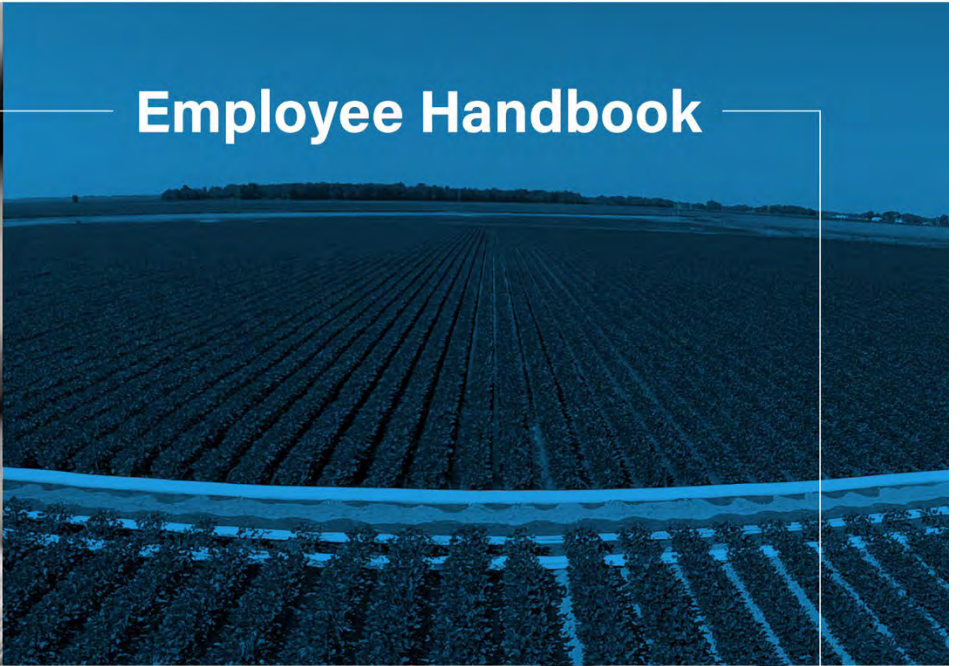


# Revolution®

## Employee Handbook



# A Letter From Our CEO



## Revolution Team

As we continue our journey of growth and success, I am excited to introduce our newly updated Company Handbook. This handbook reflects not only our evolving company but also our unwavering commitment to safety, fostering a workplace culture built on integrity, innovation, and collaboration.

Our company has experienced tremendous growth, and with that comes the need for clear, structured guidelines that align with our vision and values. This handbook serves as a resource to ensure that we all remain aligned, empowered, and informed as we take our company to new heights. It is designed to support you in your role, provide clarity on policies and expectations, and reinforce the core principles that make us who we are.

We are incredibly excited about the future and the opportunities ahead. Our success is driven by the dedication and passion of each one of you. Together, we will continue to build something extraordinary.

With appreciation,

A handwritten signature in blue ink that reads "Scott Coleman". The signature is fluid and cursive, written in a professional style.

Scott Coleman  
CEO



# Mission & Core Values



## Our Mission

Our mission is to provide high-value, sustainable solutions to our customers through innovative closed-loop production and recycling systems that preserve our environment

- **We Rise As A Team: Safer, Better And Faster**
- **We Strive To Be Easy To Work With**
- **We Build A Sustainable Future By Our Actions Today**
- **We Take Responsibility And Solve Problems**
- **We Do The Right Thing- Always**
- **We Give Respect And Earn Trust**

## INTRODUCTION

Revolution has prepared this handbook to provide an overview of policies, benefits, and rules. It is intended to familiarize employees with important information about the Company, as well as provide guidelines for their employment experience with us and to foster a safe and healthy work environment. This Handbook only highlights Revolution policies, practices and benefits for personal understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies, benefits, and regulations governing the employees of Revolution and is not intended to be an expressed or implied contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion.

It may not be possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Revolution reserves the right to modify, supplement, rescind, or revise any provision of this handbook periodically as it deems necessary or appropriate in its sole discretion with or without notice to you.

No business is free from day-to-day problems, but we believe our personnel policies and practices will help resolve such problems. All of us must work together to make Revolution a viable, healthy, and profitable organization. Revolution is committed to providing a satisfactory work environment that promotes respect for others including all Revolution employees, vendors, and customers. If any statements in this handbook are not clear, please contact the local HR Representative for clarification. This handbook supersedes any and all prior policies, procedures and handbooks of the Company. Failure to comply with any of the Revolution policies contained in this handbook, or any other policies or guidance may result in disciplinary action including termination.





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# I. REVOLUTION CODE OF BUSINESS CONDUCT & ETHICS

Revolution understands that our success depends on our reputation for ethical business performance. Each day, we are expected to perform our jobs honestly, diligently and with integrity. For this reason, we have developed the Revolution Code of Business Conduct and Ethics (our “Code”).

Revolution’s Code of Business Conduct and Ethics sets forth the standards by which we must always conduct our operations to help ensure that we do so fairly and honestly, and that our Values and Leadership Competencies are upheld. In addition, our Code shows us how to interact ethically with each of our stakeholders—including our fellow employees, customers, suppliers, competitors, governments, and communities.

Understanding and following our Code is a vital part of maintaining the Revolution culture and reputation. There are many resources throughout our Code to help make the best possible decisions when conducting Revolution business.

In addition, Revolution seeks out business partners—distributors, suppliers, consultants, agents, and other third-party providers—who act in a manner consistent with our Code. We refuse to do business with third parties who violate our high standards or detract from the values we strive to create.

Because our Code applies to all of us, it is important that we each be aware of our shared responsibilities. When acting on behalf of Revolution, we are expected to:

- Act with honesty and integrity
- Understand and follow the laws and regulations that apply to us and our jobs
- Read, understand, and follow our Code
- Seek guidance when we have questions
- Report any suspected Code violations
- Cooperate with any investigations into potential misconduct

Because Revolution may conduct business throughout the world, it is important to recognize that laws, regulations, business practices and customs can vary greatly from one country to the next. While it is important for us to respect the differences among various laws and customs, we must never violate our Code or Company policies in doing so. If a situation arises where our Code, Company policies, or the laws of any country are in conflict, you should seek guidance from your supervisor or your local Human Resources Representative.

## **A. COMPLAINT RESOLUTION & HOTLINE**

Every day employees are expected to perform their jobs honestly, diligently, and with integrity. The Revolution Code of Business Conduct and Ethics is a guide and reference to assist us in upholding these values. It applies to all employees, contractors, agents, and board of directors.

Each employee must do their part to prevent or correct workplace violations. Therefore, employees are expected to report any possible violation immediately. Revolution will treat reports of violations confidentially to the fullest extent possible, and no one who reports a suspected violation in good faith will be subject to retaliation for making such a report.

How to report a possible violation - If an employee is unsure about the right thing to do in a business situation, the employee should immediately seek guidance. In addition, employees have a responsibility to alert a supervisor or any of the resources below if there is known or suspected misconduct. Points of contact to report possible misconduct:



\*Employees should start with their immediate supervisor (unless the issue is with the supervisor). This is normally the person best suited to help. However, if the situation involves the supervisor or an employee is uncomfortable discussing the matter with their supervisor, or their response is not adequate, employees can also contact:

- The Human Resources representative within your location or corporate
- The Plant Manager at your location or corporate
- The Controller at your location or corporate
- Revolution Cares Confidential Integrity Hotline

The Revolution Cares Confidential Integrity Hotline is available 24 hours a day, 365 days a year.

Employees can report from a telephone, computer, or mobile device and the service is available in almost all foreign languages.

<b>Mobile:</b>	<b><a href="http://mobilerevolutioncares.com">mobilerevolutioncares.com</a></b>
<b>Online:</b>	<b><a href="http://myrevolutioncares.com">myrevolutioncares.com</a></b>
<b>Phone:</b>	<b>844-565-0614</b>

Please read Revolution's Code of Business Conduct and Ethics in Addendum A.

## ***B. CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT***

Employees should avoid any interest, influence or relationship which might conflict or appear to conflict with Revolution's best interests. Employees should avoid any situation in which their loyalty may be divided or compromised and promptly disclose in writing any situation where an actual or potential conflict may exist (refer to the Code of Ethics & Conduct-Addendum A).

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with Revolution
- Owning or having a significant financial interest in/or other relationship with a Revolution competitor, customer, or supplier
- Accepting gifts, entertainment or other benefit from a Revolution competitor, customer, or supplier
- Nepotism

Employees faced with such a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict.

We prefer Revolution employees devote 100% of their energies to their jobs with Revolution. However, there may be times that employees need to take on outside employment. Any outside employment should never interfere with the job at Revolution and must not cause a conflict of interest. Additionally, outside employment must not hinder the ability of an employee to meet their job requirements.

## ***C. HEALTH, SAFETY & ENVIRONMENTAL (HSE)***

Revolution is committed to providing a healthy, injury free work environment for all employees and others who enter our workplace and in doing so will comply with all legislation relating to our work processes. It is the responsibility of management to set an example and provide leadership in the Health, Safety, and Environmental (HSE) program.

Employees at every level are responsible and accountable for the Company's HSE performance. Pro-active participation by everyone, every day, in every job is necessary for the goal of continuous improvement in safety practices that Revolution strives for.

Revolution's Safety Policy is based upon the belief that the well-being of our employees must be one of the major considerations in all operations. People are our most important resource, and their safety is one of our greatest responsibilities

The goals of our Safety Program are both humanitarian and economic. It is our duty to send employees home to their families each day whole and healthy. A good safety record is clear evidence of good management. It is our responsibility to do everything reasonable to prevent injury to our employees, damage to property, and to protect the Company, the customer, and the public from the result of accidents. No employee will be required to perform duties for which they have not been provided appropriate training, equipment, and protection.

All employees are expected to comply with written Safety Rules and Regulations. Failure to do so may result in disciplinary action including termination.

Safety Program - The Safety Manual contains all policies, procedures and instructions needed to meet the requirements of related legislation and the goal of a healthy and safe work environment. The Safety Manual is available for all employees to review.

## ***D. QUALITY***

It is the policy of Revolution for every employee to ensure that our products meet or exceed customer requirements, that we comply with regulatory requirements, and are continually improving our capability to meet these commitments.

Revolution's Quality policy provides a framework for establishing and reviewing quality objectives. The Management team will ensure that quality objectives, including those required to meet product, customer and regulatory requirements are established at relevant functions and levels within the organization.

The Quality policy will be communicated throughout the organization to assure that all employees are aware of the importance of their function as it relates to quality within Revolution.

## **II. EMPLOYMENT POLICIES & PRACTICES**

### ***A. EMPLOYMENT AT WILL***

All employment is "at-will". This means that both employees and the Company have the right to terminate employment at any time, with or without advance notice, and with or without cause. The Company expressly reserves its inherent authority to manage and control its business enterprise and to exercise its sole discretion to determine all issues pertaining to employment, including all matters concerning promotion, job assignment, the size of the workforce, demotion, transfer, and discipline.

### ***B. EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION***

It is the policy of Revolution to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Revolution will also take affirmative action as called for by applicable laws and Executive Orders to ensure that veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Revolution. A notice explaining the company's policy will remain posted.

### ***C. AMERICANS WITH DISABILITY (ADA)***

Employment opportunities with Revolution are based on an individual's ability to do the job. The Company complies fully with the Americans with Disability Act. It is Revolution's goal to make reasonable accommodations when necessary to aid the employment and advancement of disabled workers to perform essential job functions. Employees with disabilities are encouraged to discuss any need for accommodation that may assist in performing the job tasks more effectively, with their supervisor or Human Resources,

### ***D. CELEBRATING AND EMBRACING OUR DIVERSE COMMUNITIES***

Revolution seeks to build a company and culture that is reflective of the communities in which we work and live. Ensuring that all individuals have every opportunity to pursue a career limited only by their ambition and talents is our goal.

We strive to ensure that any barriers to personal and group success are quickly eliminated and a path to success is wide open for all employees at all levels.

### ***E. ANTI-HARASSMENT & NON-VIOLENCE POLICY***

It is the policy of Revolution to maintain a work environment which encourages mutual respect, promotes congenial relationships between employees and is free from all forms of harassment of any employee, applicant or visitor, vendor, or customer. Harassment in any manner or form is expressly prohibited and will not be tolerated by Revolution.

Accordingly, Company management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels and at all Revolution locations.

#### Violence and Harassment

- A. Harassment includes but is not limited to unwelcome slurs, jokes, verbal, graphic, or physical conduct relating to or based on an individual's race, color, religion, sex, age, national origin, disability, or protected activity. Acts of violence and harassment may involve an ongoing series of incidents or a single event. Violence and harassment can victimize both men and women.
- B. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
  - 1. Submission to such conduct is an explicit or implicit term of condition of employment;
  - 2. Employment decisions are based on an employee's submission to or rejection of such conduct; or,
  - 3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Harassment may include conduct of employees, supervisors, vendors, and/or customers who engage in verbally or physically harassing behavior, which has the potential for humiliating or embarrassing an employee of the Company. This includes any incident in which a person is abused, threatened (with or without a weapon), assaulted, the application of force either verbally or physically, and verbal abuse or other forms of bullying behavior.

Revolution considers the following conduct to represent some of the types of actions which violate this harassment policy:

- A. Physical assaults of a sexual nature
- B. Unwanted sexual advances, propositions, innuendos, or other sexual comments, e.g., sexual jokes, vulgar language
- C. Sexual or discriminatory displays, photographs, or publications in any location in the workplace e.g., any suggestive pictures, cartoons, photographs, or magazines
- D. Telephone calls from vendors or customers, which are verbally abusive
- E. Intentionally damaging coworker's or company property

The above list is not meant to be exhaustive but is included to simply provide examples of prohibited actions.

Revolution prohibits retaliation against any individual who, in good faith, reports discrimination, harassment, violence or participates in an investigation of such reports. Retaliation against an individual for reporting or for participating in an investigation of a claim of harassment, discrimination or violence is a serious violation of this policy and, like the offense itself, will be subject to disciplinary action.

Revolution strongly urges the reporting of all incidents of discrimination, harassment, violence, or retaliation, regardless of the identity or position of any individual involved. Individuals who believe they have experienced conduct that they believe is contrary to the policy of Revolution or who have concerns about such matters should file their complaints with Human Resources before the conduct becomes severe or pervasive. Reporting incidents to the immediate supervisor is acceptable, however individuals should not feel obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of Human Resources.

All employees are expected to report any incidents of inappropriate conduct to their manager even if they are not directly affected.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Revolution strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Revolution will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the individual that their behavior is unwelcome and requesting that it be discontinued.

Any reported allegations of harassment, discrimination, violence, or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where appropriate, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination, violence, or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the individual, disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay, or termination, as Revolution deems appropriate under the circumstances. If an employee making a complaint does not agree with its resolution, the employee may appeal to the Sr. Vice President of Human Resources or President of Revolution.

## ***F. EMPLOYEE INFORMATION PRIVACY***

It is the policy of Revolution to ensure the privacy of employee information and records in accordance with government regulations. Personal information is any type of information that personally and specifically identifies an individual. Any information collected, whether written or verbally expressed is considered confidential and will be handled as such. The information collected is solely for administering reasonable business procedures.

Revolution has a strict policy to protect employees' confidential records, wherein all records are stored in a locked filing cabinet or office with only required individuals having access to them. Confidential documents will not be left outside of this area, except when a required person is working on the file and will be returned upon completion of use. As well, all electronic documents and databases are secured by screensavers, passwords, and limited access only allowing required individuals to view them.

