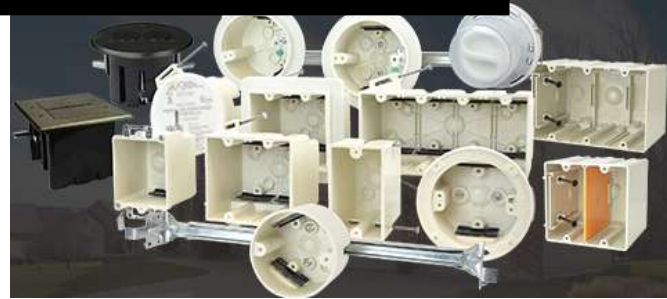


Employee Handbook



Allied
Moulded
Products

Updated: April 26th, 2021

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Purpose

This handbook will help you understand Allied Moulded Products, Inc.'s benefits, policies and procedures. Changes to the information in this handbook may need to be made as we manage the Company. As changes are necessary, the updated handbook will be published online. The current version of the handbook can always be found at www.alliedmoulded.com/employee-handbook/.

Your handbook provides information about the general work environment, what you can expect from us, and what is expected of you. The policies and procedures herein are presented for information only. Where there are specific plans, insurance policies, or other Company policies, the terms and provisions of those documents will control. Your handbook describes the present policies. Departure from policies and procedures, while discouraged, may be necessary and will occur as is necessary to properly manage the Company. Final authority for policy development and implementation rests with the interpretation and discretion of Human Resources.

Welcome to Allied Moulded Products

Welcome to Allied Moulded Products, Inc. ("Allied" or "Company"). You have joined an organization that has established an outstanding reputation for quality products. Credit for this goes to every one of our Associates. Our success is attributed to our Associates and the excellent reputation they have helped establish with our customers. Now that you have become a member of the team, we hope that you will accept the challenge of maintaining our reputation and our customer commitment.



This handbook covers the key features of our Company philosophy, policies, procedures, and benefits. It is intended to provide Associates with guidelines on these items. Specific questions or problems should be directed to the Human Resources Department.

Allied Moulded Products is dedicated to creating a working environment based on the respect of individual capabilities and group-oriented accomplishments. To be successful, we need each Associate to participate in building a Company where we can work safely, where initiative is encouraged, where mistakes and problems are freely communicated to allow improvement in our performance, and where challenges and opportunities exist for everyone.

Allied Moulded Products is the contractor's choice of nonmetallic electrical boxes and enclosures in today's residential, commercial, and industrial markets. We will be successful only if every member of the organization and every department in our Company supports this goal.

Everyone, in the organization must be a responsible Associate. Each, and every person, regardless of position, must be approachable, willing to listen, and able to act in support of those seeking to improve the Company. Each of us must assume responsibility for the quality of our product and for producing in the most cost-efficient manner. We support a positive work culture and encourage each of our Associates to get to know each other, share ideas, opinion's, and tips to ensure the success of Allied. Our goal is to have fun, boost our Associates satisfaction, while producing quality products and meeting our customer's demands.

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Mission Statement

Allied Moulded Products, Inc. exists to serve our customers by supplying quality products and services. We will continue to grow our Company while treating customers, vendors, and Associates as we like to be treated – with dignity and respect.

Company History

Allied Moulded Products, Inc., manufacturer of the original fiberglass outlet box, was established in August 1958. Founder Paul Troder began by producing a very small cubic inch single gang box and an octagon shaped ceiling box in his garage under the name of American Molded Products. Due to their ability to resist corrosion, the boxes were sold in the Wisconsin and Minnesota markets and were exceptionally suited for use in chicken coops, hog houses, and cattle barns.

The operation quickly outgrew the garage. In early 1959, Mr. Troder moved into a 1500 square foot building owned by Loren Rosenberry, who became a partner in the business. During this time, Mr. Troder worked full time as an engineer at Aro Corporation in Bryan and made electrical boxes at night and on the weekends.

Soon the entrepreneurs were informed “American Molded Products” belonged to a Company in Chicago. A search for a new name began and the name of the Company was then changed to Allied Moulded Products.

