tampering or disabling any of the Company's security devices will be subject to discipline up to and including termination.

10. ENCRYPTION

Employees can use encryption software supplied to them by the Systems Administrator for purposes of safeguarding Confidential Information, see section 11 below. Employees who use encryption on files stored on a Company computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

11. CONFIDENTIAL INFORMATION

The Company is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both the Company and third parties (such as confidential information about customers, suppliers, vendors, products, designs, processes, sales and marketing activity and plans, trade secrets, etc.) ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the Company's technology resources.

Confidential Information should not be accessed through the Company's technology resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via technology resources should be managed appropriately.

12. VIOLATIONS

Any employee who abuses the privilege of their access to email or the Internet in violation of this policy will be subject to discipline, including possible termination of employment, legal action and criminal liability.

13. PROCEDURES

Procedures for accessing the Voicemail, Email and Internet system, as well as the guidelines for how to properly send and retain information, may be obtained from your supervisor.

Questions concerning the use of the Voicemail/Email/Internet system should be directed to the Systems Administrator. Questions concerning the improper use of the system should be directed to the employee's immediate supervisor.

This policy can and may be amended at any time.

SECTION IV: EMPLOYEE PAY

PAYDAY

Pay periods are Sunday through Saturday and employees are paid on a bi-weekly basis.

Direct Deposit

Employee payments will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with financial institutions, such as banks or credit unions that support direct deposit. Employees must notify Human Resources when there is any change to bank accounts that affect direct deposit. Changes must be received one week prior to the payday for which the change is to occur.

CORRECTIONS IN PAY

While Captor Corporation strives to pay employees correctly, sometimes mistakes can occur. If a mistake has been made, Captor Corporation, once notified, promptly will make the necessary correction. Therefore, if employees have questions or concerns about any deductions from their pay, they should immediately contact Human Resources, or any member of senior management, without fear of reprisal. Reports of alleged improper deductions will be promptly investigated. If it is determined that an improper deduction took place, the employee will be reimbursed for any improper deduction.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the company's legal duty to furnish information.

HOURS OF WORK

Captor Corporation's workweek begins on Sunday and ends on Saturday. Employees' normal workdays are Monday through Friday.

Non-exempt employees are required to accurately reflect actual time worked on their time sheets. They do so by clocking in and clocking out based upon their scheduled hours. Failure to accurately report your time may be subject to disciplinary action, up to and including termination. For example, although the building is open earlier, non-exempt employees are not to clock in until seven minutes before their scheduled shift. Employees also should not clock in and then proceed

to spend an inordinate amount of time on non-work related activities. Failure to abide by this policy will be considered a violation of the time tracking policy and conduct rules and will be subject to disciplinary action.

An employee will be paid for all hours worked as well as for time spent at the request of management in other business related matters. Non-exempt employees are not allowed to work off the clock. They may not work before they clock in for their shift. They may not clock out and continue to work. They may not remain in the service area after clocking out. IF NON-EXEMPT EMPLOYEES ARE EVER ASKED TO WORK BEFORE CLOCKING IN OR TO WORK AFTER CLOCKING OUT, THEY MUST IMMEDIATELY CONTACT HUMAN RESOURCES. WORKING OFF THE CLOCK FOR ANY REASON IS NOT PERMITTED.

OVERTIME

While Captor Corporation makes every effort to give employees ample notice of mandatory overtime, it is not always possible. Some employees will be scheduled for overtime on an as needed basis. Failure of employees to work mandatory overtime may result in disciplinary action, up to and including termination. Managers will notify employees of their individual schedules.

Overtime pay of one-and-one-half times the regular hourly rate will be paid for time actually worked beyond forty hours in a workweek for those employees eligible for overtime compensation. Time worked will include hours paid for holidays and planned PTO (Paid Time Off). Overtime will not be paid on unplanned PTO. It is important to understand that if assigned to mandatory overtime, this becomes the employee's assigned shift. For example, if an employee is assigned mandatory overtime of 45 hours, as long as the employee works the 45 hours within the same week, the employee will not be penalized for leaving earlier on one day or taking a longer lunch. If however, the employee fails to work the required 45 hours, this may affect the employee's performance review and will affect the employee's attendance record.

Overtime work (beyond the employee's scheduled workweek) must always be approved before it is performed.