All inquiries regarding privacy, policies, procedures, or access to employee files will be directed to the Senior VP of Human Resources, allowing adequate time to complete and process the request.

Revolution emphasizes the strict maintenance of confidentiality, and it is the responsibility of any individual who becomes aware of an incident or becomes privy to confidential information that they shall not disclose details to any other party. Dissemination of such information is strictly prohibited.

Revolution may on occasion use pictures of employees in publications such as employee websites, monitors, and communications. However, any employee may opt out of appearing in such publications by notifying their HR department in writing.

## ***G. ACCESS TO PERSONNEL RECORDS***

Revolution employee files are maintained by the human resources (HR) department and are confidential.



Managers and supervisors, other than the HR manager and their subordinates, may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee, or the transfer of a current employee may be granted access to the file.

Personnel files may not be taken outside of the HR department, without specific approval.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of Revolution or the HR department in response to the employee's request, a valid subpoena, or a valid court order.

Current employees have immediate access to much of their employment-related data in our HRIS system (where employees view their paystubs). This includes things like payroll check copies, direct deposit, benefits, address/phone/email, pay history, paid time off balances, W-2s, etc. So, employees should utilize their self-service for these documents. Further, many of our personnel files are electronic (stored in software and not in paper form). If there are other personnel file documents that current and former employees need access to, this will generally be permitted upon written request within 72 hours or based on state law requirements. Some employment related documents are not in personnel files and therefore are not accessible such as medical, drug testing, I-9s, workers compensation, investigative files, or documents that contain confidential information about others.

## **III. HIRING PROCESS**

### **A. INTERNAL JOB POSTINGS**

Revolution considers the opportunity for internal advancement of employees to be of primary importance to the growth and success of the Company. Therefore, it is necessary that all employees receive sufficient information concerning possible available positions which may provide them with promotional opportunities and/or broader scope of experience.

Therefore, Revolution will try to fill as many positions as possible with qualified employees from within the Company. Positions will be posted internally by HR to allow qualified employees who meet the minimum requirements to apply for the position prior to extending an offer to an external candidate unless otherwise approved by the SVP of HR for Revolution. All employees are eligible to apply for an internal job posting.

The primary factors considered in job posting decisions are the candidate's relative ability and merit. In reviewing the qualifications of candidates for an open position, the HR Manager and/or the Manager will consider, among other things, each individual's job-related skills, knowledge, and experience, ability and efficiency. In addition, the employee's initiative/adaptability, interaction, work habits/attendance record, quality and safety of work and general work performance in their present position will be evaluated. Other documents such as Disciplinary Actions, Personal Improvement Plans (PIP), Corrective Actions, etc. may be a consideration as we want to promote employees in "good standing". In cases where two or more candidates compile equal ratings in terms of overall ability or merit, the most senior applicant will typically be awarded the position. The location of the position and the candidate may also be a consideration. For example, if two candidates are equally qualified for a position but one already resides in the location of the position, that candidate may be selected to eliminate the need for relocation.

If an employee at another Revolution location is applying for a position which involves a transfer, the HR Manager of the hiring location will determine if the employee meets the qualification of the open position. If so, the HR Manager will forward the application of the employee to the hiring manager. Revolution reserves the right to deny transfers to other departments or other Revolution locations if it is not in the best interest of the Company on an overall basis and/or to maintain efficient operations or production.

## ***B. REHIRE POLICY***

Former Revolution employees may be eligible for rehire depending on job availability, former employee's job performance, reason for termination, and whether two-week written notice was provided. Former employees terminated for "misconduct or cause" are not eligible for rehire. Former employees that are rehired are eligible to retain their seniority (service credit) and associated rights and privileges. Their "seniority date" will normally reflect total time worked for Revolution.

## ***C. EMPLOYEE REFERRAL PROGRAM***

Revolution believes that it has the best employees! Therefore, we value and appreciate them referring to their acquaintances to Revolution as a possible employer of choice. Additionally, we will award those who refer a direct-hire applicant to Revolution and completes at least 90 days of continuous employment with a referral bonus. To receive the referral bonus, the employee and referrer must both be actively employed by Revolution at the time of the payment. Referrals will be accepted for "rehires" if the former employee has been gone from Revolution for over 1 year. To qualify for the referral bonus award the applicant should list the Revolution employee's name that referred them on the application and the referring employee should notify HR.

However, hiring managers and HR personnel are not eligible for the employee referral rewards. The amount of the referral reward may vary, so please check with HR. There is no cap on the number of employee referrals an employee can make. If two or more employees refer the same candidate, only the first referral received will be paid the reward. Referrers are still eligible for rewards even if a candidate is hired at a later date. All information concerning hiring decisions will remain strictly confidential.

## ***D. COACHING & DISCIPLINE***

We expect our employees to follow our policies and procedures and "do the right thing". Any employee who violates Company policies or rules, behaves inappropriately, or whose performance is sub-standard, is subject to coaching and disciplinary action. Normally, except in cases of discharge, the goal of coaching and disciplinary action is positive, and is intended to correct deficient performance/behavior and assure adherence to expected standards. This may include additional training where applicable.

Disciplinary action may vary depending on the violation and severity but is typically progressive in nature and may include a verbal reprimand, a written warning notice, suspension, or discharge. Additionally, progressive discipline may be given for different deficiencies (does not have to be for the same reason). While discipline is typically progressive, Revolution reserves the right to proceed directly to a written warning or termination at its sole discretion, where deemed appropriate (ex. illegal behavior, theft, substance abuse, acts of violence, etc.). Any willful, deliberate, or repeated violation of rules will be considered cause for discharge. Managers partner with Human Resources to ensure consistency in the application of discipline in similar situations across Revolution.

Warnings/disciplinary actions are documented and maintained in personnel files. They may be considered during performance evaluations or in consideration for job changes/promotions. This policy is not intended to, nor does it affect the at-will status of the employee's employment.

Any employee who feels that discipline was given unjustly may appeal it with the Senior VP of Human Resources for Revolution.

## ***E. EMPLOYMENT TERMINATION***

Revolution employment is at will. So, employment may be terminated at any time by either the employee or company. Revolution requests a written two-week notice for resignations.

Providing the two-week notice in writing enhances employees' possible eligibility for rehire. Final payroll checks will be issued within the various states' guidelines. Employees shall be paid for wages worked and time off earned, but not yet taken, including PTO, sick time (where applicable), and the Floating Holiday. All company property must be returned to the company the same day of separation.

## ***F. EMPLOYMENT REFERENCES***

All requests for employment references must be directed to the Human Resources Department. Managers, supervisors, or employees are not authorized to release references for current or former employees. Revolution discloses only the dates of employment and the title of the last position held of former employees. Additional information may be provided if the employee provides HR with a written authorization to release information.

## ***G. NEPOTISM, FRATERNIZATION, & DATING AT WORK***

Its Revolution's policy to provide an ethical and compliant working environment; therefore, Revolution employees should avoid actual or apparent "conflicts of interest." This guidance provides assistance in managing and reviewing potential conflict of interest which may arise in those situations.

The employment of relatives of current employees or those involved in close relationships with current employees is prohibited when such employment does or would result in:

- A supervisor / subordinate relationship between family members or persons in a close personal relationship, where the employee is in the supervisor's span of control; or
- An impact on the terms and conditions of employment of family members, persons in a close personal relationship, or their co-employees; or
- An actual conflict of interest.

Revolution will only employ relatives of current employees and those involved in close relationships (including dating) with current employees under certain circumstances. In each case where a person who is a family member or in a close personal relationship with an employee or applicant, a written disclosure must be made to the designated Human Resources Representative, and a written waiver of any real or potential conflict of interest must be obtained. When recommending a waiver, the Human Resources Department will document the requirements of the business and factors relevant to the decision. Such waivers are subject to annual review. Similarly, if two Revolution co-workers begin dating, they should immediately notify HR to ensure there is no conflict of interest.

Revolution's policy is not intended to prevent friends from working together where that friendship does not interfere with the work environment. Many employees of Revolution suggest that their friends join them in working at Revolution, or form friendships with co-workers. Such friendships are important to a good working environment provided that in supervisory relationships or relationships within the span of control of one friend, there is no expectation or providing of special favors in the employment relationship based only on the friendship.

Revolution, in its sole discretion, may reassign employees who are family members or in a close personal relationship to other positions to avoid a conflict of interest, or terminate employees when the conflict of interest cannot be resolved. Revolution reserves the right to revoke a previously granted waiver.

## IV. EMPLOYMENT TIME OFF

### A. COMPANY HOLIDAYS

All active (not on leave of absence) exempt and non-exempt full-time Revolution employees are eligible for 8 hours of holiday pay for company-paid holidays (all employees receive the same amount of paid holiday hours). Revolution observes the following nine (9) company holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday (employee requests date)

\*After completion of one full day of employment, full-time employees are eligible for a paid Floating Holiday. Revolution offers additional flexibility by offering a Floating Holiday that employees may use for any other day that is important to the employee. It can be used anytime during the calendar year but must be pre-planned and approved by the manager/supervisor. This paid day must be used within the calendar year and will be forfeited at the end of the year if unused, except where required to be paid by state law (like in California).

California employees are encouraged to use their Floating Holiday before the end of the year, as intended. Those California employees (exempt & non-exempt) who fail to use their Floating Holiday timely must have their holiday paid out at the end of the year.

Revolution reserves the right to designate when its locations will work on a company holiday. Typically, all Revolution facilities will be open and fully functional for all holidays except Christmas Eve and Christmas Day. For employees that work a company-paid holiday, the employee will be paid 8 hours of holiday pay plus the time worked that day. However, employees that work Thanksgiving Day & Christmas Day will be paid at time and half. If any part of the employee's work falls within the 24-hour Thanksgiving or Christmas Day, all hours worked during that shift will be paid at time and half. Holiday pay is not considered "hours worked" for overtime calculation purposes.

Employees that are scheduled to work a company holiday may request to use a PTO day that may be approved if the business needs allow it. In this case, the employee would receive 8 hours holiday plus the approved PTO time (employee must still work the prior workday and the one afterwards except when using approved PTO or Sick Time, where required by the state).

#### **Eligibility:**

An employee must work the entire scheduled shift prior to and the first scheduled shift after a holiday and/or the holiday if scheduled. Full day absences, arriving substantially late to work/tardy, or leaving substantially early will disqualify an employee from receiving Holiday Pay. The only exception to this rule is if an employee is using manager approved PTO, Bereavement Leave, or state-mandated Sick Leave.

## **B. PAID TIME OFF (PTO)**

Revolution understands the importance of providing paid time off to its employees. Therefore, all active (exempt & non-exempt), regular, full-time employees (averaging at least 30 hours per week, based on the prior 26 weeks) are eligible for Paid Time Off (PTO).

PTO may be used for time when employees are not at work, including for any of the following reasons: vacation, sick, personal business, doctor appointments, care of a sick child/parent/spouse, voting, court appearances, school functions, and bad-weather days (e.g., school closings). The policy does not impact other leave such as jury duty, bereavement, holiday pay, etc.

Since PTO has been established to provide employees with time off to care for family, take care of personal matters, and to rest and relax, we encourage our employees to use their PTO as needed and in accordance with these PTO policies.

### **1. Earning PTO**

Full-time employees (in all states other than California, Michigan, & Minnesota) will begin earning PTO on their first day and PTO will accrue every payroll. While new hires begin accruing PTO immediately, new employees must wait until the first day of the month following 30 days of employment before they are eligible to use PTO.

PTO accruals are based on hire date and employees earn PTO at different rates depending on the length of service with the Company and whether the employee is paid weekly (hourly) or bi-weekly (salaried), and it carries over from year to year. Note that each tier also has a "Maximum Accrual Limit" (or maximum balance). Once an employee's PTO balance reaches the Maximum Accrual Limit the accrual will stop and no additional time will be earned until the employee takes some time off.

The PTO accrual rates and maximum limits are listed below for all non-California, Michigan & Minnesota locations. Since hourly/non-exempt employees are paid weekly and salaried/exempt employees are paid bi-weekly, the earned PTO accrual rate is different for these two groups, as seen below:

#### **PTO Accrual Rate (hours earned each pay period)**

<b>LENGTH OF SERVICE:</b>	<b>ANNUALLY:</b>	<b>HOURLY</b>	<b>BI-WEEKLY</b>	<b>MAXIMUM:</b>
New-hire up 12	40 hours	.77	1.54	40 hours
2-3 years	80 hours	1.54	3.08	120 hours
4-6 years	120 hours	2.31	4.62	160 hours
7-19 years	160 hours	3.08	6.16	200 hours
20+ years	200 hours	3.85	7.70	240 hours



The PTO accrual rate is based on the employee's anniversary hire date. For example, as soon as an hourly employee reaches their 7th anniversary date, they will begin to accrue at the higher rate of 3.08 hours/payroll on the next payroll processing.

Earned PTO hours that are available will appear on employee's payroll stub in the payroll system and should be monitored every payroll by the employee. Employees are responsible for immediately notifying HR/Payroll of any perceived errors in their earned PTO hours.

The Maximum Accrual Limits were established to encourage employees to take time off. Employees are responsible for monitoring PTO Balances and taking time off prior to reaching the Maximum Accrual Limit (PTO will not accrue once maximum limit is met). It is equally important that employees and managers enter PTO Requests early so that the time taken may be deducted from the PTO Balance timely. Adjustments will not be made due to employees not realizing they had exceeded their maximum limit or due to a PTO Request not being submitted/approved timely.

PTO does not accrue if an employee is on Leave of Absence regardless of reason (Medical Leave, Family Medical Leave Act, Work-related injury, Personal Leave, etc.), except in states that mandate this otherwise.

Former employees who are rehired will be allowed to keep their seniority, and therefore earn PTO based on the total time worked for Revolution.

## **2. Requesting and Using PTO**

If an employee must take time off from their standard workday, regardless of reason (sick, vacation, appointments, personal, etc.), earned PTO should be used. A minimum of 2 hours of PTO must be taken for each time off request.

The number of PTO hours an employee can be reimbursed for depends on the number of hours the employee normally works per day (standard workday). For example, if an employee's standard workday is 8 hours and he works 4 hours and takes off the remainder of the day, he can only use 4 hours of PTO to be paid a total of 8 hours for the day. If an employee's standard workday is 12 hours and he takes off the entire day, 12 hours of PTO shall be used and paid.

All employees are required to request PTO for missed work time using the HRIS/time and attendance system. The "TIME OFF Request" will be submitted to the employee's manager for electronic approval via the HRIS/time and attendance system. For planned events like vacations, the employee should submit the request as early as possible but no later than three (3) days before the date to be off.

For unplanned events like illness, the request should be submitted the day that the employee returns to work, and the manager/supervisor should immediately approve, if the employee has PTO hours available. Keep in mind that scheduled PTO does not impact employees' attendance records, but unscheduled/last-minute PTO does, with the exception of the California Sick Days & FSPA, Michigan's Earned Sick Time, and Minnesota ESST, which does not count against attendance.

PTO, like other paid time off, does not count as "physical hours worked" for purposes of overtime calculations.

The first year of employment, employees may only be paid for PTO time available in the employee's PTO Balance. Employees are not allowed to be paid for more PTO time than they have earned/accrued (cannot go into arrears). However, after the completion of one year of employment, non-California employees may be allowed to go into arrears by 40 hours (-40 PTO hours). However, if the employee terminates and the PTO balance is negative, the hours already paid in advance will be deducted from the final payroll check, where allowed by law.