In 1965, the Company again expanded. It was at this time that Mr. Troder left Aro to dedicate his full time to Allied Moulded. Fifteen years later, in 1980, Mr. Troder bought out Mr. Rosenberry. To diversify, Allied Moulded began developing a line of electrical enclosures for the industrial and commercial markets in 1988.



Two partner companies, PTI, Inc. in Point Pleasant, West Virginia, a custom manufacturer of thermoplastic and thermoset materials, and Fountain City Machining in Bryan, Ohio, contribute to the efforts of manufacturing a complete line of nonmetallic electrical boxes for residential and manufactured housing and electrical enclosures for the industrial and commercial markets.

Allied Moulded Products, Inc. celebrated its 60th anniversary in 2018. What began in a garage, has grown into a 250,000 square foot facility, operating three shifts. Today, the product line is sold through a network of representatives to electrical distributors nationwide and ultimately to the end-user, the electrical contractor. Noted for strength and rigidity, Allied Moulded fiberglass reinforced nonmetallic electrical boxes, lamp holders, and enclosures are well received by the industry. While still experiencing tremendous growth, Allied Moulded products, Inc. supplies electrical distributors across the nation with the very best product of its kind from its manufacturing facilities in Bryan, Ohio.

Allied Moulded Products, Inc. has always understood that our success depends on people as much as products. We sincerely value our Associates and are committed to not only producing quality products but providing our Associates with a safe working environment and competitive package.

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Ownership

Aaron Herman, President and Paul Troder, Founder and Chairman of the Board



Meet our Mascot “AMPY”!



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Locations



Plant 1 Operations
222 North Union Street, Bryan, OH 43506

Plant 3 Operations
2103 Industrial Drive, Bryan, OH 43506



PTI
800 Fairground Rd, Point Pleasant, WV 25550

AMG
222 North Union Street, Bryan, OH 43506



Allied India
Bangalore, Karnataka, India

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SECTION 1: COMMUNICATION

At Allied, we believe in a culture of strong and open communication. It is one of our fundamental values and as such, have provided a series of policies and methods for to promote just that – strong communication.

As important as any policy we have is the “right and responsibility” rule. We promote and advocate a culture where every employee believes they have the right and responsibility to speak up whenever something is not right, especially when it comes to the safety of our employees and visitors.

Listed here is a series of policies and activities used to promote effective communication across all levels and departments. Following, our descriptions of select methods to provide more information.

1.1 Communication Methods

- Open Door Policy
- Right and Responsibility Rule
- Orientation / Training
- Bulletin Boards
- Communication Boards
- Employee Suggestion Process
- Beginning of Shift Meetings
- All Employee Meetings
- Safety Meetings

1.2 Open Door Policy

As written by Paul Troder:

“Disagreements, problems, and occasional discord will arise from time to time. If there are human beings working, playing, or just living together, there is bound to be some friction.

I bring this matter up because occasionally I hear someone say, ‘No one will listen to my problem,’ or ‘they won’t let me talk to Paul or Aaron!’

This Company will follow an open-door policy. I ask you first to see your Supervisor or Human Resources. I do this for two reasons: First, I have faith in their ability to deal fairly with you, and second, common courtesy gives them the opportunity to straighten out the problems in their own unit or department. At any point where you feel you have been unfairly treated, advise us. If your problem is of a personal nature and you feel you wish to discuss it with only one person, go to that person, whoever they may be.

We are sometimes criticized for handling some situations the way we do, but please remember we are not perfect and are human beings just like you. Criticism comes easily when all the facts are not known. We try to deal fairly with each person, based on his or her individual problem.

The open-door policy does and will continue to exist. Use it whenever you need it but try to follow the guidelines of courtesy I have outlined here.

Aaron and I support a positive work culture and want our work environment to be a place where you can come to work, know how important you are to us, feel relaxed and motivated to complete your task. We want you to express your creativity, become interested in projects and join in on the success of Allied. If you are experiencing difficulties, we encourage you to bring those issues forward using the methods outlined above. Being positive is the key to success. Our goal is to help each of you succeed and have fun while doing so!”