EMPLOYEE TIME CLOCK

The company uses a time clock as a means of accurately recording hours worked and calculating pay. Employees are required to scan in for each shift and scan out when leaving the company premises for any reason, including lunchtime and at the end of your shift.

If an employee forgets to scan in or out, he/she must notify his/her Line Leader/Manager immediately for adjustment.

Continued abuse of the time clock system is considered a violation of the conduct rules and will result in disciplinary action.

ATTENDANCE AND PUNCTUALITY

It is important for you to report to work on time and to avoid unnecessary absences. Captor Corporation recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including termination. Excessive absenteeism or frequent tardiness puts unnecessary strain on your co-workers and can have a negative impact on the success of Captor Corporation.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent or late, you should contact the Attendance Line by calling (937) 667-8484 and requesting extension #400. If your absence is unexpected, you should contact the Attendance Line as soon as possible, but no later than one hour after you are due to work.

All time off will fall into two categories:

1. “Absence”: Full day (eight hours) off of work
2. “Event”: Working less than his/her full weekly scheduled hours. For example, if employee is on mandatory overtime of 45 hours, the full scheduled hours for the week is 45, not 40.

Planned time off means that the employee provided notice and received approval from their Line Leader/Manager. As a general rule of thumb, employees should provide notice as follows for time to be considered approved:

- a. For eight hours or less off, the request should be made during your previous work shift. (This includes reporting the need for an absence on Monday during your work shift on the previous Friday).
- b. For more than eight hours off, five business days’ notice

Captor Corporation recognizes that from time-to-time situations may arise that require less than the above outlined advance notice. As long as the employee is able to make up the work missed to reach their full assigned scheduled hours for the week, then the employee will not be penalized for the time off and it will not count against the employee’s attendance bonus. However, line leaders and managers may address situations where an employee has excessive requests and / or develops a pattern of requests and may address with disciplinary action, up to and including termination.

2. Unplanned time off means that the employee did not provide the proper notice defined above or did not receive approval and make up any time missed to achieve his/her scheduled hours.

The above guidelines are just that, guidelines. Captor recognizes that from time-to-time circumstances may dictate exceptions be made to the above outlined guidelines.

Unplanned Time off Consequences on Pay and PTO:

Planned PTO must be taken in four-hour increments. The Line Leader/Manager will be responsible for determining if it is necessary for the employee to make up time during that week. Time cannot be shifted to the following week because it may create the need for overtime compensation.

If the Line Leader/Manager does not approve make up time, or if the employee does not make up all time missed, and the hours worked during the week are between thirty-eight and forty hours, you receive pay for those hours worked only.

If the employee works less than thirty-eight (38) hours during the week, their PTO balance will be docked in full four-hour increments.

Employees may be able to make up missed time if they have approval from their Line Leader/Manager.

Any employee that has frequent unplanned absences or demonstrates a pattern in unplanned absences will be subject to disciplinary action, up to and including termination. Employees that miss multiple days of work due to a medical issue should contact the human resources department.

Work Scheduled

All employees have a regular schedule that they are expected to work each work. However, Captor Corporation recognizes that from time to time, there may be a need to flex their schedule to allow for work-life balance. Employees should maintain their normal work schedule as per the time keeping system. However, they may also “flex” from their stated schedule (or incorporate “make-up time”) on a daily or weekly basis by requesting the adjustment with their Line Leader or Manager. An example would be an employee who normally takes a half hour lunch needs to take a one-hour lunch and gets approval from his/her manager to come in a half hour early to allow for taking the one hour lunch. Provided the employee flexes his /her time and works the half hour somewhere else within the same workweek, and the manager has approved this, there is no need to notify human resources. However, should the employee not “flex” the time and make up the half hour, this would be considered an unplanned event. Employees who are requesting shifts excessively will be subject to disciplinary action, up to and including termination.

ATTENDANCE BONUS

All full-time, non-exempt employees are eligible for this bonus after completing a full calendar quarter of employment and after meeting, the attendance requirements set forth in this plan. An

employee will be disqualified for the bonus program with any unplanned absences or when they have worked less than their full weekly scheduled hours ("Event") during the course of the calendar quarter. Any employee that is on formal disciplinary action or performance improvement plan will be disqualified from the attendance bonus until their performance is brought to a satisfactory level.