All time off should be scheduled in advance (except for unexpected illness or emergency) with a minimum of three days' notice. The employee's manager must approve all time off in advance except for unexpected illness or emergency. Granting advanced time off is at the manager's discretion and based on business needs. The manager must ensure that their department is adequately staffed. Therefore, there may be times when a manager is unable to grant PTO. However, once the manager has approved the time off, the approval may not be rescinded by management.

If an hourly, non-exempt employee has used all available PTO, any time needed away from work during normally scheduled business hours, will be taken without pay or the time may be made up within the same workweek (with manager's approval). Make up time should be requested in writing. Time may not be made up within a different work week (because of possible FLSA infringement).

### **3. Using PTO for Unexpected Illness or Emergency**

Employees are encouraged to maintain some PTO hours for unexpected illnesses or emergencies.

In the event of unexpected illness or emergency, the employee must contact their manager directly per the Absenteeism/Call-in Policy. Any employee failing to make prior arrangements to be off or who fails to timely contact their manager in the event of illness or an emergency, the employee may not be able to use PTO (except where required by law). While the Company fully understands that emergencies and illness may occur, employees who excessively utilize "last-minute" sick/emergency notifications may be disciplined, as good attendance is required to fulfill our business and customer needs. Even though employees may use PTO for last-minute illnesses and be paid for time off, attendance points may still apply since it was not pre-scheduled/pre-approved time off, except where prohibited by state law.

After three (3) consecutive days off due to illness or injury, the Company reserves the right to request (1) a doctor's certificate, signed by a physician and stating that the employee was required to miss work for the hours or day(s) indicated in the statement and/or (2) a fitness-for-duty certificate. Failure to supply such documents may result in a delay to return to work and/or disciplinary actions.

### **4. Cashing-In PTO**

Hourly employees can elect to cash-in up to half of the "current available PTO balance". Requests to "cash-in" PTO will be accepted in November and paid in December. PTO may not be "cashed in" at any other time. Employees enter PTO cash-in requests via the HRIS system, selecting PTO Year-end Payout", similar to how PTO is requested. \*Note, the system requires dates be entered for the cash-in period requested. If these dates fall into two different weeks, the PTO cash-in payment is paid by payroll over the two weeks and not in a single payment.

### **5. PTO at Separation**

Employees must provide 2 weeks written notice of a termination to be eligible to be paid any accrued but unused PTO, except where required by state law. Any employee who is involuntarily laid-off (reduction in force) will be paid any accrued but unused PTO. Any employee who terminates voluntarily and does not provide two-week advance written notice will not be paid for any accrued PTO, except where required by state law. An e-mail is considered "written" notice. A text messages is not considered "written" notice. An employee who terminates for gross misconduct or job abandonment (no-show) will not receive a pay-out of accrued PTO, except where required by state law.

## 6. CALIFORNIA EMPLOYEES ONLY:

For California salaried employees only – Salaried employees begin earning Revolution PTO upon hiring (see accrual rates & maximum limits above). Please note that the annual 5 days of required paid sick time required by the State of California is included in the Revolution PTO accrual, which exceeds the state’s requirement. Salaried employees are not eligible to “cash-in” PTO. PTO carries over from year-to-year and is paid out upon termination.

For California hourly employees only – Effective January 1, 2024, all hourly California employees receive a minimum of 40 hours of sick time at the start of each year (lump sum /up-front sick time). Newly hired hourly California employees will receive a minimum of 40 sick hours at the time of hire but are not eligible to use it until the 90th day of employment. If hired between October & December, sick hours will not be awarded until January 1st, due to the 90-day eligibility criteria. Sick hours must be used by December 31st of each year or will be lost. Sick hours are not paid out upon termination. Sick time may not be “cashed in” and are not paid out annually.

Sick time can be utilized for the diagnosis, care, or treatment of an existing health condition of the employee or an employee’s family member. Sick leave may also be used for preventive care for the employee or their family member. Sick leave may also be used for situations related to being a victim of domestic violence, sexual assault or stalking.

Attendance points will not be given for work time missed for designated California Sick Time.

In addition to the minimum of 40 hours of sick time, after one year of employment, PTO will start to accrue. PTO hours may be carried over from year to year and are paid out upon termination. Hourly employees may continue to “cash-in” up to half of available/earned PTO.

For an 8-hour California employee – receives 40 hours of sick plus PTO below:

CA Hourly PTO Accrual

Length of Service	Hours Annually	Hourly per pay period Accrual	Max. Accrual Balance
New Hire to 1 Year	0	0.00	0
2-3 Years	40	0.77	120
4-6 Years	80	1.54	160
7-19 Years	120	2.31	200
20+ Years	160	3.08	240

For illustration, an hourly California employee who has completed 2 years of employment, will receive 40 hours up-front sick time on January 1st of each year and will earn .77 hrs. of PTO every payroll (equivalent to 40 hours/year) for a total of 80 hours if the employee works the entire year. PTO carries over from year-to-year but Sick Time is use it by Dec. 31st, or lose it.

For a 10-hour California employee – receives 50 hours of sick plus PTO below:

CA Hourly PTO Accrual

Length of Service	Hours Annually	Hourly per pay period Accrual	Max. Accrual Balance
New Hire to 1 Year	0	0.00	0
2-3 Years	30	0.58	120
4-6 Years	70	1.35	160
7-19 Years	110	2.12	200
20+ Years	150	2.88	240

For a 11-hour California employee – receives 55 hours of sick plus PTO below:

CA Hourly PTO Accrual

Length of Service	Hours Annually	Hourly per pay period Accrual	Max. Accrual Balance
New Hire to 1 Year	0	0.00	0
2-3 Years	25	0.48	120
4-6 Years	65	1.25	160
7-19 Years	105	2.02	200
20+ Years	145	2.79	240

For a 12-hour California employee – receives 60 hours of sick plus PTO below:

**CA Hourly PTO Accrual**

Length of Service	Hours Annually	Hourly per pay period Accrual	Max. Accrual Balance
New Hire to 1 Year	0	0.00	0
2-3 Years	20	0.38	120
4-6 Years	60	1.15	160
7-19 Years	100	1.92	200
20+ Years	140	2.69	240

California employees (hourly & salaried) are not eligible to use more time off than they have available (cannot go into arrears or have a negative PTO balance). It is the employee's responsibility to promptly notify their supervisor or HR representative if using sick or PTO time. By default, PTO will be used when an employee misses work. If an employee is separated from employment and is rehired within one year, any previously accrued and unused sick days will be reinstated.

## **7. MINNESOTA EMPLOYEES ONLY:**

Minnesota employees are eligible for Earned Sick & Safe Time (ESST). ESST can be used for an employee's absence from work due to the following circumstances:

- An employee's mental or physical illness, treatment, or preventive care;
- The mental or physical illness, treatment or preventive care of an employee's family member;
- Absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- Closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency;
- When determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease; and
- To make arrangements for or attend funeral services or memorial or address financial or legal matters that arise after the death of a family member.

ESST may be used as soon as it is earned. Employees shall provide a minimum of seven (7) days' notice to employer for foreseeable reasons and as soon as feasibly possible for unexpected reasons. Employee may be required to provide a doctor's note for missing three (3) consecutive days. ESST is not paid out upon separation from employment. Minnesota employees are responsible for notifying employer when they elect to use ESST. Otherwise, the default will be to use any available PTO.

For Minnesota salaried employees only – Salaried employees begin earning Revolution PTO upon hiring (see accrual rates & maximum limits for all employees) Please note that the annual paid ESST required by the State of Minnesota is included in the Revolution PTO accrual, which exceeds the state's requirement. Salaried employees are not eligible to "cash-in" PTO. PTO carries over from year-to-year and is paid out upon termination.

For Minnesota hourly employees only – Hourly Minnesota employees earn 1 hour of ESST Time for every 30 hours worked. ESST balances carry over from year to year, with a maximum accrued balance of 80 hours. Accrual will stop if

the employee balance is 80 hours, and will begin again once the balance is below 80 hours. ESST balances may not go negative. Attendance points will not be given for work time missed for designated Minnesota ESST time off.

In addition to the earned paid ESST time, after one year of employment, PTO will start to accrue (see rates below). PTO hours may be carried over from year to year and are paid out upon termination. Hourly employees may continue to “cash-in” up to half of available/earned PTO.

MN Hourly PTO Accrual

Length of Service	Hours Annually	Hourly per pay period Accrual	Max. Accrual Balance
New Hire to 1 Year	0	0.00	0
2-3 Years	32	0.62	120
4-6 Years	72	1.38	160
7-19 Years	112	2.15	200
20+ Years	152	2.92	240

## 8. MICHIGAN EMPLOYEES ONLY:

Michigan employees are eligible for Earned Sick Time (ESTA). Earned Sick Time can be used for an employee's absence from work due to the following circumstances:

- An employee’s mental or physical illness, treatment, or preventive care; The mental or physical illness, treatment or preventive care of an employee’s family member;
- Absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- Closure of an employee’s workplace due to weather or public emergency or closure of their family member’s school or care facility due to weather or public emergency;
- When determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease; and
- After 90 days of employment, Sick Time may be used as it is earned. It may be taken in a minimum of 2-hour increments. Employees shall provide a minimum of seven (7) days’ notice to employer for foreseeable reasons and as soon as feasibly possible for unexpected reasons. Employee may be required to provide a doctor’s note for missing three (3) consecutive days, but employer will be responsible for paying all out-of-pocket expenses the employee incurs in obtaining the documentation. Earned Sick Time is not paid out upon separation from employment. Michigan employees are responsible for notifying employer when they elect to use Earned Sick Time. Otherwise, the default will be to use any available PTO.

For Michigan salaried employees only – Salaried employees begin earning Revolution PTO upon hiring (see Revolution standard’s accrual rates & maximum limits for all employees) . Please note that the annual paid Earned Sick Time required by the State of Michigan is included in the Revolution PTO accrual, which exceeds the state’s requirement. Salaried employees are not eligible to “cash-in” PTO. PTO carries over from year-to-year and is paid out upon termination.

For Michigan hourly employees only – Hourly Michigan employees earn 1 hour of Earned Sick Time for every 30 hours worked, immediately upon hiring. Employees must complete 90 days of employment before using ESTA and cannot take more than 72 Sick Hours each year. Earned Sick Time balances carry over from year to year with no maximum cap. Earned Sick Time balances may not go negative. Attendance points will not be given for work time missed for designated Michigan Earned Sick Time off.



In addition to the Earned Sick time paid, after one year of employment, PTO will start to accrue (see rates below). PTO hours may be carried over from year to year and are paid out upon termination. Hourly employees may continue to “cash-in” up to half of available/earned PTO.

MI Hourly PTO Accrual

Length of Service	Hours Annually	Hourly per pay period Accrual	Max. Accrual Balance
New Hire to 1 Year	0	0.00	0
2-3 Years	10	0.19	120
4-6 Years	50	0.96	160
7-19 Years	90	1.73	200
20+ Years	130	2.50	240

## 9. California Family-School Partnership Act (FSPA)

For California Employees only: consistent with the California FSPA, employees may utilize up to forty (40) hours each year (up to eight (8) hours in any calendar month) existing, available PTO to participate in activities at children’s school or daycare facility (such as to enroll a child in school), provided the following conditions are met:

- You are a parent, guardian or grandparent who has custody of a child enrolled in a California public or private school, kindergarten through grade twelve, or a licensed child day care facility; and
- You work for a location that has twenty-five (25) or more employees at the same location.

Revolution may require employees to provide documentation from the school or licensed childcare provider that the employees are engaged in FSPA-approved, child-related activities on the date/time of the requested times off.

Any request for PTO pursuant to the FSPA should be made under the PTO Request policy described above in this section of the Employee Handbook. All accrued PTO should be exhausted before requesting any unpaid FSPA time off.

### ***C. BEREAVEMENT LEAVE***

All full-time employees shall be entitled to 8 hours of bereavement leave with pay as follows:

- Up to five (5) days in the event of a death of the employee’s spouse/domestic partner or child (including biological, adopted, & step);
- up to three (3) days in the event of death of a sibling, parent, grandparent or grandchild (including step or in-laws);
- and one (1) day for aunt, uncle, niece, or nephew.

Revolution will make every effort to accommodate employees that may need additional extended leave (unpaid or employee may use PTO) as business needs allow. Revolution will comply with all state bereavement laws and reserves the right to request confirming documentation.

### ***D. JURY DUTY***

Revolution supports employees fulfilling their civic responsibilities by serving on jury duty when required and compensates them for time served. To be eligible for 8 hours/day of jury duty pay, the employee must be full-time (work 30+ hours/week) and provide documentation, such as a court appointed excuse, to HR. Employees should inform

their managers/supervisors as soon as a jury summons is received so that arrangements can be made to accommodate the absence. Employees are expected to report to work during jury service whenever the court schedule permits. If an employee reports to jury duty and is later released (before the end of the employee's shift), the employee should return to work and complete the shift. Insurance benefits will remain in effect and unchanged for the full term of jury duty absence. Some courts pay jurors for their service. These payments, if any, are not used to offset Revolution jury pay.

## ***E. VOTING***

Revolution is a community and civic-minded company. It encourages all employees to exercise the right to vote. Full-time employees who are eligible to vote in an election can request up to 2 hours of time off work without pay (or with pay where required by state law) or may adjust their work schedule to vote without being penalized. Employees must notify their manager/supervisor before election day to provide sufficient notice to ensure appropriate coverage of all work areas. Employees may be asked to provide proof of voting activity.

## ***F. FAMILY AND MEDICAL LEAVE ACT (FMLA)***

(includes qualifying exigency and military caregiver leave)

Revolution provides Family and Medical Leave to its eligible employees. While this is simply a high-level summary of key points of the FMLA policy and how it relates to Revolution's policies, a complete FMLA policy is available to all employees at any time by contacting the Revolution Benefit Administrator or local HR Department. Additionally, they are available to assist with any questions, concerns, or disputes with the policy.

### **1. Revolution key FMLA points:**

Grants up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service-member with a serious injury or illness) during a 12-month period to eligible employees and includes intermittent leave. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

To qualify to take FMLA, the employee must meet all of the following conditions:

- 1) The employee must have worked for the company for 12 months or 52 weeks.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Type of Leave Covered: To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition.
- 4) The serious health condition of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

- An eligible employee can take up to 12 weeks for the FMLA circumstance under this policy during any 12-month period.
- Employees do not earn paid time off (PTO) while on leave of absence.

- Employees with questions about what illnesses are covered under this FMLA policy or under the company's paid time off policy are encouraged to consult with the Benefit Administrator or local Human Resources.
- Company may require a second or third medical opinion when necessary.

## 2. Qualifying exigency leave

For families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to cover active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- short-notice deployment
- military events and activities
- childcare and school activities
- financial and legal arrangements
- counseling
- rest and recuperation
- post-deployment activities,
- additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which they are undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. In order to care for a covered service-member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service-member.

An eligible employee can take up to 26 weeks for the FMLA circumstance (military caregiver leave) during a single 12-month period.

## 3. Spouses who both work for Revolution

Spouses who both work for Revolution will share the allotted FMLA time consecutively. Spouses will share the total number of workweeks of FMLA leave available for certain reasons.

Spouses who work for the same employer share a total of 12 workweeks of FMLA leave per leave year for:

The birth of a child,  
 Placement of a child with the employee for adoption or foster care, or  
 Care for a parent with a serious health condition.

Spouses who work for the same employer also share a total of 26 work weeks of FMLA to care for a military family member with a serious injury or illness.

Spouses who work for the same employer may each use a total of 12 workweeks of FMLA leave in a leave year for:

Their own serious health condition,  
 To care for a spouse or child with a serious health condition, or  
 Due to a qualifying exigency.