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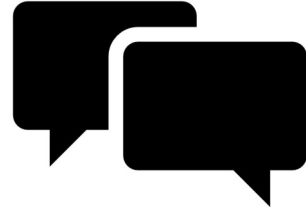
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1.3 Orientation/Training Period

When you are hired into Allied, your first ninety (90) days of employment will serve as an orientation/training period. This orientation/training period is an opportunity for you to evaluate the Company as an employer and for the Company to evaluate you as an Associate based on your work performance, attitude, attendance, and stability.

During this period, you will attend an official “Human Resources Onboarding” and “New Hire Orientation” session. This session consists of classroom training and instruction in areas such as Safety/Health Environmental, Human Resources Policies, and Quality and Lean Manufacturing principals.

The remainder of your Orientation/Training period with Company will consist of “On-The-Job” training instruction. This time will also be a period of familiarizing yourself with your job, your co-workers, and the facility. Associates in their Orientation/Training period are subject to the same rules and policies as regular Associates unless otherwise indicated.



1.4 Bulletin Boards

Allied uses bulletin boards to transmit information to Associates. Bulletin board postings facilitate communication on various workplace and business activities. Though the Company also uses other communication methods (e.g., televisions, e-mail, and departmental white boards), bulletin boards are useful in providing information to Associates at a specific physical location.

Allied maintains bulletin boards for workplace postings and Allied’s approved business purposes. Workplace postings provide federal, state, and local workplace guidance required by law. Bulletin boards are in areas of general Associate access.

All bulletin board postings are to be approved by the Human Resource department, which is responsible for monitoring, updating, and removing posted items. No notices or communications may be posted on any Company bulletin boards by an Associate or third party without the prior review and approval of the Human Resources department.

Associates should try to check the bulletin board at the beginning of each shift.

1.5 State of Business Meetings

We believe, that in addition to good daily communication, it is necessary to keep you informed about what is happening in the Company. Therefore, you will attend regularly scheduled meetings where Management and/or Staff members will advise you about business developments, business progress or current challenges that the Company may be facing.

We encourage everyone to respectfully speak up and voice their concerns and/or ideas at appropriate times during these sessions.

1.6 Employee Suggestion Process

We are constantly seeking new and better ways to do each job. These improvements add up to help ensure our Company remains competitive and increases our external and internal customers satisfaction. This provides all of us with increased job security.

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Original ideas from our Associates have resulted in improving processes and reducing costs. We welcome your ideas and encourage you to act upon those suggestions. When you have an idea, talk with your supervisor about your idea and the area you would like to improve. This can be individually or as a team. Once your supervisor has signed off on the idea, you can start the process of making the change with assistance. Allied will track your suggestion for improvement and once implemented will recognize your contribution.

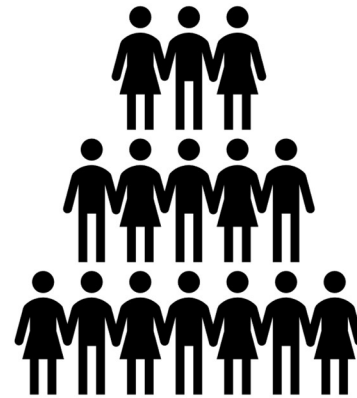
1.7 Performance Evaluations

Supervisors and Associates are strongly encouraged to discuss job performance and goals on an informal, day to day basis. A formal written performance evaluation will be conducted during an Associates' orientation/training period. Additional formal performance evaluations are conducted to provide both Supervisors and Associates the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

1.8 The Allied Moulded Products, Inc. TEAM

As a competitive healthy organization, everything we are and hope to achieve is totally dependent on our ability to fully utilize all the talents, skills, and knowledge of our workforce. To continue to improve as a corporation, our emphasis must be on finding better ways of working together. Each individual Associate is an important part of that process.

We hope to encourage and help you understand how business works. The more we focus on teamwork and collaboration the stronger our bond of performance will be. The better informed we are, the better decisions we can make, and the more successful we will be as a Company. This builds business security for us all.



SECTION 2: COMPANY AND REGULATORY POLICIES

2.1 Pre-Employment Testing

Everyone, who is offered employment will receive a conditional and contingent offer based on completing a pre-employment drug screen and criminal history check. Allied will arrange such drug screen for you with a testing facility approved by the Company. Additionally, a candidate will be required to authorize the Company to conduct a criminal history background check as part of the Company's workplace safety initiatives. Allied reserves the right to immediately withdraw the offer, without obligation or liability if the results of such pre-employment screens and checks are not satisfactory to Allied, as determined by the Company in its sole discretion.