BREAKS AND LUNCH PERIODS

Captor provides non-exempt employees with two fifteen minute paid breaks and one unpaid lunch break. Lunch breaks should be taken in either half hour or hour increments. It is at the discretion of the line leader or manager to determine if the line can take more than a half hour break. Employees may request working through lunch to make up hours. If a non-exempt employee is going to work through lunch, human resources needs to be notified to ensure that this is noted in the time keeping system.

Employees are expected to clock in and out for lunch breaks when leaving the premises. All personal activities should be contained within the allotted breaks when possible including but not limited to hand washing, getting coffee, participating in any non-work activities, addressing personal / financial concerns with HR, and bathroom use. Abuse of the allotted time will result in disciplinary action.

CHANGE OF STATUS

Employees must inform Captor Corporation of any necessary updates to their personnel file information such as change of address, changed telephone numbers, emergency contact, marital status, number of dependents or names of covered beneficiaries. Employees should also inform their Manager or the HR Manager of any outside training, professional certifications, education or any other change in status.

SECTION V: EMPLOYEE BENEFITS

ELIGIBILITY

An employee's eligibility to participate in the benefits programs is determined by the following classifications unless otherwise stated:

- Full-time employees who are regularly scheduled to work 30 hours or more per week are eligible for full Company benefits.
- Part-time employees who are regularly scheduled to work less than 30 hours per week are not eligible for a benefits package.

Captor Corporation pays a portion of the healthcare cost for employees. Employee contributions will be deducted from their paychecks on a pre-tax basis. Employees will pay no Federal or Social Security taxes on this amount. Employees on any unpaid leave are responsible for their employee deductions during the leave of absence.

PAID TIME OFF (PTO)

Full-time, non-exempt employees are entitled to PTO based on the following schedule after ninety days:

| <u>Length of Service</u> | <u>PTO granted per year</u> |
|-----------------------------|---|
| During 1 st year | 4 days granted after 90 day probationary period |
| After 1 year | 14 Days |
| After 5 years | 19 Days |
| After 20 years | 20 Days |
| After 25 years | 25 Days |

PTO days are granted to employees upon their anniversary date.

When requesting PTO, the request must be submitted and approved by their Line Leader/Manager as outlined in the Attendance and Punctuality policy contained herein. Once PTO is approved, this information needs to be forwarded to the Human Resources department.

In order to accommodate our customer's schedules, your Line Leader/Manager has the authorization to reject PTO requests based on work needs. Also, no more than 25% of one department can be off at any given time without senior management approval. In cases where two or more employees want the same PTO period and the absence would affect operational efficiency of the department, the employee with the longest service may be granted preference subject to Captor Corporation's needs.

Employees are able to carryover one week of PTO per year and accumulate a maximum of six weeks. No further accumulation will occur once an employee has six weeks. New PTO not used or sold back will be forfeited. Employees may sell back up to 3 PTO days per year if they choose not to use them. This activity will take place no earlier than 30 days before their anniversary date.

HOLIDAYS

In addition to PTO, Captor Corporation will recognize the following days as paid holidays:

New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
*Floating Christmas Holiday
Christmas Day

*This day will be designated annually and will be contingent upon customer demands and managerial discretion.

All full-time employees who have been employed for at least thirty days are eligible for eight hours of holiday pay. To be paid for a holiday, employees must work the day before and day after the holiday or have approved PTO time. If flex time is used on the day before or after a holiday, it must be approved by the line leader or supervisor and must be made up during the week the flex time occurred.

Holidays occurring during the employee's scheduled PTO time are treated as holidays and are not counted as PTO days. If a holiday falls on a non-scheduled workday, the workday preceding or following the holiday normally will be observed.

If a non-exempt employee is required to work on a scheduled holiday, the employee will be paid holiday pay in addition to the regular rate of pay for each hour worked.

MEDICAL LEAVE OF ABSENCE

Family and Medical Leave Act (FMLA)

1. Basic Leave Entitlement. An employee who has been employed by the company for at least one year and worked at least 1,250 hours in the previous 12 months, may take up to 12 weeks of unpaid leave during a rolling 12-month period, for any of the following reasons:
 - For incapacity due to pregnancy, prenatal medical care or childbirth;
 - To care for the employee's child after birth, or placement for adoption, or foster care;
 - To care for employee's spouse, son or daughter, or parent, who has a serious health condition, or;
 - For a serious health condition that makes the employee unable to perform the employee's job.

A “rolling 12-month period” means the 365 (or 366 where applicable) days immediately preceding any day the employee takes leave.