Definition of spouse. Under the FMLA, spouse means a husband or wife as defined or recognized in the state where the individual was married, including individuals in a common law marriage and married same-sex couples. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could

have been entered into in at least one state. Individuals in civil unions and domestic partnerships are not considered spouses under the FMLA and, therefore, do not share FMLA leave when employed by the same employer.

Employees interested in FMLA should contact the Benefit Administrator or local HR to receive the full FMLA policy along with the process and required forms.

### **State Leave**

Some States have their own family and medical leave laws. Nothing in the FMLA prevents employees from receiving protections under other laws. Workers have the right to benefit from all the laws that apply.

### **Outside Employment**

Employees on a leave of absence, including FMLA leave, may not work at another job without prior written approval from Human Resources. Obtaining or continuing outside employment while on leave may result in disciplinary action up to and including termination.

### **Employee Status and Benefits During Leaves**

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums. If the employee does not continue these payments, the employer may discontinue coverage during the leave.

### **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

### **Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all available paid time off (PTO) and sick time prior to being eligible for unpaid leave. PTO or sick leave run concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

An employee who is using military FMLA leave for a qualifying exigency must use all available paid time off (PTO) prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all available paid time off (PTO), prior to being eligible for unpaid leave.

#### **Certification for the Employee's Serious Health Condition**

The company will require certification for the employee's or employee's family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

#### **Exhaustion of Leave**

Upon exhaustion of approved leave of absence, an employee should discuss their unique situation with Human Resources. Where possible, the Company may be able to allow additional time off or may require an employee to promptly return to work based on business needs. While an employee has no absolute right to continued employment under either workers' compensation or the ADA after FMLA leave has been exhausted and the employee cannot return to work, Revolution will actively work with the employee and their specific situation to determine the best path forward.

#### **Worker's Compensation Leave & FMLA**

An employee on leave as a result of a work-related injury/illness that falls within the FMLA definition of a serious health condition will be placed on FMLA leave. If an employee elects to accept a light duty assignment in lieu of FMLA leave, their right to be restored to the original or equivalent position and benefits continues until the end of the applicable FMLA leave year. Employees should be aware that pay on a "light duty" assignment may be lesser than their normal pay.

## **4. Personal Leaves**

Employees that require a leave of absence but do not qualify for the leaves above, may request a personal leave of absence in writing (form available from HR). The request should include the reason for the leave and the length of time needed. Depending on the business needs, the company may grant a brief leave of absence. Additionally, the company may require additional substantiation of the need for the leave before approving. Certain states require companies to authorize personal leaves in various circumstances. Please contact HR for more information about leave available in your state. Employees are required to exhaust all PTO prior to taking unpaid leave. If employee is eligible for Short-term Disability, employee is only required to use PTO during the waiting period.

### ***G. Maternity Leave***

Employees may be eligible for maternity leave of absence if they have been employed for at least 30 days and have either given birth to a child or is more than 6 months into pregnancy term. Full-time eligible employees may take up to 12 weeks of paid maternity leave. Contact HR for specific requirements and required certifications.

### ***H. CALIFORNIA PREGNANCY DISABILITY LEAVE (PDL) – California employees***

The Fair Employment & Housing Act (FEHA) contains provisions guaranteeing an employee disabled by pregnancy up to four (4) months disability leave.

- Leave is only permitted for pregnancy or a pregnancy related condition.

- Leave can be taken before or after birth during any period of time the woman is physically unable to work because of a pregnancy or pregnancy-related condition. Pregnancy leave is available when a woman is actually disabled. This includes time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, or any related medical condition.
- Provides reasonable accommodations to employees who are disabled as the result of a condition related to pregnancy, childbirth, or associated medical condition.

There is no eligibility requirement, such as maximum hours worked or length of service, before an employee affected or disabled by pregnancy is eligible for reasonable accommodation, transfer, or disability leave under the PDL law.

Employees are entitled to take pregnancy disability leave in addition to any leave entitlement they might have under California Family Rights Act (CFRA) or Family Medical Leave Act (FMLA). For example, an employee could take four months for PDL for her disability, and 12 weeks CFRA leave to bond with the baby. FMLA will run concurrently with PDL, if available.

- PDL is unpaid; however, employees are required to use their sick leave accruals.
- After pregnancy disability leave or transfer, employees are guaranteed a return to the same position and can request the guarantee in writing.
- Discrimination prohibited on the basis of pregnancy or perceived pregnancy.
- Employees shall provide 30-days advance notice or as much notice as possible.
- Company may require written certification from the health-care provider.

## ***I. Adoption Leave***

Employees may be eligible for adoption leave of absence up to two weeks paid following placement of an adopted child under the age of 13 in the employee's home. Contact HR for specific requirements and required certifications.

### **1. California Reproductive Loss (California Employees Only)**

California employees are eligible for up to five days of unpaid leave if they experience a reproductive loss event. Senate Bill 848 defines a reproductive loss as a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. The employee must have been employed for at least 30 days to be eligible, shall produce proof of the reproductive loss, and must take the leave within three months after the reproductive loss. Additionally, the employee may take this leave intermittently. Further, a single employee is entitled to take more than one reproductive loss leave each year but is limited to 20 days of reproductive loss leave within a 12-month period. Men may be eligible for reproductive loss leave, if the employee would have become a parent absent the unfortunate event. Employees may choose to use any accrued and available sick leave, or other paid time off that is otherwise available to the employee, otherwise this is an unpaid leave.

## ***J. Short-term & Long-term disability***

Revolution provides all employees company-paid Short-term disability. Hourly employees have an option to purchase Long-term disability coverage). Salary employees have employer-paid Long-term disability coverage. Employees may contact the Benefit Administrator or Human Resources for information on these leaves. Where exclusion periods apply, employees shall use any earned PTO, allowing the continuation of compensation. Once short-term disability has been exhausted, the employee's employment may end, and where eligible, may be placed on long-term disability.



## ***K. WORKERS COMPENSATION***

Revolution provides workers compensation insurance, which normally compensates for an illness or injury an employee suffers in the course and scope of their employment. Employees are required to immediately report any work-related illness or injury to their manager. An incident report must be completed for every work-related illness or injury, in order to protect the employee's rights under the workers compensation program.

## **V. EMPLOYMENT BENEFITS**

### ***A. HEALTH & WELFARE***

Revolution is committed to providing all employees with competitive benefits that offer meaningful opportunities for our diverse and growing population. Because employees' needs change over time, the Company has established compensation and benefit packages that are comprehensive but flexible, delivering the assurance that our team members desire for overall wellness and financial security.

#### Benefits

Revolution provides a full range of a la carte benefits at a competitive cost to cover employees and their eligible dependents, including:

- Medical
- Dental
- Vision
- Telemedicine
- Short-Term & Long-Term Disability
- Life / AD&D
- Flexible Spending Accounts
- Additional supplementary coverage options available

#### **Eligibility**

All full-time employees (averaging 30 or more work hours per week) are eligible to participate in the Company's benefits the 1st day of the month following the first 30 days of employment, unless the 30th day falls on the 1st day of the month, in which case benefits begin on that day. Information about the benefit plan(s) will be provided to the employee at the time of employment and available on the company online resource site.

Benefits stop at the end of the month following employment termination date.

Benefit plans and premiums may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts define the terms and conditions of the employee benefits provided by the Company. Any questions regarding the plan should be directed to the Benefits Administrator at [benefits@revolutioncompany.com](mailto:benefits@revolutioncompany.com) or to the Human Resources Department.

### ***B. RETIREMENT SAVINGS PLAN – 401k***

Revolution encourages and supports employees interested in preparing for their future retirement. So, the Company offers a 401(k) retirement savings plan for all eligible employees. This safe harbor plan includes a provision for employee

tax deferred compensation contributions along with generous company match contributions. The plan also allows for 401k loans under certain conditions. Please contact the Benefits Administrator at [benefits@revolutioncompany.com](mailto:benefits@revolutioncompany.com) or reach out to Human Resources to inquire about plan specifics such as employer matching, vesting, loans, distributions, etc. Employees may also request detailed 401(k) summary plan documents (SPDs).

### ***C. EMPLOYEE ASSISTANCE PROGRAM (EAP)***

For additional support, Revolution offers an Employee Assistance Program to all full-time employees. This service is provided through a third-party and employees can rest assured that their issues are confidential and not shared with Revolution. Benefits or Human Resources can provide contact information for EAP for any interested employees. EAP can assist with matters such as:

- Emotional Support
- Work-life Solutions
- Legal Guidance
- Financial Resources
- Online support, training & resources
- Estate Guidance & free online Will Prep

### ***D. EDUCATIONAL ASSISTANCE/TUITION REIMBURSEMENT***

Revolution offers reimbursement for continuing education based on specific criteria. Interested employees should request the complete policy from HR. Employees should allow proper processing time. This program is intended to contribute to an employee's career development and is prioritized for those employees that have demonstrated high achievement and performance.

### ***E. RECOGNITION PROGRAM / SERVICE AWARDS***

Revolution seeks high performing employees and believes those going the extra mile deserve recognition & rewards. Further, we value our long-tenured employees and celebrate key anniversary milestones with recognition and monetary rewards. All full-time employees are eligible for the program effective the first day of employment.

### ***F. REVOLUTION 411 EMPLOYEE SITE***

Employees have 24 hour/365 days a year access to our employee intranet site: **[www.Revolution411.com](http://www.Revolution411.com)**. It is the central site for most of the information employees may need including:

- Information, forms and contacts for health and retirement benefits. This includes group #'s and phone contacts for the insurance carriers.
- A copy of the most up-to-date employee handbook and forms employees may need.
- Company news and information.
- Links to our integrity hotline "Revolution Cares", where employees can ask questions or report concerns confidentially and anonymously.
- Contacts for the entire corporate HR team

## **G. SUSTAINABLE COMMUNITY PROGRAMS & SCHOLARSHIPS**

Revolution strives to create a positive impact on the lives of our employees and within the communities where we live, work and serve. Which is why we've created a program designed to help us support the volunteer efforts, Supporting Our Communities hard work and charitable acts of our Revolution family. This program includes:

- Ambassador Grants
- Annual Scholarships

## **H. EMPLOYEE RESOURCE GROUPS (ERGs)**

ERGs are employee led, self-directed voluntary groups that offer opportunities to network internally, to attract a diverse employee base, to provide the inclusion of ideas and solutions, and to create opportunities for mentoring and career development. Diversity is vital for the ability to grow and innovate in such a fast-changing environment. ERGs are an integral component of Revolution's commitment to help drive change in diversity and inclusion. All Revolution employees are encouraged to participate.

# **VI. COMPENSATION & WORK TIME**

## **A. COMPENSATION PHILOSOPHY**

### **Competitive Pay & Incentive Opportunities**

Revolution provides a challenging and fulfilling work experience for employees and our pay practices reflect our efforts to be an employer of choice and enables us to attract and retain talented employees while motivating and rewarding the achievement of exceptional results.

Our competitive pay package is designed to reward employees for the skills, knowledge and ability established by individual job positions. Future compensation growth for all employees is based on local market conditions, individual performance, and the success of the company. Additionally, Revolution has various incentive programs and a recognition program to reward and recognize outstanding work.

### **Employee Evaluations and "Pay for Performance"**

Employees want and deserve to know how they are performing in their positions. Revolution's policy is to evaluate employees on a timely basis at least annually (typically in the Fall timeframe), but preferably more frequently. Evaluations should cover safety, quality, training, performance, attitude, attainment of goals, and attendance records of our employees. Each department manager will be responsible for ensuring these evaluations are performed timely and accurately. The manager or supervisor may perform evaluations at any time if needed.

The intent of these evaluations is to allow effective and interactive communication between supervisor and employee regarding job performance and expectations, as well as provide written documentation of the exchange. The conversation should include both good points and direction for improving areas that need attention. The employee will be asked to sign the evaluation to acknowledge the discussion and confirm the understanding of the content within the evaluation document. This evaluation becomes a part of the employee's personnel file. Previous evaluations will be used by management as reference to assure proper direction of the employee and compliance with necessary improvements.

Employee evaluations may or may not result in pay changes. Employees should not automatically assume that an evaluation generates a review of compensation, as these are two separate activities. Revolution is a “pay for performance” company whereby employees are considered for “merit” increases based on their growth and the additional value they bring to the company. Additionally, the amount of a merit pay increase may vary greatly from employee to employee based on the employee’s growth and contributions. Pay for performance is intended to reward those that are engaged and continually look for ways to improve both themselves and their jobs.

### **Performance Improvement**

A performance improvement plan (PIP) may be implemented to help correct performance or behavioral deficiencies. The PIP will be administered on a case-by-case basis and outlines company expectations and provides a path for the employee to correct the concern. PIPs are a tool used for: clarifying policies and goals; coaching opportunities; identifying additional training needs; and aligning the employee with the company. However, if the employee fails to improve, the employee may be subject to termination.

## ***B. PAY CHANGES***

Revolution, with its “Pay for Performance” philosophy, offers flexibility with pay changes. There may be a variety of different reasons that justify adjustments in pay, upward or downward. However, all pay changes must be approved by management and Human Resources.

Some reasons pay changes may occur:

- For “merit” performance
- For a job change (promotion, demotion)
- Due to market pay scale adjustments
- As a result of the annual performance review process
- For taking on more responsibility or by becoming more knowledgeable or skilled

All position changes and pay changes will be effective at the beginning of the following pay period.

## ***C. PRODUCTION & PERFORMANCE INCENTIVES/BONUSES***

Incentives may be paid through various methods including our recognition program, where Revolution locations meet or exceed set goals and performance metrics. When applicable, employees may receive an incentive pay the month following the end of the fiscal quarter/year. Employees must be employed with Revolution on the incentive pay-date to be eligible for the payment. Each incentive plan will have a separate document that explains all of the program details. All incentive/bonuses will be taxed according to IRS regulations.

## ***D. PAY DAYS / PAY PERIODS***

All Revolution employees are paid on Fridays. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

Hourly / non-exempt employees, that work in excess of the Federal/State statutory hours, must be paid overtime, per Federal/State regulations. Therefore, they are required to clock in/out to ensure accuracy of their pay. Hourly employees are paid weekly (52 pay-dates per year).

Salary / exempt employees are not required to be paid overtime, therefore do not punch a time clock. They are paid bi-weekly (26 pay-dates per year) with a workweek of Sunday-Saturday (paid current since no additional payroll processing time is required).

Employees are paid via either direct deposit or pay card, unless otherwise specified by law or regulation. Payroll check information is available to all employees by pay date, accessible via the Payroll/ HR system. Employees should immediately notify their manager if their paycheck is incorrect or lost/stolen, and the manager will immediately contact HR/Payroll.

## ***E. REST & MEAL PERIODS***

Employees are more rested and productive if given breaks from work throughout the workday. Meal and rest periods are intended to provide non-exempt employees an opportunity to be away from work, and they are not permitted to perform any work during meal and rest periods. Employees are encouraged to take meal and rest periods away from their immediate work area.

### **1. Rest Periods**

In most locations, except California (see CA policy below), hourly (non-exempt) employees that work 8 hours/day receive two paid 15-minute breaks and those that work 12 hours/day receive three paid 15-minute breaks per shift. Exact break times may vary by location/department, may be staggered to allow sufficient department coverage, or combined where appropriate. Employees are fully relieved from their duties during their break periods. Since employees remain on the clock, they should not leave the premises during paid breaks (except for as allowed by California law or other similar state laws).