2.2 Associate Confidentiality

Every Associate of Allied Moulded Products may have access to restricted information. The data may be personal, financial, manufacturing, process, technical, engineering, purchasing/materials management, quality, or human resources related. The access to such data is on a need-to-know basis and each Associate possessing such information is expected to ensure it remains confidential. If you have questions or concerns regarding confidentiality of information, ethics, or conflict of interest issues, you should immediately contact your Supervisor or Human Resources.

2.3 Allied Business Code of Ethics

The successful business operation and reputation of Company is built upon the principals of fair dealing and ethical conduct of our Associates. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as regard for the highest standards of conduct and personal integrity.

The continued success of Allied is dependent upon our customers' trust and we are dedicated to preserving that trust. We will treat our Associates with dignity and respect and in turn expect our Associates to treat customers, vendors, and each other with dignity and respect. Therefore, Associates must never use their positions with the Company or any of its customers for private gain, to advance personal interests or to obtain favors or benefits.

The Company will comply with all applicable laws and regulations and expects our Associates to conduct business in accordance with the letter, spirit, and intent of all relevant laws and refrain from any illegal, dishonest, unethical conduct.

In general, the use of good judgement, based on high ethical principles will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate Supervisor; and, if necessary, with a member of Human Resources for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Associate. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

2.4 Employment at Will

Your employment at Allied Moulded Products, Inc. is considered "at-will" which means that either you or the Company may terminate your employment at any time without advance notice, for any reason in

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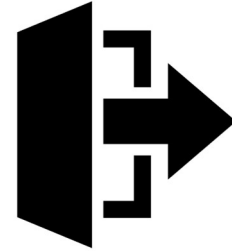
accordance with applicable federal and state laws. No Company official other than the President is authorized to make any oral or written statements or promises guaranteeing your employment or otherwise affecting the at-will relationship and therefore, you should not rely on any such statements. Contrary statements by the President are effective only if in writing, signed, and dated by the President.

You understand that it is your responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

2.5 Employment Separation

You acknowledge you have been issued a name/time clock badge, door fob and that failure to return this badge or any other issued equipment at the time of separation will result in a deduction from the last paycheck.

At the time your last paycheck is processed, any Company material that has not been returned will result in the value of that item being taken from your final pay. No adjustments will be made after the processing of your final pay.



When your employment is terminated, whether voluntarily or involuntarily, Human Resources will set up an exit interview. Human Resources will instruct you on how to return Company property and provide other information about your separation.

2.6 Our Position on Unions

While we respect Associates rights regarding unionization, we believe that a union in our operation is unnecessary. We would prefer to deal with each other directly, rather than through a third party. We have a commitment to treat each of our Associates fairly and equally, with respect to dignity. We will work hard to maintain a cooperative, safe, and productive work environment based on open communication and mutual trust.

2.7 Solicitation and Distribution of Literature

It is necessary to control solicitation to ensure the efficient operation of the facility and to prevent annoyance to Associates. Solicitation for any purpose and distribution of literature by persons who are not employed at the facility are always prohibited on the premises of the facility. Distribution of literature by Company Associates is prohibited in working areas. Solicitation for any purpose by Company Associates is prohibited during the working time of the Associate or the Associates being solicited (working time does not include authorized breaks or lunch periods).

2.8 ADA/ADAAA Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) are federal laws that require employers with 15 or more Associates to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and Associates who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Company to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Company policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

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2.9 Equal Employment Opportunity Policy

Allied Moulded Products, Inc. is an equal opportunity employer. It is our policy to administer all our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or compensation, layoff or termination/discharge, and selection for training in a nondiscriminatory manner without regard to age, color, sex, national origin, disability, race, religion, military/veteran status, sexual orientation, gender identity, genetic information or on any other basis prohibited by federal, state, or local law. We will also make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

As an Associate of the Company, you are responsible to help keep our work environment free from discrimination. You should bring any concerns to your immediate Supervisor, the Human Resource Department, or the President of Company. No reprisal will be permitted for raising concerns or making a report. Anyone determined to have engaged in discrimination or retaliation for a report of discrimination will be subject to disciplinary action, up to and including termination.