2. Military Family Leave Entitlement. Eligible employees with a spouse, son, daughter or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

3. Notice and Application. An employee must provide at least 30 days advance notice before the family or medical leave is to begin if the need for leave is foreseeable, such as for expected birth or planned medical treatment. If 30 days’ notice is not practicable, then the employee must provide as much notice as is practicable and generally must comply with the required call-in procedure. The initial notice must provide sufficient information for the company to determine if the leave may qualify for FMLA protection. An employee shall complete a leave of absence application form, available from Human Resources, when requesting leave, or as soon after that as is practicable. The employee must list on this form the reasons for the requested leave, the expected start of the leave, and the expected length of the leave. If the employee is requesting intermittent leave or a reduced leave schedule, the employee shall state the reasons why the intermittent leave or a reduced leave schedule is medically necessary and the schedule of treatment. (Intermittent leave and reduced leave schedule are not available for birth or adoption leaves.) The employee must also state if the requested leave is for a reason for which FMLA leave was previously taken or certified.

The company will designate the leave as FMLA or not and so notify the employee. If the employee disagrees, the employee should inform the Company immediately. If the employee appears to be eligible, the Company will notify the employee of any additional information required, the amount of leave counted against the employee’s leave entitlement and the employee’s rights and responsibilities. If the employee is not eligible, the Company will provide the reason.

4. Medical Certification. An employee requesting leave to care for the employee’s spouse, child or parent, or due to the employee’s own serious health condition, must submit a

medical certification completed by the health care provider of the employee or the employee's ill family member, demonstrating the need for the leave. The company will provide a form for this. When the duration of the condition listed in the original certification is 30 days, or less, if the employee's leave (whether full time, intermittent, or on a reduced schedule) is beyond 30 days, then a new medical certification shall be required after 30 days, and each 30 days after that. When the duration of the condition listed in the original certification exceeds 30 days, a new medical certification shall be required if the employee's leave is beyond the specified duration or every six months, whichever occurs first. A second opinion may be required; a third opinion may also be required if needed to resolve a dispute between the first and second opinions.

5. Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

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

6. Use of Leave. All leaves that may be available or taken under the Family and Medical Leave Act are subject to the restrictions, limitations and conditions provided in that law and any valid regulations promulgated under it.
7. Pay and Benefits. All family and other leaves are without pay, except to the extent paid leave is available. Captor will maintain group health benefits for employees while on FMLA leave. The employee must pay their portion of the premium on the same bi-weekly schedule as payroll. The company will require an employee to use any available paid leave (PTO) while on FMLA leave. FMLA leave that is also covered by PTO is eligible for the attendance bonus.
8. Return from Family or Leave. Employees must tell Human Resources of the date they will be able to return to work, in writing, no later than one week in advance whenever practicable. An employee on medical leave due to the employee's own serious health condition must, as a condition to returning to work, submit a medical certificate releasing the employee to return to his or her job. Upon return from FMLA leave, most employees must be restored to their original or equivalent position with equivalent pay, benefit or other employment terms.
9. Limitations and Enforcement. All leaves that may be available or taken under the Family and Medical Leave Act are subject to the restrictions, limitations and conditions provided in that law and any valid regulations promulgated under it. An employee who believes his

or her FMLA rights have been violated may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

10. Other leaves of absence due to employee's disability or other reasons. An employee who is unable to work but is not eligible for FMLA leave or has used all available FMLA leave, or who wishes leave for other reasons, may apply for leave under the company's Personal Leave policy, below.

PERSONAL LEAVE

You may request a leave of absence for situations not described under the FMLA Leave. Leave will be granted at the company's discretion.

You will be expected to report to work at the completion of your leave. Failure to return to work will be interpreted as a voluntary resignation.

MILITARY LEAVE

Captor Corporation will grant a military leave of absence to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Requests must be in writing.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

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

Employees returning from military leave will be placed in the position they would have attained had they remained continually employed or a comparable one depending on the length of military

service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

BEREAVEMENT LEAVE

We recognize that employees may need some time off work upon the death of a family member or loved one. All active full-time employees shall be entitled to time off with pay, at their current hourly or salary rate, to attend the funeral and/or make funeral arrangements, according to the following guidelines:

For purposes of this policy, immediate family is defined as spouse, mother, father, son, daughter, sister or brother.