### **2. Meal Periods**

In most of our locations, except California (see CA policy below), production hourly (non-exempt) employees receive one 30-minute paid lunch break if remaining onsite. If an employee wants to eat lunch in their vehicle or leave the facility during lunchtime, the employee shall clock out for lunch and clock back in within the 30-minute lunch break, and time is unpaid.

California Employees Only - will receive the following, as required by California State Law.

### **3. California Meal Periods**

California hourly (non-exempt) employees who work more than five (5) hours in a workday are entitled to an unpaid 30-minute uninterrupted meal period during which they are relieved of all duties, unless the employee works no more than six (6) hours in the workday, in which case the employee and supervisor may mutually agree to waive the meal period. Unless it is waived, the employee must take the meal period no later than the end of the employee's fifth hour of work.

California hourly (non-exempt) employees who work more than ten (10) hours in a workday are entitled to a second unpaid 30-minute uninterrupted meal period during which they are relieved of all duties, unless the total hours worked is no more than twelve (12) hours and the employee has taken the first meal period, in which case the employee and supervisor may mutually agree to waive the second meal period.

## 4. California Rest Periods

Hourly (non-exempt) employees are entitled to paid rest periods based on the employee's total hours worked daily at a rate of fifteen minutes of rest time for every four hours of work or major fraction of four hours. Non-exempt employees working:

- Less than 3.5 hours are not entitled to a rest period
- 3.5 hours up to six hours are entitled to a fifteen-minute paid rest period
- More than six hours up to ten hours are entitled to two (2) 15-minute paid rest periods
- More than ten hours up to 14 hours are entitled to three (3) 15-minute paid rest periods

Each paid rest period must be taken in 15 consecutive minutes. To the extent possible, each paid rest period should be taken in the middle of the employee's work period.

Supervisors are prohibited from requiring or encouraging hourly (non-exempt) employees to perform work during meal or rest periods. Non-exempt employees should immediately report to Human Resources any supervisor who encourages or requires employees to perform work during meal or rest periods. Any non-exempt employee who performs work during their meal period must notify their supervisor and/or Human Resources so that the appropriate time-entry adjustment can be made.

Non-exempt employees who do not take meal or rest periods as scheduled (e.g., work during their meal or rest periods), take unauthorized meal or rest periods, or do not return on time from meal or rest periods may be subject to discipline, up to and including termination of employment.

## ***F. SHIFTS / SCHEDULES***

Revolution's various locations and departments determine the work schedules and number of shifts based on company necessity, and therefore, may vary. Additionally, certain pay premiums for selected shifts (shift differential) may be offered but may vary too, depending on business needs.

## ***G. TIMECLOCK & TIME RECORDS***

Both Revolution and our employees expect to have accurate timecards and payroll checks. To ensure this, all hourly (non-exempt) employees should use the timeclock when reporting to work, and when leaving work, or when leaving Revolution premises. Employees should be diligent at clocking in at start time and clocking out timely and within changeover guidelines. Revolution does not "round" clock-in and clock-out times. Revolution does not have a grace period for early or late clock-in and clock-out times (also known as "punches.") Any punches that deviate from the shift start time and end time by 6 minutes or more require a manager's or supervisor's approval or may be considered an "occurrence" – see Attendance Policy. Corrections resulting from an employee's failure to clock in or out accordingly may be made on the following paycheck.

Revolution employees have access to their time and attendance records and are encouraged to review them daily and verify their accuracy. Employees should immediately report any discrepancies to the manager for prompt resolution. Hourly, non-exempt employees should never perform any work "off the clock". Any employee that believes that he has not been compensated for all hours worked, including overtime believed to be owed, must report these concerns to the Human Resources Department immediately. Supervisors and managers may not require or encourage employees to underreport any overtime hours worked. Employees are obligated to immediately report to the Human Resources Department any supervisor or manager who requires or encourages them to underreport hours worked.



Additionally, falsifying time entry or tampering with the time clock is a violation of Company policy. Violation of this timeclock policy could result in disciplinary action including discharge.

Revolution will communicate employees' standard work schedules for their specific job. However, based on business needs, the volume of work may vary considerably from day to day and, as a result, an employee's hours may also vary occasionally, and an employee may exceed the normally scheduled hours. See Overtime – Voluntary / Mandatory Policy below.

## ***H. OVERTIME – VOLUNTARY / MANDATORY***

As a conscientious manufacturing operation, every attempt is made to keep overtime to a minimum. But with the structure of some shifts, overtime is standard (planned). Additionally, there are times that overtime is needed (unplanned) to meet our customers' production needs. When unplanned overtime occurs, there are two types of overtime that we use: voluntary and mandatory. In either case, we will try and give employees as much notice as possible.

The Company strives to use voluntary overtime when possible. But if there are not enough volunteers, mandatory overtime may be required. The Company attempts to accommodate our employees with their individual situations when possible.

The Company goal is to have no employee work more than 60 hours in a work week. There could be some exceptions such as unexpected maintenance issues, but this is outside our normal schedule. Any overtime worked in excess of 60 hours per week must be pre-approved in writing by the Plant Manager.

When employees are scheduled for overtime, this time becomes part of their schedule for the work week, so any missed time will be counted against their attendance hours. Overtime compensation is paid to all non-exempt/hourly employees, per federal, state, and local overtime laws. Overtime pay is based on actual hours worked. Time off on holidays, Paid Time Off (PTO), Sick Time, or any leave of absence will not be factored in as hours worked when calculating overtime.

## ***I. PAY ADVANCES***

In order to fairly treat all employees, Revolution does not provide pay advances or employee loans. The Revolution 401k plan allows for certain loans given specific guidelines – contact 401k provider for additional information.

## ***J. PAYROLL DEDUCTIONS***

All deductions from an employee's wages will be made in accordance with applicable law and, when required, the employee's consent. Deductions may be made from an employee's wages for Social Security taxes, federal and state income taxes, child support, garnishment, and assignment of wages, as applicable.

Employees will be notified of deductions due to court orders, such as child support or garnishments, in accordance with such orders.

Deductions not taken for any pay period may be carried over to succeeding pay periods and deducted from the wages due in the succeeding pay period to the extent allowed by law. Employees who object to any deduction should contact Human Resources. Revolution will promptly correct any deductions made in error or not permitted by applicable law.

Employees are required to complete all applicable forms necessary for deductions as may be required by law; such forms include the federal W-4. If an employee does not complete a form, e.g., the federal W-4, deductions will be made in accordance with applicable law.

No deduction from an employee's wages for any period shall cause the employee's wages for any such period to be less than the wage required to be paid by the company pursuant to applicable law.

## **VII. WORK POLICIES**

### **A. ATTENDANCE & CALL- IN / NOTIFICATION**

Each employee plays an important role in meeting Revolution's goals and objectives. To that end, timely and regular attendance is an expectation of performance for all employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedules. In the event an employee is unable to meet this expectation, the employee should obtain approval from their manager/supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate paid time off, as well as late arrivals to or early departures from work. Absenteeism or tardiness, even for good reasons, is disruptive to operations and interferes with our ability to satisfy our customers' needs.

#### Notification Procedure - Call In / Text / Email

Employees are expected to follow their locations' notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their manager/supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

At the time of notification, the employee must notify their manager/supervisor when an absence is due to a documented/approved leave of absence (e.g. State Sick Pay, Military Leave, FMLA) in order to appropriately track leave utilization and absenteeism.

Employees should ensure they have their manager's/supervisor's phone numbers. Generally, employees must contact their immediate manager/supervisor as far in advance as possible, but at a minimum, one hour before work start time and must contact them each day that they will miss, unless employee has a written approved leave of absence. If an employee is unable to reach a manager/supervisor by phone, the employee may email or text a message to the supervisor, as long as it contains all of the following:

- full name
- phone number where employee may be reached
- reason for lateness/absenteeism (where allowed by state law)
- the day & time employee expects to return to work

The manager/supervisor may call the employee to fully understand the issue and to appropriately arrange to cover the employee's work duties. It is the employee's responsibility to ensure that proper notification is given to the manager/supervisor. Employees should not ask another employee, friend or relative to call-in or notify management unless the employee is incapable due to extenuating circumstances.

An employee is tardy or late if the timeclock is punched 6 minutes or more after the scheduled time to report. Employees are encouraged to allot time to physically get to their timeclocks in case of unforeseen issues (ex. left badge at home, multiple employees at timeclock at the exact same time, etc.). Revolution will ensure that ample timeclocks are available for the volume of employees.

Incidents of not following the notification procedures, including No Call/No Shows (NCNS), will be addressed timely. An employee that fails to call in and report to work as scheduled for three consecutively scheduled workdays, or as a matter

of habit, will be viewed as having abandoned their position and the manager/supervisor should immediately notify HR and employment may be terminated.

#### **Excluded Absences –**

- Absences that are generally not counted in the absenteeism and tardiness guidelines under this policy include:
- Approved absences under the Family and Medical Leave Act (FMLA) & similar state laws
- Pre-approved paid time off, personal holidays, scheduled California sick time & FSPS, Minnesota ESST, Michigan ESTA, bereavement leave, jury duty, and military leave, or pre-approved absences
- Hospital confinement, including same day surgery
- Absences due to a work-related injury and approved on-the-job (workers' compensation) injury
- Absences/tardies due to extraordinary circumstances (such as emergencies-proof may be required)

Note: Employees who miss 3 consecutive days or more of work due to a medical (illness or accident) reason may be required to provide a doctor's note and may be placed on a 'leave of absence', requiring employees to submit 'return to work' physician notes or fitness for duty certifications.

The Company reserves the right to require documentation for absences or tardies at its discretion, where allowed by state law. Example: requiring a doctor's note for a medical absence or requiring a summons or court document showing jury duty or required court appearance. Employees shall comply with such requests.

To reward employees for good attendance, Revolution locations may offer written attendance incentive programs. Conversely, employees' absenteeism and tardiness may impact potential incentive pay eligibility and job and pay change decisions. Reporting to work timely helps employees ensure that they receive all the job/pay opportunities available at Revolution.

## ***B. CONDUCT POLICY***

Revolution expects employees to adhere to the highest standards of job performance and personal conduct, including individual involvement with Company personnel and outside business contacts. Any employee who violates Company policies or rules or whose performance is substandard, is subject to coaching and/or disciplinary action (see Coaching & Discipline Policy). Rules are necessary for the orderly operation of the Company. Fair and impartial application of these rules will strengthen employee morale.

Revolution is committed to conducting a prompt and thorough investigation of each reported violation of Company policy. The Company retains the discretion and authority to determine the nature, seriousness, and extent of any corrective actions based upon the circumstances of each individual case. Employees may be coached, disciplined, or terminated for poor job performance, or behavior including, but not limited to the following:

- Unsatisfactory quality or quantity of work
- Repeated excessive absences or lateness
- Leaving the job before the end of a shift or the arrival of relief
- Sleeping on duty
- Reading books, magazines, newspapers, or using cell phones while at workstation
- Neglect of duty and dishonesty
- Loitering, loafing, unnecessary conversations or otherwise wasting time during working hours
- Willfully holding back, hindering, or limiting production
- Failing to follow instructions or Company procedures and safety regulations

- Falsifying an employment application or any other Company records or documents
- Failing to record work time accurately or recording a co-worker's time
- Insubordination or other refusal to perform an assigned task
- Trading shifts without permission
- Using vulgar, profane, or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, bodily harm threats, fighting, or other acts of violence
- Gambling on Company premises
- The offering, giving, or taking of a bribe of any nature as an inducement to obtain work or retain a position
- Fraternizing between employees on Company's premises
- Misusing, destroying, or stealing Company property or another person's property
- Possessing or using weapons in/on Company premises
- Possessing, selling, using, or reporting to work unfit for duty for any reason, but including, being under the influence of alcohol, controlled substances or illegal drugs while on Company property or on Company time
- Violating conflict of interest rules
- Failing to use labor saving, safety devices, or other approved devices
- Disclosing or using confidential or proprietary information without authorization
- Failure to ensure cleanliness of the operating areas around the machines or work area
- Violating the Company's computer or software use policies
- Being convicted of a violent crime, while employed by Revolution, that indicates unfitness for a job or presents a threat to the Company or its employees in any way

### **C. DRUG & ALCOHOL**

As a responsible employer, Revolution requires that all employees arrive "fit for work" and remain "fit for work" during their period of duty. It is each employee's responsibility to come to work capable of working in a safe manner, with no illegal drugs, controlled substances, or alcohol in their system or in their possession, while on Company property.

The purpose of this policy is to provide a safe workplace for all employees and those whose safety may be affected by the conduct of employees. Further, this policy is intended to ensure that all employees are treated fairly, with respect, and are reminded of the risks associated with the use of alcohol and other drugs which may endanger the employee, co-workers, Company property or the environment.

Nothing within this policy shall prevent the Company from complying with its statutory obligations, including those imposed by legislation.

Revolution is committed to providing and maintaining a workplace that is safe and productive. To that end, Revolution does not tolerate the possession, sale or use of illegal drugs, the improper possession, sale or use of other controlled substances, or the unauthorized possession, sale or use of alcohol while at work or while engaged in work-related activities. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on company property (including parking areas and grounds), or while otherwise performing their work duties away from Revolution's premises. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work and from having excessive amounts of an otherwise lawful controlled substance in their systems.

All employees are prohibited from possessing, distributing, dispensing, consuming, or having alcohol in their system while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's ability to perform the essential functions of their job.

**Use of Prescription Drugs & Over the Counter Medications** - The proper use of medication prescribed by your physician is not prohibited; however, the misuse of prescribed medication is strictly prohibited. Employees' drug use may affect their job performance, such as medications that may cause dizziness or drowsiness. Employees are required to disclose any medication that may cause a risk of harm to the employee or to others in performing their job duties. It is each employee's responsibility to determine from their physician whether a prescribed drug may impair job performance.

Revolution reserves the right to request medical certification to determine whether a prescription or over-the-counter drug impairs judgment, coordination, or other functions or senses important to the safe and productive performance of work. If use of an over-the-counter or prescription drug prevents the employee from performing the essential functions of their job, the employee may be transferred to another position or will not be permitted to work for the duration of the course of the treatment.

**Notification of Impairment** - It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition that impairs the employee in the performance of their job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to their immediate supervisor.

### **Required Testing**

**Pre-Employment:** Applicants being considered for hire must pass a drug test after receiving a conditional offer of employment from Revolution. Failure to submit to testing will result in disqualification of further employment consideration.

**Reasonable Suspicion/ Post Accident / Safety-Sensitive Positions:** Employees may be required to submit to drug/alcohol screening whenever Revolution has a reasonable suspicion that an employee has violated any of the rules set forth in this policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work-related injury or accident or near-miss.

In addition, employees in safety-sensitive positions may be tested on a random or periodic basis and various job classifications are categorically subject to random or periodic drug testing to the extent permitted by applicable state and federal laws.

**Enforcement** - To enforce this policy, Revolution may investigate potential violations and require employees to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of Revolution's physical premises, including work areas, personal articles, employees' clothes, desks, workstations, lockers, and personal and company vehicles. Employees who refuse to cooperate with searches or investigations, refuse to submit to screening or fail to execute consent forms when required by Revolution will be subject to disciplinary action

**Employee Tests Positive for Prohibited Substances** - All employees who test positive in a confirmed substance test will be subject to disciplinary action.

**Employee Assistance** - Revolution will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other Revolution policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited

the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

**Investigations/Searches** - When a manager or supervisor has reasonable suspicion that an employee has violated this policy, the supervisor, or their designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, backpacks and other locations or articles without prior notice to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock from a locker or locked container. A locked locker or container does not prevent Revolution from searching such article. Employees therefore should have no expectation of privacy for personal belongings brought onto Revolution premises and locked in a locker or locked container.