2.10 Hiring of Relatives

For purposes of this policy, a relative is any person who is related by blood or marriage whose relationship is like that of persons who are related by blood or marriage, and includes those persons residing together. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. This policy applies to all Associates without regard to the gender or sexual orientation of the individuals involved. Although the Company does not prohibit employing relatives, we will monitor situations in which such relationships exist in the same work area. In case of actual or potential problems, the Company will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both individuals involved.

2.11 Nondiscrimination/Anti-Harassment Policy and Complaint Procedure

Allied is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, we expect that all relationships among Associates in the Company will be business-like and free of explicit bias, prejudice, and harassment.

It is the policy of Company to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Company prohibits any such discrimination or harassment.



Retaliation

Associates should report all perceived incidents of discrimination or harassment. It is the policy of Allied to promptly, and thoroughly, investigate such reports. Company prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

2.12 Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purpose of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity

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Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature with, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

2.13 Harassment

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on Company time or using Company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and Associates, whether related to conduct engaged in by fellow Associates or by someone not directly connected to Allied (e.g., and outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Associates should report of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victim of such conduct should discuss their concerns with their immediate Supervisor, any member of Management or the Human Resources department. Refer to our Complaint Procedure.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Allied recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

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2.14 Workplace Bullying Policy

The purpose of this policy is to communicate to all Associates, including Supervisors, Managers, and Executives, that Company will not in any instance tolerate bullying behavior. Associates found in violation of this policy will be disciplined, up to and including termination.

Definition of Bullying

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse

Such behavior violates Company Business Code of Ethics, which clearly states that all Associates will be treated with dignity and respect.

Examples:

- Verbal bullying: slandering, ridiculing, threatening, or maligning a person or his or her family; persistent name-calling that is hurtful, insulting, or humiliating, using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying: nonverbal gestures that can convey threatening messages.
- Exclusion: socially or physically excluding or disregarding a person in work-related activities.

Associates who feel they have experienced bullying should follow the complaint procedure below.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, member of management, or Human Resources department.

Company encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, bullying, discrimination, or retaliation will be investigated promptly. The investigation may include interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

The Company will maintain confidentiality throughout the investigatory process to the extent possible with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment, bullying, or discrimination or for participating in an investigation of a claim of harassment, bullying, or discrimination is a serious violation of this policy and, like harassment, bullying, or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.



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Misconduct constituting harassment, bullying, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Company believes appropriate under the circumstances.

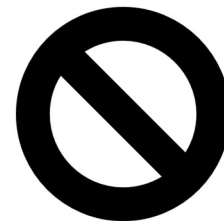
If a party to a complaint does not agree with its resolution, that party may appeal to Director of Human Resources, Management, or President. False and malicious complaints of harassment, bullying, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be subject of appropriate disciplinary action.

2.15 Workplace Violence Policy

The Company is committed to preventing violence in the workplace and maintaining a safe work environment. Given the increasing violence in society, the Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence that may occur on its premises.

Allied will not tolerate any conduct that threatens, intimidates, or coerces an Associate, customer, or member of the public at any time. Additionally, firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of Company without proper authorization.

All suspicious individuals or activities, including actual or threats of potential violence, both direct and indirect, should be reported immediately to your Supervisor or any other member of Management. This includes threats by Associates, as well as threats by customers, vendors, solicitors, or other members of the public. Associates should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing, or violent situation.



Associates are encouraged to bring their disputes or differences with other Associates to the attention of an appropriate member of Management before the situation escalates into potential violence.

Allied may suspend Associates pending investigation. Any Associate determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination of employment.