- Employees are eligible for up to 5 days off for the death of an immediate family member.
- Employees are eligible for up to 2 days off for a death in the spouse's immediate family.
- Employees are eligible for up to 1 day off for the death of a grandparent or grandchild of the employee or spouse.

Bereavement must be taken within one month of the death of the immediate family member and should be continuous when possible (i.e. not spread out over several weeks). Human Resources must approve all bereavement wages and reasonable proof will be required for approval. Bereavement Leave will not count against an employee's attendance bonus provided the employee provides a copy of the obituary to human resources.

JURY DUTY/WITNESS SERVICE

Captor Corporation encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees may request up to one week of paid jury duty leave over any two-year period.

Jury duty pay will be calculated on the employee's base pay rate times eight hours minus the amount paid to them by the court. Substantiation of jury duty and jury duty pay will be required.

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

Employees must show the jury duty summons to their Line Leader/Manager as soon as possible so that the Manager may arrange to accommodate their absence. Of course, employees are expected to report for work whenever the court does not require their presence or when they are excused early from jury duty and are able to complete any part of their shift.

Jury Duty / Witness leave may not count against the employee's attendance bonus provided the employee returns to work when not in court.

SECTION VI: ADDITIONAL BENEFITS INCLUDING HEALTH AND SAVINGS

ELIGIBILITY

Once employees have met the appropriate eligibility requirements, they may be eligible to participate in the plans described below. This is merely a summary. More detailed information about the health plan can be found in the Plan Documents maintained by the HR Manager and in the summary plan descriptions (SPD). SPDs are the official documents regarding employee benefits plans and supersede all references to employee benefits in this handbook.

INSURANCE BENEFITS

Captor Corporation offers a comprehensive health insurance package to full-time employees who have completed their length of employment requirement. Details about these benefits, such as eligibility, the benefits covered, and exclusions and how to make a claim are described in each benefit's SPD. If an employee has any questions about these benefits, he/she may contact the Human Resources Department. Of course, the company reserves the right to change our benefit program at any time. At this time, the Company offers the following company benefits:

Medical Insurance

Employees and their dependents have the option to participate in our group medical plan. Employees become eligible for this insurance at the first of the month following 30 days of employment.

Dental Insurance

Employees and their dependents have the option to participate in our group dental plan. Employees become eligible for this insurance at the first of the month following 30 days of employment.

Vision Insurance

Employees and their dependents have the option to participate in our group vision plan. Employees become eligible for this insurance at the first of the month following 30 days of employment.

Group Life Insurance

\$15,000* of life insurance coverage that is 100% paid for by the company. Employees become eligible for this insurance at the first of the month following 30 days of employment.

*Benefit reduction schedule starts at age 70 (see Human Resources for more information)

SUPPLEMENTAL INSURANCE BENEFITS

Captor Corporation offers the following Insurance Benefit products that employees can purchase through an outside company:

Cancer Plan - Provides initial diagnosis, inpatient, bone marrow and wellness benefits at different benefits levels.

Critical Illness - Provides security when a catastrophic illness is experienced.

Medical Bridge Insurance (supplemental insurance) - Provides coverage for hospital confinements and outpatient surgical procedures.

Accident Insurance - Initial care, common accidental injuries, surgical care, transportation and lodging assistance, accident hospital care, follow up care, AD&D and catastrophic accidents.

Life Insurance - Various options and benefit riders available.

Short Term Disability Plan - Income replacement due to illness and off-the-job accidents.

Legal Protection Plan – Access to legal advice and assistance.

ID Shield – Identity theft protection.

Employees have the option to participate in any of these insurance plans. Upon eligibility employees may contact the insurance company for information. In addition, open enrollment is held once a year in December for all employees.

401(K) RETIREMENT SAVINGS PLAN

Captor Corporation offers a defined-contribution benefit savings plan. This 401(k) plan allows employees to make pre-tax contributions (through IRS approved salary reduction agreements) into an account(s) designed for retirement savings. Employees determine the amount to be deducted from their earnings and where they want their money invested. Captor Corporation will match \$0.25 on every dollar you contribute up to a maximum of \$500.00 a year in accordance with the Company's vesting schedule. Eligible employees must have 90 days of service and be at least 18 years old.

The Human Resources department will provide enrollment information upon becoming eligible.

PROFIT SHARING PLAN

The company contributes to the plan once a year after December 31. Employees must be here one full year to be eligible. Employees are fully vested after 6 years of employment.