## ***D. TOBACCO IN THE WORKPLACE***

Revolution considers the wellness of each employee a top priority and feels strongly that eliminating the use of tobacco products in the workplace will significantly improve a person's overall health. All Revolution work locations have implemented a tobacco-free facility policy.

The use of tobacco products is not permitted inside Revolution facilities or company vehicles. Employees and visitors are required to use designated tobacco areas. Compliance with this policy is mandatory for all employees and persons visiting a Revolution facility. Employees who violate this policy are subject to disciplinary action.

For employees interested in tobacco cessation programs, please contact the Benefits or Human Resources Department

## ***E. WEAPONS POLICY (FIREARMS, KNIVES)***

Employees are not permitted to carry (either openly or in a concealed manner) any firearms or illegal knives while on the company's premises, while at client work locations on company business, while in company vehicles, or while acting as a company representative at any work-related activities, meetings, or functions. This prohibition against the possession or carrying of firearms applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun by the state. Revolution does not permit guns, ammunition, or illegal knives in its parking lots, except for in states that require this to be permissible. Where permissible by law, only legal firearms are allowed and must be done in a discreet and responsible manner. This policy is intended to comply with all applicable state laws concerning employee rights to possess and carry firearms and shall be interpreted and enforced accordingly. Further, in accordance with some state knife laws, employees may not conceal or open carry any knife with a blade over 5 ½ inches long (or the legal maximum length allowed per applicable state regulation, which could be shorter).

## ***F. TELEPHONE & CELL PHONE USAGE***

Revolution's telephone & cell phone policy will be enforced at all locations unless a local, state, or providence law requires more prohibition, then that law will be in effect. Due to the increased use of cell phones and our concerns of safety in the workplace, unnecessary distractions, and delays in productivity, the Revolution policy on using cell phones & telephones while conducting Company business is as follows:

**Personal Cell Phones** - Unauthorized use of personal cell phones during working hours in the manufacturing/production areas is strictly prohibited. Employees shall be allowed to use such devices during scheduled breaks and lunches. Personal mobile hotspots and tethering to company devices are strictly prohibited. No personal phone calls or texts are to be made on the production floor. Personal cell phones use may be approved individually by management for emergency purposes



only. In this instance the employee will be allowed to go to a designated safe area to take the call. Managers and supervisors are authorized to use cell phones, when necessary, for company business communication during times of production. Whenever feasible, managers and supervisors must limit usage to outside the manufacturing/production area. Employees are strictly prohibited from using personal cell phones in an illegal, illicit, or offensive manner while on Company premises. Connecting personal devices (phones, tablets, smartwatches) to company networks, including Wi-Fi or Bluetooth-enabled systems, is strictly prohibited unless explicitly authorized by IT. On occasion, an employee may be authorized to use a personal cell phone to conduct Revolution business. In these instances, the employee shall authorize the company to review information, as requested, on the dual purposed cell phone.

**Company Cell Phones** - If a Company cell phone is issued to an employee, it is for business related purposes. However, occasional, and reasonable personal use is permitted. Before adding any applications/downloads, employees must receive approval from IT. This includes third-party messaging apps, cloud storage applications, and any software that could pose a security risk.

Employees are strictly prohibited from using a Company cell phone in an illegal, illicit, or offensive manner at any time. Revolution has the right to monitor, search, confiscate, inspect, and otherwise regulate at any time without advance notice to ensure compliance with this Policy.

**Driving** - Revolution does not condone the use of cell phones (talking, texting, or e-mailing) while driving. However, in the event that it is necessary for business or emergency purposes, a hands-free device can be used, or employees can pull off the road and seek a safe parking area to conduct business. Employees must be aware and abide by all city, county, state, or providence laws or ordinances forbidding cell phone usage while driving.

**Emergencies** - Emergency calls should come in through the receptionist and the person calling should state it is an "emergency". The receptionist will make every effort to put the call through immediately to the employee. When the employee cannot be contacted directly, the call will be routed to the employee's immediate supervisor. If an employee needs to be contacted outside of receptionist hours the phones will roll over directly to the production area or the manager or supervisor can be contacted directly. Employees are encouraged to provide this information to their family members for use in emergency instances only. Employees expecting an urgent phone call should advise their supervisor or manager.

**Telephone Calls** - Since much of the Company's business takes place by telephone, employees should limit personal calls to cases of emergency or to scheduled breaks/lunch times. Incoming personal calls other than at scheduled breaks will be allowed only when a stated emergency exists.

**Cell Phone pictures / videos / tapings** - To protect our confidential business practices (including manufacturing processes, customer requirements, etc.) employees may not take pictures, videos, or tape conversations while on Company property without prior written management approval.

## ***G. TRAVEL & EXPENSES (T&E)***

Revolution will reimburse employees for all reasonable, necessary, documented, and authorized business-related expenses incurred while carrying out Company business. Fraudulent, fake, or unrelated supporting documentation will not be accepted and will be grounds for disciplinary action in accordance with Revolution's Code of Conduct. All authorizations and approvals will be evidenced by sign-off.

Revolution has a standardized expense report that must be completed by the employee for reimbursement of out-of-pocket expenses and submitted to and approved by manager. See Accounting for the appropriate expense reporting process and complete T&E Policy.

## **H. BULLETIN BOARDS & MONITORS**

Revolution employees are responsible for regularly monitoring company bulletin boards and electronic monitors to remain up to date on legal postings, policies, key changes, schedules, holidays, events, announcements, etc.

### **I. SOLICITATION & DISTRIBUTION**

Revolution strives to maintain a harmonious highly productive work environment. It is the policy of Revolution to prohibit unauthorized solicitation or distribution for any purpose on Company property by persons not employed by Revolution.

Revolution recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. Working time does not include unpaid lunch periods, work breaks, or any other periods in which employees are not on duty. Solicitation by employees in the workplace during the working time of either the person soliciting, or the person being solicited is prohibited. Any exceptions can be presented to HR and be approved in writing by the Sr. VP of HR.

Solicitation is defined as:

- Soliciting business of any type, including selling products or services.
- Soliciting funds, including debt collection, political, or petitioner's support of any kind.
- Soliciting employees on behalf of any club, society, labor union, political party, religious organization, or other group.
- Conducting opinion, investigatory, or other surveys or polls.
- Distribution is defined as distributing any kind or type of literature, pamphlets, product samples, merchandise, petitions, tickets, or other materials.

In addition, the posting of written solicitations on Company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently. Employees may contact Human Resources regarding requests to post information.

## **J. COMPUTER & IT SECURITY**

The information resources of Revolution are valuable assets of the Company and must be protected at all times by all employees and agents of Revolution. Information and data must only be used to conduct Company business unless otherwise specifically authorized.

This policy establishes responsibility for the security and protection of the information resources of Revolution's locations. All employees and users should be aware of and comply with the policy.

The objective of the Information Security Policy and Practice is to have adequate, balanced, and cost-effective protection for all information resources including:

- data and information held on electronic media
- information processing systems including servers and workstations
- data and information transmitted over telecom networks
- data and information printed on paper

The sensitivity, confidentiality, value, and criticality of the data – as well as the associated cost to Revolution - will determine the proper level of protection.

Information Security pertains to the preservation of the confidentiality, integrity, and availability of information. Information Security Policy mandates the protection of information resources in all its forms and on all media from unauthorized, accidental, or deliberate disruption, modification and/or disclosure. Information is a corporate asset and must be managed accordingly. Revolution is the owner of all corporate information and data held within its systems.

It is the responsibility of all employees of Revolution to follow the Information Security Policies and Practices. A lack of awareness and/or understanding of Information Security Policies is a serious threat to information security. All information systems must be protected by approved access control systems to ensure that the information resources on these systems are not improperly disclosed, modified, deleted, or made unavailable.

All employees and authorized agents of Revolution will be assigned a User ID for accessing company systems. Employees with individually assigned credentials will be held accountable for all actions performed under their User ID. Sharing of individual credentials is strictly prohibited.

In operational environments where shared User IDs are necessary (e.g., warehouse floor systems), access will be restricted to specific job functions and activity logs will be maintained to track usage. Supervisors are responsible for ensuring that shared accounts are used appropriately and not misused for unauthorized activities.

The Internet and email are valuable tools in providing access and exchange of an enormous amount of information. Internet access will be granted to those users who can demonstrate a need to access those services as part of their job function. All email communications created, sent, or received on Revolution systems are the property of Revolution and may be monitored for compliance, security, and legal purposes. The use of email facilities is designated primarily for conducting company business. Limited personal use is permitted but must not interfere with work responsibilities or violate company policies.

All information resources and systems infrastructure, including voice and data networks, must be designed, implemented, and managed to ensure the security, integrity and privacy of the information stored and transported or processed on these systems. All computer and network devices must have a security assessment prior to being put into the Revolution network. Additionally, all information resources should have a periodic review and/or vulnerability assessment by the Company.

Use of unapproved cloud storage services (e.g., personal Google Drive, Dropbox, iCloud, etc.) to store company data is strictly prohibited. Employees must use only company-approved file-sharing solutions.

Any known or suspected occurrences of potential malware, suspicious emails, unusual system behavior, or pop-ups, must be reported immediately to IT.

Exceptions - It should be understood that business needs may dictate variations to the program. There may be times the Company requires specialized procedures or processes. The Company reserves the right to adapt, modify or discontinue the program at any time.

## ***K. SOCIAL MEDIA***

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity

website, web bulletin board or a chat room, whether or not associated with the Company, as well as any electronic communication.

The same principles and guidelines found in company policies and three basic beliefs apply to employees' activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects an employee's job performance, the performance or respect of fellow associates or otherwise adversely affects customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action.

All rules regarding confidential and proprietary business information apply in full to posting on internet sites. Any information that should not be disclosed through a conversation, a memo, or an e-mail should not be disclosed on a site.

Employees should also keep in mind that they are more likely to resolve work-related complaints by speaking directly with a co-worker or by utilizing the Company's Complaint Resolution procedures (including the Hotline) than by posting complaints on social media.

Remember that the Internet archives almost everything; even deleted postings can be searched.

Post only appropriate and respectful content:

- Maintain the confidentiality of the Company trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
- Do not create a link from your blog, website, or other social networking site to a Revolution website without identifying yourself as a Revolution employee.
- Employees should never represent themselves as a spokesperson for the Company. If employees do publish a blog or post online related to work or subjects associated with the Company, employees should make it clear that they are not speaking on behalf of Revolution. It is best to include a disclaimer such as: "The postings on this site are my own and do not necessarily reflect the views of Revolution or its affiliates."

Refrain from using social media while on work time or on Company equipment, unless it is work-related as authorized by your manager. Do not use Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Because it is important that Revolution only communicates accurate and timely information to the public, employees contacted to speak to the media on Revolution's behalf should immediately direct them to their Manager or the HR Department.

## ***L. CONFIDENTIALITY & PATENTS***

All Revolution employees will be required to sign an Employment Agreement, so employees fully understand the expectation of confidentiality and handling of intellectual property. It is vital to the interests and success of the Company that confidential business information and trade secrets are protected. Such "Confidential Information" includes, but is not limited to, devices, inventions, procedures, compilations of information, records, specifications, financial statistics, customer or supplier lists, pricing lists or information, marketing or business plans, strategies and results, proprietary information, personnel data, operational procedures, technical, design or process data, acquisition or teaming plans,

project practices, trade secrets, and all other know-how or other information the Company considers confidential. Essentially, any business-related information that you obtain is Company property, which Revolution considers Confidential Information.

Employees shall communicate promptly and fully to the appropriate Revolution Company official all inventions, discoveries, or improvements made or conceived either individually or jointly with others, whether or not during business time, during the period of employment with the Company, which are along the lines of business, work or investigations carried on by the Company, or which result from or are suggested by any work done for or on behalf of Revolution.

Any invention, discovery, or improvement referred to above shall, at all times, be the sole property of Revolution. At the request of the Company, employees shall execute any document or form satisfactory to Revolution or perform any act which may be necessary or proper to confirm Revolution's sole property right in any such invention, discovery or improvement, or which may be necessary or proper for the acquisition by Revolution of patents in all countries relating to any such invention, discovery or improvement.

An employee must not, during employment or after termination of employment, disclose Confidential Information to anyone not employed by Revolution, use the Confidential Information for any purpose other than what the Company expressly allows, or remove or memorize Confidential Information for later use or disclosure. No employee may use, release, or divulge any such Confidential Information without the prior written consent of an authorized executive of the Company. Employees are required to keep this information confidential while employed by the Company. Upon termination of employment, for whatever reason, such information must be surrendered to the employee's manager, and no longer used by the individual in the future. This prohibition also applies to the use of Confidential Information about customers, vendors, or any other individuals or firms with which the Company has any association. Employees who handle Confidential Information or who have access to such information, whether physical, electronic, or otherwise, are responsible for the careful use, distribution, storage, and disposal of such information. Employees must also respect customers' Confidential Information.

Employees who improperly use or disclose Confidential Information will be subject to disciplinary action, up to and including termination of employment, as well as legal action, even if the employee does not expect to or will not actually benefit from the disclosed information.

Nothing in this policy is intended to prevent employees from speaking with others about the terms and conditions of their employment, nor is this policy intended to prohibit lawful communication, or any communication otherwise required by law.

## ***M. DRESS CODE, UNIFORMS, & SCALP HAIR***

Revolution employees should dress appropriately for their particular job. However, all employees are expected to meet decency standards (nothing offensive, overly tight, or inappropriate for the setting).

- Office and customer-facing positions should wear modest and professional business casual attire. Typically, this would not include things like facial jewelry, out of the ordinary hair color (ex. blue), or visible body art that is offensive in nature.
- Production/plant staff should not wear the following to ensure working safely:
  - Open toed or open heel shoes, sandals, platform shoes/high heels, flip-flops, moccasins, or bare feet
  - Loose or baggy clothing
  - Hooded sweatshirts with draw strings
  - Dresses or skirts

- Tank tops, low cut shirts, halter-tops, exposed midriff
  - Dangling jewelry (necklaces, earrings, rings, bracelets, watches, etc.)
  - Sun or tinted glasses
  - Glitter, sequins, or other personal accessories that could contaminate the product
  - Shorts or capri pants higher than 3 inches above the knee (some locations may not allow shorts/capris at all, where deemed unsafe)
  - If yoga pants are worn, shirt must cover the buttocks
  - Other indiscrete clothing
- Revolution may provide employees with company t-shirts and/or uniforms.

Scalp Hair - Loose hair (longer hair should be pulled up above the neck and controlled by some means – hair nets will be provided as needed), in such a manner so it shall not become entangled in rotating equipment or interfere with the effective sealing of respiratory protective equipment.

## ***N. LACTATION ACCOMMODATION***

Employees (exempt & non-exempt) who wish to express breast milk while at work should complete a Lactation Accommodation Form, available from Human Resources. HR will facilitate arrangements that include providing a sufficient location that is private, secure, sanitary, and in close proximity to the employee's work area. This area should have electricity, a table, and a place to sit. Some state laws require access to a sink with running water and a refrigerator for storing milk. Lactating mothers are covered under this accommodation for up to one year and there are no limits on how frequently employee expresses milk at work. Where such arrangements are made during an employee's normal rest period, or if the employee is not completely removed from all work duties, the time will be paid. If special arrangements are made to provide an employee extra time beyond or in addition to the employee's normal rest period, the time may be unpaid, or the employee can elect to use PTO so that it is paid.

## ***O. PARKING***

Each Revolution facility has dedicated employee parking. Employees are expected to park in these dedicated areas and not on lawns, in wheel-chair accessible spots (except with permit), or visitor or other non-designated areas. Parking spots are first-come, first-serve.

For safety reasons, loitering in the parking lot is not allowed. If an employee is not scheduled to work but has business to tend to, they must enter through the main lobby entrance and sign the visitor's log. Revolution does not assume any liability for theft, vandalism, fire, or damage regarding an employee's vehicle (motorized & non-motorized).

Per our Rest & Meal Periods Policy, non-California employees must take their break/lunch in the designated areas in order to receive a paid break/lunch.

## ***P. WEATHER & OTHER EMERGENCIES***

Revolution is committed to meeting its customers' needs during inclement weather conditions and understands that during such conditions, employees may have trouble traveling to and from work locations. However, the Company expects employees to make an effort to meet the needs of the Company, its customers, and other employees during inclement weather events.



The Company defines inclement weather as a weather condition that causes a major disruption to roadways, and the operation of businesses and schools in the operational area.

Determination of the existence of such condition is the responsibility of the Senior Manager at each Revolution location. When applicable, the Senior Manager will notify department managers of work location temporary closures and work hour adjustments. Department managers will notify the employees in their respective departments of any such work location temporary closures or work hour adjustments. If employees are not notified, they should report to work.

If a work location temporarily experiences an extended closure beyond two work days, for any reason including inclement weather, Revolution may suspend operations, which may require employees to take an unpaid leave of absence, use Paid Time Off days, or use state-mandated sick time (where applicable) until such time normal operations may resume. This does not apply to employees working from home.

If a work location is not officially closed, but inclement weather forces an employee to remain home, the employee will not be paid for the day. However, the employee may use a Paid Time Off day or state-mandated sick time (where applicable) to compensate for the lost time. Unpaid time will only be allowed if the employee has exhausted all paid time off. If a work location is not officially closed or work hours adjusted, and an employee arrives late to their assigned work location, their lateness will be excused.

## **Q. VISITORS**

“Visitors” may include friends, relatives, former employees, customers, vendors, salespersons, off-duty employees, employees from another location, and any other individuals not currently employed with the Company.

To assure the safety and security of Revolution associates, its visitors, and its property and to ensure that only authorized personnel have access to Revolution facilities, the following policies have been adopted.

Visitors must have approval from a facility manager to enter the facility. This includes any “drop-in”, unexpected visitors.

All visitors must sign in and out upon entering and leaving Revolution facilities.

Visitors must be accompanied by a company associate while in our facility or on premise. This applies to employees from other locations until they have completed the site EHS orientation / hazard recognition training.

Any unauthorized visitor failing to register or not being escorted by company personnel will be asked to leave the premises.

Visitors must comply with all rules, regulations, and policies (including GMP, where applicable) while on company property. Depending on the visitor type and purpose of visit, the visitor may be required to sign a non-disclosure agreement.

Limited Exceptions:

- Truck drivers can use their bill of lading as an acceptable ID; however, such persons shall not be permitted outside their normal areas of pickup and delivery without being escorted by an appropriate associate.
- Delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries to the appropriate areas, provided they do not go outside normal areas of pickup or delivery.

Compliance with this policy helps ensure smooth operation of the facility while also keeping employees and visitors safe. Any exception to this policy requires the plant manager’s written approval.

## **R. VIDEO SURVEILLANCE POLICY**

To facilitate a more secure work environment and assist with key investigations, Revolution may utilize video surveillance inside and outside company facilities including but not limited to monitoring entrances, buildings, grounds, and parking

lots. Video surveillance is never used in areas where employees would have an expectation of privacy, such as restrooms, rooms for nursing mothers, etc.

While surveillance may occur in employee work areas, it is not generally used to observe employees working, but instead may be a viable tool for key investigations including work-related injuries, property damage incidents, and policy violations (ex. stealing, sleeping on the job, fighting, occupational health & safety, etc.).

Surveillance may occasionally be used to assist with continuous improvement initiatives including measuring motions, eliminating waste, and increasing productivity. However, it is not intended to be used as a method of tracking the day-to-day work habits of individual employees.

The surveillance systems at Revolution facilities have very limited access and is jointly managed by the Plant Manager and HR Manager. Other department managers may request temporary and limited access to video surveillance for reasonable requests that must be approved by both the Plant and HR Manager. Managers granted limited access should never allow other employees to view the footage without Plant Manager & HR Manager approval. Managers should not attempt to investigate matters, but should instead, immediately notify the HR Manager of any concerns and request assistance.

## ***S. GOOD MANUFACTURING POLICY (GMP) - where applicable (food services)***

This GMP policy is applicable in the Revolution locations that manufactures packaging for the use in the food service industry. The following requirements are necessary to ensure the integrity of our products:

1. No jewelry of any kind may be worn in the plant except for a plain ring band without stones. This is for safety and sanitary reasons and to assure that no foreign objects appear in our product.
2. Nothing is to be carried in outside shirt or blouse pockets. This includes, but is not limited to, items such as coins, pens, pencils, eyeglasses, cigarettes, matches, etc. This includes attaching anything to the lapel of shirts.
3. Tobacco, food, or gum, drinks (except for water in company approved container) is not to be in production or storage areas except for the segregated break areas. No tobacco, candy of any type or chewing gum is allowed in any processing or storage areas.
4. No personal items, including personal medications, are to be taken into processing, or storage areas. They are to be stored in lockers or personal storage units during the shift. If employees are affected by their medication, resulting in a safety concern, employees may be sent home at the discretion of management.
5. All visitors must wear a hair net that completely covers their hair while in the plant.
6. No unprotected glass is to be brought into the processing or storage areas where exposed food contact packaging materials or enviro sheets are stored or are in process. Only authorized glass products will be allowed, with proper controls.
7. All persons entering production areas must wear company approved hair restraints. Clean, approved hairnets must be worn covering all hair on the head and sideburns. Hairnets are mandatory for Revolution personnel as well as all visitors entering a production area. Beards with a day's growth or more must be covered with a beard net. Mustaches must be neatly trimmed and not extend beyond the upper lip or extend 1/2 inch beyond the edge of the mouth. Mustaches that are longer than this must be covered by a clean, company approved beard covering that effectively covers the mustache.
8. In production and storage areas, clean and neat clothing is required. Shirts, blouses, sweaters, and sweatshirts must be of smooth material. Fuzzy clothing is prohibited. Sleeveless T-shirts, sleeveless blouses, and other types of sleeveless clothing, bare midriffs, and fishnet-type shirts are not permitted.
9. Shorts are permitted (in most locations) as long as they are no higher than 3" above the knee, both female and male must comply with this standard. No skirts or dresses are allowed in any processing, maintenance, or storage areas.
10. While on Revolution property, no outer garment may have offensive logos or language. If in doubt, see HR.
11. Maintenance may be required to wear company approved clothing.
12. Spitting in or around the facilities is prohibited.

13. In production areas, open toed shoes and sandals are not allowed. All employees must wear company approved steel toed or composite shoes when on the processing, maintenance, or storage areas. Shoes must be maintained in a clean manner.
14. Hair curlers, bobby pins, combs, hairpins, ribbons, rubber bands, hair clips, etc. will not be worn.
15. Employees and visitors are expected to be in a healthy condition. Anyone with symptoms of contagious disease will not be permitted into the plant. Examples of contagious disease symptoms are nausea, vomiting, diarrhea, sore throat, colds with runny noses, any upper respiratory disorders, or social diseases.
16. There is no substitute for clean hands. Proper hygiene care is expected at all times. Hands must be washed before entering processing areas and when handling food contact materials and equipment.
17. Fingernails must be short and clean. False nails, false eyelashes, and fingernail polish are prohibited for employees working in the Production Areas (ex. Extrusion, Print, Converting, Warehouse, Maintenance). No excessive perfume or aftershave is to be worn.
18. No one will be allowed to work in the plant with boils or other infected wounds or rashes. Anyone in the plant having any laceration or abrasion should have it protected by an approved bandage and should wear gloves or other approved material to cover the bandage.
19. Production Areas (Extrusion, Print, Converting, Maintenance, Storage areas) and Equipment will be maintained in a clean and sanitary manner at all times.

## **VIII. IMPORTANT NOTICE – DISCLAIMER**

The provisions in the Employee Handbook are of general applicability to all Revolution employees at all locations and facilities. Some locations have State, Provincial or Government employment-related laws that may affect some of the provisions herein.

Please consult with your local Human Resources Department if you have any questions about the applicability of any provision of the Handbook to your work location.

This handbook is established to provide general guidance for employees. Revolution maintains the exclusive right to modify, change, delete or update any of these or any other policies and procedures with or without notice. Nothing in the handbook extends or offers a guarantee of employment.

## **IX. ADDENDUM A**

### **A. REVOLUTION CODE OF BUSINESS CONDUCT & ETHICS**

At Revolution, we understand that our success depends on our reputation for ethical business performance. Each day, we are expected to perform our jobs honestly, diligently and with integrity. For this reason, we have developed the Revolution Code of Business Conduct and Ethics (our “Code”). Our Code is designed to assist each of us in upholding our valued reputation by engaging in ethical, responsible, and legal business practices in all of our operations throughout the world. It is a resource for you to use when you need information or guidance before making a decision.

Revolution’s Code of Business Conduct and Ethics sets forth the standards by which we must always conduct our operations to help ensure that we do so fairly and honestly, and that our Values and Leadership Competencies are upheld. In addition, our Code shows us how to interact ethically with each of our stakeholders—including our fellow employees, customers, suppliers, competitors, governments, and communities.

Understanding and following our Code is a vital part of maintaining the Revolution culture and reputation. There are many resources throughout our Code to help make the best possible decisions when conducting Revolution business.

Each of us plays a crucial role in our Company’s ethical culture and business practices. This includes full time and part time employees of Revolution.

In addition, Revolution seeks out business partners—distributors, suppliers, consultants, agents, and other third-party providers—who act in a manner consistent with our Code. We refuse to do business with third parties who violate our high standards or detract from the values we strive to create.

Because our Code applies to all of us, it is important that we each be aware of our shared responsibilities. When acting on behalf of Revolution, we are expected to:

- Act with honesty and integrity
- Understand and follow the laws and regulations that apply to us and our jobs
- Read, understand, and follow our Code
- Seek guidance when we have questions
- Report any suspected Code violations
- Cooperate with any investigations into potential misconduct

We are all guardians of our Code, regardless of our location or position. Therefore, we must all abide by the same rules. In doing so, we help to create a better, stronger Revolution.

Because Revolution may conduct business throughout the world, it is important to recognize that laws, regulations, business practices and customs can vary greatly from one country to the next. While it is important for us to respect the differences among various laws and customs, we must never violate our Code or Company policies in doing so. If a situation arises where our Code, Company policies, or the laws of any country are in conflict, you should seek guidance from your supervisor or your local Human Resources Representative.

#### **COMPLIANCE WITH LAWS & PRACTICES**

*General.* It is Revolution’s policy to comply with all laws, rules, and regulations that are applicable to its business, both in the United States and in other countries. This includes laws against commercial bribery (see “Gifts, Bribes, and Kickbacks”

below) and laws against payments to foreign government officials, and export and import laws and regulations (see “International Operations” below). Some actions are not permissible under this Code of Business Conduct and Ethics even though they may not be a violation of law.

*Employment Matters.* It is Revolution’s policy to comply with applicable employment laws, including those governing working conditions, wages, hours, benefits, and the minimum age for employment. While employees and applicants for employment must be qualified and meet the job requirements established by Revolution, each person must be accorded equal opportunity to the full extent provided by law and without regard to race, color, religion, national origin, gender, sexual orientation, marital status, age or other characteristic protected by law. Each employee must respect the rights of fellow employees and third parties. Your actions must be free from libel, slander, harassment of any form, including cyberbullying, or any form of unlawful discrimination.

*Environmental Matters.* It is Revolution’s policy to comply with all applicable laws and regulations for the protection of the environment. Each employee must abide by these laws and established environmental policies and procedures.

*Fair Competition and Antitrust Laws.* Revolution must comply with all applicable fair competition and antitrust laws. These laws attempt to ensure that businesses compete fairly and honestly and prohibit conduct seeking to reduce or restrain competition. If you are uncertain whether a contemplated action raises unfair competition or antitrust issues, the Human Resources or Accounting Department can assist you.

### **Conflicts of Interest**

You must avoid any personal activity, investment or association which could appear to interfere with good judgment concerning Revolution’s best interests. You may not exploit your position or relationship with Revolution for personal gain. You should avoid even the appearance of such a conflict. For example, there is a likely conflict of interest if you: cause Revolution to engage in business transactions with relatives or friends; use nonpublic Revolution customer or supplier information for personal gain by you, relatives or friends (including securities transactions based on such information); have more than a modest financial interest in Revolution’s suppliers, customers or competitors; receive a loan or guarantee of obligations, from Revolution or a third party as a result of your position at Revolution; compete, or prepare to compete, with Revolution while still employed by Revolution; or perform work (with or without compensation) for a competitor, governmental or regulatory entity, customer or supplier of Revolution, or do any work for a third party that may adversely affect your performance or judgment on the job or diminish your ability to devote the necessary time and attention to your duties.

There are other situations in which a conflict of interest may arise. If you have concerns about any situation, follow the steps outlined in the Section on “Reporting Ethical Violations” below.

### **Business Opportunities**

You are responsible for advancing Revolution’s business interests where the opportunity to do so arises. In addition to avoiding conflicts of interest, you must not take for yourself or divert to others any business opportunity or idea discovered in the course of employment in which Revolution might have an interest.

### **Gifts, Bribes, and Kickbacks**

Other than for modest gifts given or received in the normal course of business (including travel or entertainment) which could not be considered as business inducements, neither you nor your relatives may give gifts to, or receive gifts from, Revolution’s customers and suppliers. Gifts should not be accepted from a supplier or potential supplier during, or in connection with, contract negotiations. Accepting cash or cash equivalents, including checks, money orders, vouchers, loans, stock or stock options, is not appropriate in any circumstances.

When not possible to refuse or return the gift, it must be reported and go to the benefit of the company. Any gifts received as an incentive for participating in Customer arranged functions, such as gift cards or high-value items, are to be pre-approved and become the property of Revolution to be distributed to the benefit of the company. Items that are customized for the participant with an insignificant value such as t-shirts, clothing or custom sized items, only need be reported on the gift registry and can be retained by the participant. Other gifts may be given or accepted only with prior approval of your executive management. All gifts received or given must be reported monthly on the Gift Registry maintained in accounting.

Upon receipt of a gift, report the gift with approximate value to CFO, and follow these distribution options:

- 1) If a food item where it is not practical to save the gift for a company function, open and share the gift in a break room or open area where other employees have access to partake, or
- 2) Turn over the gift to Human Resources to be distributed during company celebrations or awards recognition.

As a practice, gifts received should not go to the benefit of one person, rather to the benefit of the company where any Revolution employee has the opportunity to receive the gift. In no event should you put Revolution or yourself in a position that would be embarrassing if the gift were made public. Direct any question to Human Resources or the CFO, keeping in mind the goal is transparency and the avoidance of any appearance of unfair business practices or misconduct.

Dealing with government employees is often different than dealing with private persons. Many governmental bodies strictly prohibit the receipt of any gratuities by their employees, including meals and entertainment. You must be aware of and strictly follow these prohibitions.

Any employee who pays or receives bribes or kickbacks will be immediately terminated and reported, as warranted, to the appropriate authorities. A kickback or bribe includes any item intended to improperly obtain favorable treatment.