EDUCATIONAL ASSISTANCE

Captor Corporation strongly believes in the value of training and continuing education and encourages employees to participate in these programs. Additional training can help you in your current job and help prepare you for advancement. For pre-approved educational programs, the company will pay up to \$1,000.00 per semester of the cost of tuition, lab fees and textbooks.

Eligibility:

- Must be an active, full-time employee with a minimum of one year of service.
- Must be taken at an accredited institution, college or school.
- Employee must provide information about the course for which he/she wishes to receive reimbursement.
- Degree field must be related to employee's current position or future growth with the company.
- Reimbursement form must be signed by senior management.

Reimbursement:

At the end of the course, the employee should provide Human Resources with the following:

- The authorization form that was signed prior to taking the class.
- Receipts for tuition and books.
- Grade transcript with a "C" grade or above.

When the company sends an employee to a specific job-training course, the course will be paid 100% by the Company.

SECTION VII: LEAVING THE COMPANY

TERMINATION OF EMPLOYMENT

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by the employee.
- Termination – involuntary employment termination initiated by the organization.
- Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization. To be considered a qualified retiree for purposes of PTO payout upon retirement, you must be at least 59 ½ years of age and have 10 or more years of service with the Company. Qualified retirees will be paid all unused PTO upon retirement.

If you wish to resign, we ask that you notify your Manager or Human Resources of your anticipated departure date at least 2 weeks in advance. Of course, as much notice as possible is appreciated by Captor so that a smooth transition may occur in filling the vacated position. This notice should be in the form of a written statement.

If you fail to report to work for three consecutive days without informing management of the absence (no call, no show), we will assume that you have voluntarily resigned.

Employees that provide the required notice and are not on an active disciplinary or performance improvement plan will receive the following in regards to PTO upon departure from the company:

- Employees that have been with the Company less than one year will not receive any PTO payout, regardless of whether the employee has PTO days remaining.
- Employees that have been with the Company over one year, and are in good standing as outlined above, will receive up to 5 days of unused PTO time. For example, if an employee turns in the required 2-week notice and is not on any disciplinary action but has 4 days of time remaining will only receive 4 days of PTO payout.
- In the case of termination, PTO will not be paid.

Furthermore, any outstanding financial obligations owed to Captor will be deducted from your final check. If your final check does not sufficiently cover the money owed to the company, you will remain liable for that amount.

Upon resigning from Captor, you should continue to provide the company with an accurate address for at least one year for tax purposes. If you have funds within the 401(k), you must continue to provide updates to your address for as long as your funds are within the Plan.

COMPANY PROPERTY

Employees are required to return all keys, key fobs, nametags, tools or any other company items upon resignation or discharge. An employee not returning company property will not be considered eligible for re-hire. In addition, failure to turn in such items can result in deductions from your final check to compensate for such items and in other action taken against you up to and including prosecution.

CHANGE HISTORY

| Rev | Description | By | Date |
|-----|--|-----|----------|
| -- | Initial Release | LRR | 7/1/16 |
| A | Extensive Re-write | CRS | 6/13/17 |
| B | Clarify attendance bonus and FMLA | CRS | 7/17/17 |
| C | Changes to Flex time, Cell phones, solicitation, dress code and roll around use | DSE | 7/20/18 |
| D | Changes to cell phone use, attendance bonus and leave and bereavement usage | DSE | 10/23/19 |
| E | Add negative disruptive behavior in <u>Serious Misconduct</u> section. Clarify <u>Pay Day</u> section add <u>Direct Deposit</u> . | DSE | 12/5/19 |
| F | Add pro-rate of Gainsharing and PTO | DSE | 12/30/20 |
| G | Remove pro-rate of PTO | DSE | 1/28/21 |
| H | Remove limitation to contributions in 401k Retirement Savings Plan Section. Add life insurance reduction schedule information in Insurance Benefits/Group Life Insurance section. Clarify planned time off around Holiday as PTO time in Holidays section. Change from Manager to Human Resources in Medical Leave of Absence section. Delete Gainsharing Program section. Add Profit Sharing Program section. Add Legal Plan and Identity Protection Plan to Supplemental Insurance Section. Update enrollment information. Add family member section. Increase amount paid per semester and add degree field requirement in Educational Assistance section. | DSE | 6/16/22 |
| | | | |
| | | | |