### **International Operations**

Revolution conducts its affairs consistent with the applicable laws and regulations of the countries where it does business. Business practices, customs, and laws differ from country to country. When conflicts arise between Revolution's ethical practices, and the practices, customs and laws of a country, Revolution seeks to resolve them consistent with its ethical beliefs. If the conflict cannot be resolved consistent with its ethical beliefs, Revolution will not proceed with the proposed action giving rise to the conflict. These ethical standards reflect who we are and are the standards by which we choose to be judged.

Revolution also conducts its overseas business in accordance with applicable U.S. laws, including the Foreign Corrupt Practices Act ("**FCPA**") which applies to business transactions both inside the U.S. and in other countries. FCPA requirements relate to accurate and complete financial books and records, transactions with foreign government officials and prohibitions from directly or indirectly offering to pay, or authorizing payment to, foreign government officials for the purpose of influencing the acts or decisions of foreign officials. Violation of the FCPA can bring severe penalties and it is mandatory that all employees living or working in a non-U.S. country become familiar with the FCPA and its requirements.

In addition, Revolution fully complies with all applicable U.S. laws governing imports, exports and the conduct of business with non-U.S. entities. These laws contain limitations on the types of products that may be imported into the United States and the manner of importation. They also place limitations or licensing requirements on the export of some products to certain countries and prohibit exports to, and most other transactions with, certain other countries as well as cooperation with or participation in foreign boycotts of countries that are not boycotted by the United States. If you would like detailed guidance on these laws and the countries to which they pertain, the Accounting or Human Resources Department can assist you.

## **Covering Up Mistakes; Falsifying Records**

Mistakes should never be covered up, but should instead be immediately and fully disclosed and corrected. Falsification of any Revolution, customer or third-party record is prohibited. Any deliberate falsification of information is not tolerated and is grounds for immediate termination.

## **Financial Integrity**

Investors, creditors, and others have legitimate interests in Revolution's financial and accounting information. The integrity of Revolution's financial reporting and accounting records is based on the validity, accuracy, and completeness of the basic information supporting the entries to Revolution's books and records. All financial books, records, and accounts must accurately reflect transactions and events and conform to generally accepted accounting principles and to Revolution's system of internal controls. It is the responsibility of each employee to uphold these standards.

Employees are expected to cooperate fully with Revolution's accounting personnel and its external auditors. Information must not be falsified or concealed under any circumstances.

Examples of unethical financial or accounting practices include:

- Making false entries that intentionally hide or disguise the true nature of any transaction;
- Improperly accelerating or deferring the recording of expenses or revenues to achieve financial results or goals;
- Maintaining any undisclosed or unrecorded funds or "off the book" assets;
- Establishing or maintaining improper, misleading, incomplete or fraudulent account documentation or financial reporting;
- Making any payment for purposes other than those described in documents supporting the payment; and
- Signing any documents believed to be inaccurate or untruthful.

## **Protection and Proper Use of Revolution Property**

Every employee must safeguard Revolution property from loss or theft and may not take such property for personal use. Revolution property includes confidential information, software, computers, office equipment and supplies. You must appropriately secure all Revolution property within your control to prevent its unauthorized use.

Revolution's email, internet and intranet systems are to be used primarily for Revolution business. In no event may the systems be used for sending or receiving discriminatory or harassing messages, chain letters, material which is obscene or in bad taste, for commercial solicitations or in any way that would otherwise violate this Code.

Revolution and third-party software may not be copied, distributed or disclosed without specific authorization. All third-party software must be properly licensed. The license agreements for such third-party software may place various restrictions on the disclosure, use, and copying of software and such restrictions must be honored.

## **Confidentiality and Proper Use of Revolution, Customer or Supplier Information**

You may not use or reveal to others Revolution's customer or supplier confidential or proprietary information, except as authorized by your executive management or as legally required. This includes business methods, pricing and marketing data, strategy, computer code, screens, forms, experimental research, and information about Revolution's current, former and prospective customers and employees.

## **Gathering Competitive Information**

You may not accept, use or disclose improperly obtained confidential information of our competitors. When obtaining competitive information, you must not violate our competitors' rights. Particular care must be taken when dealing with



competitors' customers, ex-customers, and ex-employees. Never ask for or receive confidential or proprietary competitive information. Never ask a person to violate a non-compete or non-disclosure agreement. If you are uncertain, the Human Resources Manager or CFO can assist you.

### **Record Retention**

Revolution business records must be maintained for the periods specified in and in accordance with the specific policies for each document. Records may be destroyed only at the expiration of the pertinent period. In no case may documents involved in a pending or threatened litigation, government inquiry or under subpoena or other information request be discarded or destroyed, regardless of the period specified in the applicable policy. In addition, you may never destroy, alter, or conceal with an improper purpose any record or otherwise impede any official proceedings either personally, in conjunction with, or by attempting to influence, another person.

### **Sales: Defamation and Misrepresentation**

Aggressive selling should not include misstatements, innuendo or rumors about our competition or their products or financial condition. Do not make unsupportable promises concerning Revolution's products or services.

### **Fair Dealing**

No Revolution employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

### **Political Contributions**

No company assets may be used for political contributions except in compliance with all applicable laws and with the consent of the Revolution's Board of Directors/General Counsel. You may, however, engage in political activity with your own resources on your own time.

### **Workplace Safety**

Revolution is committed to providing safe and healthy work environments and to being an environmentally responsible corporate citizen. It is our policy to comply with all applicable environmental, safety and health laws and regulations. It is the responsibility of each employee to comply with all company policies concerning violence, harassment and similar matters in the workplace and substance abuse.

We are dedicated to designing, constructing, maintaining and operating facilities that protect our people and physical resources. This includes providing and requiring the use of adequate protective equipment and measures and insisting that all work be done safely.

### **Reporting Ethical Violations**

Each employee must do their part to prevent or correct workplace violations. Therefore, employees are expected to report any possible violation immediately. Revolution will treat reports of violations confidentially to the fullest extent possible, and no one who reports a suspected violation in good faith will be subject to retaliation for making such a report.

**How to report a possible violation** If an employee is unsure about the right thing to do in a business situation, the employee should immediately seek guidance. In addition, employees have a responsibility to alert a supervisor or any of the resources below if there is known or suspected misconduct. Alternately, this can also be reported to the Plant Manager, President, or Human Resources.

You have Revolution's commitment that you will be protected from retaliation for reports made in good faith.

Points of contact to report possible misconduct:

- a) The Human Resources representative within your location or corporate
- b) The Plant Manager at your location or corporate
- c) The Controller at your location or corporate
- d) Revolution's Confidential Hotline
- e) President of Revolution

### **Conclusion**

In the final analysis, you are the guardian of Revolution's high ethical standards. While there are no universal rules, when in doubt ask yourself:

- Will my actions be ethical in every respect and fully comply with the law and with Revolution policies?
- Will my actions have the appearance of impropriety?
- Will my actions be questioned by my supervisors, fellow employees, customers, family and the general public?
- Am I trying to fool anyone, including myself, as to the propriety of my actions?

If you are uncomfortable with your answer to any of the above, you should not take the contemplated actions without first discussing them with your local management. If you are still uncomfortable, please follow the steps outlined above in the Section on "Reporting Ethical Violations".

Any employee who ignores or violates this Code of Business Conduct and Ethics, and any manager who penalizes a subordinate for trying to follow this Code, will be subject to corrective action, which may include immediate dismissal. However, it is not the threat of discipline that should govern your actions. We hope you share our belief that a dedicated commitment to ethical behavior is the right thing to do, is good business, and is the surest way for Revolution to remain a highly successful company.

## **X. ADDENDUM B – Attendance & Perfect Attendance Policy**

Each team member plays an important role in meeting Revolution's goals and objectives. To that end, timely and regular attendance is an expectation of performance for all staff. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization team members will be expected to adhere to this policy.

In an effort to treat all employees fairly, Revolution has adopted a "no fault" attendance policy. For the purposes of this policy, "no fault" shall mean that all attendance occurrences, regardless of reason, are documented as outlined below.

**This policy applies to all hourly Revolution team members.**

### **DEFINITIONS**

Points will be assessed for unexcused absences, tardiness or late arrivals and early leaves as described below.

- Unexcused Absence: Any absence that does not qualify as Excused
- Tardy: Arriving to work more than 5 minutes after the schedule start time (late at 6 minutes)
- Unexcused Leave Early: Leaving prior to the end of their scheduled shift
  - Failing to notify a member of management before leaving your work area prior to the end of your shift will be considered Job Abandonment.
- Excused Absences:

- Absence under approved FMLA, CFRA, ADD, PDL, California Sick Time, Minnesota Earned Sick & Safe (ESST), Michigan Earned Sick Time Act (ESTA), or any legally protected reason
- Pre-scheduled & approved PTO/Floating Holiday, State required paid sick leave, bereavement leave, jury duty, military leave, approved personal leave, or pre-approved absences
- Hospital confinement, including same day surgery
- Absences due to a work-related injury

\*\*\*Please note that unscheduled/last-minute PTO is not excused even with a doctor's note. Employees may be paid PTO for last-minute absences but will be issued attendance points, except where not allowed by state law including CA, MI, & MN.

**Attendance Points will accumulate as follows:**

Incident	Points
Unexcused Absence	1 Point
Tardy or Leave Early (worked at least half of your shift)	.5 Point
Tardy or Leave Early (worked less than half of your shift)	1 point
No Call, No Show	3 Points

**Special Notes:**

- For employees who have not been employed long enough to qualify for FMLA: If a team member has multiple consecutive absences for the same medical issue, not covered by Family Medical Leave, and they are able to provide documentation stating they were under a doctor's care for all absences, the occurrences will be rolled into 1 Point.
- All absences will need to be called in appropriately for all missed shifts unless otherwise communicated by HR.

**Notice of absence**

- Team Members who are not able to report to work are expected to contact their supervisor at least 60 minutes prior to their scheduled start time.
  - It is the team member's responsibility to ensure they have their manager's/supervisor's phone numbers
- Managers/Supervisors will monitor their team members' attendance on a regular basis and address the next step of attendance notification when applicable.
- The company reserves the right to require documentation for absences or tardiness at its discretion, where allowed by state law.
  - Example: Requiring a doctor's note for a medical absence or requiring a summons or court document showing jury duty or required court appearance

Emergencies and other unforeseen circumstances may prevent employee from timely calling in an absence. In this case, the employee is required to provide notice to supervisor as soon as practicable based on the facts and circumstances.

**Roll off**

- Attendance occurrence points will expire 9 months after they were earned.
  - Example: Absence points occurred on 2/1/2025 will expire 11/1/2025

**Progression of Notification: (please note that these disciplinary steps are illustrative, but do not provide an expectation or guarantee of employment.)**

Points	Notification Level
3	Verbal Notification
5	Written Notification
7	Final Written Notification (HR to confirm all documents)
9	Separation from company

**New-hires:**

During the first 90 days of employment, an employee will be given a written disciplinary warning after receiving 3 points under our attendance policy, when able. Employees who incur a further point for a total of 4 during this same 90-day period will be subject to termination. If an employee receives a No Call/No Show (NCNS) in the first 90 days, they will receive the standard 3 points which will trigger a written disciplinary, when possible. If an employee receives 2 NCNS in the first 90 days, the employee will be terminated.

**No-Call/No-Show**

All employees must inform their manager/supervisor of absences/lateness. An employee who fails to notify their manager/supervisor of a lateness or absence within 2 hours of the shift start time will be recorded as a No Call No Show.

Employees who are absent for three consecutive days without notifying their manager/supervisor will be presumed to have abandoned/resigned their position and will be separated from employment effective on the third day of absence.

**Interaction with Leave Laws**

Employees taking leave under the Family and Medical Leave Act, the Americans with Disabilities Act or other state or federal protected leave are expected to provide notice of absences in accordance with company policy. Failure to provide notice of a needed leave of absence may result in disciplinary action as outlined in above Progression of Notification table.

Employees who miss 3 consecutive days of work due to a medical (illness or accident) reason may be required to provide a doctor's note, where allowed by state law, and may be placed on a "leave of absence", requiring employees to submit "return to work" physician notes or fitness for duty certifications.

**Perfect Attendance Award Policy**

To reward Revolution team members who regularly and continuously arrive to work timely and work the entirety of their shift to support us in meeting our company objectives and goals.

All full-time hourly Revolution team members (except for where opted out by a Department) are eligible for this program.

Perfect Attendance is defined as Attending all scheduled shifts without being late or leaving early.

**Attendance Incentive:**

Revolution is pleased to provide the following incentives for superior work attendance.

Upon attaining 1,000 hours of consecutive work without incurring an unexcused late, tardy or absence – the employee will be paid an incentive of \$600.

Upon attaining 2,000 hours of consecutive work without incurring an unexcused late, tardy or absence – the employee will be paid an incentive of \$1,000.

Excused absences will not add to the total hours worked for the incentive, but also will not take away from the hours worked calculation. Excused absences include, FMLA, CFRA, ADD, PDL, PTO, State required Sick Leave, PTO, Floating Holiday, Jury Duty.

For example:

If you work 240 hours (about 30 days) without a late, tardy or absence – and then take 5 days off for PTO, when you return – you will continue at the 240 hour mark.

If you work 240 hours (about 30 days) without a late, tardy or absence – and then miss a day unexcused, you will then restart at 0 hours worked.

After employee hits 2000 hours worked with no points and the award is paid, the hours worked for perfect attendance reverts back to zero.

## **XI. ADDENDUM C ETHICAL RECRUITMENT**

We prohibit direct or indirect fees or costs being charged to those seeking employment with or who are employed by Revolution for the services directly related to recruitment for temporary or permanent job placement, unless legally permissible and within the legal limit. This includes where we may use private recruitment services or where we perform recruitment activities directly. Even where such fees or costs are legally permissible and within the legal limit, our policies and practices are designed to ensure that no one is indebted to the Company or to a recruiter in a manner that prohibits the individual from freely leaving their employment.

We do not retain an employee's ID such as passports or work permits as a condition of employment for longer than 24 hours and only for legitimate administrative reasons, including for immigration checks. Revolution provides any agreements, whether oral or in writing, in a language understood by the person agreeing to be bound and expects that any recruiter, labor broker or employment agent will do the same and will be responsible for ensuring that the agreement is understood by the person agreeing to be bound.

Fundamental to our Supplier Code of Conduct is also the expectation of ethical employment practices by our suppliers and their supply chain, including subcontractors and third-party labor agencies. Our Code prohibits any form of slave, forced, bonded, indentured, or involuntary prison labor and prohibits suppliers and third-party labor agencies from retaining employees' government-issued identification, passports or work permits as a condition of employment. We also expect our suppliers to provide their own internal reporting mechanisms, to ensure their employees have a safe and timely way to report workplace concerns without the fear of retaliation.

In addition, the REVOLUTION Supplier Code of Conduct, which we adopted in 2021 and is regularly reviewed, includes similar principles to the Code and specifically requires our vendors to comply with modern slavery laws globally. Since its adoption, we have incorporated the Vendor Code of Conduct into vendor contracts, which imposes contractual obligations on our vendors to comply with modern slavery laws with rights for REVOLUTION to terminate vendor contracts for failure to meet required standards.

It is our goal that each and every REVOLUTION vendor around the globe comply with the principles set forth in our Vendor Code of Conduct. REVOLUTION engages hundreds of vendors for a range of services, including supply by non-trade or unskilled workers to semi-skilled and professionals. REVOLUTION conducts due diligence and risk assessments on all vendors irrespective of the nature of service provided, be it security or cleaning vendors, or business consultants or software developers. The vendor assurance process is a centralized model for vendor engagements globally and is conducted by REVOLUTION's dedicated global procurement team.