2.16 Duty to Report Arrests, Convictions

Associates must notify Human Resources within the earliest of three calendar days or immediately upon reporting to work of any arrest, conviction, or entry of a guilty plea for any criminal offense, or immediately upon reporting to work following such arrest, conviction, or plea entry, whichever is earlier. This obligation includes drug-or-alcohol related offenses but does not apply to minor traffic tickets or citations unless the Associate has an independent obligation to report under the Drivers' Responsibility Policy. Allied may suspend an Associate pending investigation. The Company will review the conduct to keep our plant safe. If arrested in a drug or alcohol related offense you may be required to submit to a random substance abuse test determined by Management. Any Associate determined to have participated in any threatened or actual violence, will be subject to disciplinary action, up to and including termination of employment.

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2.17 Drivers' Responsibilities

Associates using their personal or Allied vehicles to conduct Allied business, even occasionally, must have a current drivers' license, carry liability insurance, and abide by all traffic laws, Allied's liability insurance covers only claim against Allied; it does not cover you or your personal vehicle when you are using that vehicle to conduct Company business. If you are injured because of an accident while you are using any vehicle to conduct Company business, you may be entitled to certain worker's compensation benefits, depending on the circumstances and Ohio law.



You are responsible for any traffic citation you receive when driving on Company business in your personal or Company vehicle. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle owned or used by the Company. All occupants must follow laws and wear seatbelts whenever the vehicle is in motion. Be smart, never text or e-mail or otherwise access hand-held electronic devices while driving.

All accidents are to be reported to Company Management as soon as reasonably possible after the accident occurs.

If your job requires you to drive for business purposes, and your driver's license is revoked, suspended, or restricted for any reason, you must immediately report the change in driving privileges to Human Resources. Failure to do so will result in discipline up to and including termination of employment. If you voluntarily report the suspension, revocation, or restriction of your drivers' license, depending on the circumstances, Management may attempt to make adjustment to your job responsibilities to exclude driving. If you are moved to another job, the work may be in a different classification and at a pay rate that is different from your regular classification and pay rate. If for whatever reason Management does not move you to a job that does not require driving, you may be placed on a leave of absence without pay, or your employment may be administratively terminated, based on business needs at the time and an independent investigation of the circumstances.

SECTION 3: SAFETY AND SECURITY

3.1 Safety Policy

Allied is committed to the prevention of illness and injury in the workplace. It is the policy of Allied to provide all Associates with a safe and healthful place in which to work, comply and exceed where possible health and safety legislation, maintain our equipment and premises in a safe condition, and ensure that all our Associates comply with safety procedures.

Our most valued asset is our Associates. We care and want to keep each person healthy and safe. It is every Associate's responsibility to practice safety 100% of every workday. It is everyone's responsibility to look after each other and keep us from bodily harm. All Associates must comply with all safety rules, use all required safety devices and personal protective equipment, and correct or report all work hazards. Departmental and individual position safety rules are normally found in a department's process operating instructions. We need every Associate healthy and, on the job, every day.

3.2 Reporting Injuries

Any incident, injury, or illness (no matter how slight) occurring while on the premises or anywhere during working time, must be reported to your supervisor and/or safety department immediately. Failure to do so may disqualify you from receiving Workers Compensation benefits or an unexcused absence may result in disciplinary action.

Upon reporting the incident, your supervisor and/or safety supervisor will have you sign and complete incident questionnaire forms. We will gather personal information for injury care and claims reporting, and information regarding the incident/injury details.

Allied believes in a pro-active approach to injury prevention and investigates all injuries/incidents occurring in the work environment, including those incidents deemed a near-miss or "almost an accident". If you are involved in or witness a workplace incident, you will be requested to complete appropriate paperwork, meet with your supervisor and/or safety supervisor, and/or participate in an incident corrective action meeting.

An Associate involved in a workplace incident may be tested for drugs and alcohol in accordance with OSHA standards. Allied may also require an Associate to submit to a post-incident drug and alcohol test if there is reason to believe that drug or alcohol use contributed to the incident.

An Associate will be paid his or her regular, hourly rate for the time lost from available work during the first eight hours of the shift during which he or she suffers an occupational disability. Those Associates who become injured or develop an illness due to work-related factors may be eligible for Workers Compensation benefits. To be assured the maximum care and coverage, work-related injuries must be reported immediately. For further information contact your Supervisor, Safety Supervisor, or Human Resources department.

Violation of safety standards, failure to report incidents, and/or hazardous or reckless performance of your job duties may result in disciplinary action, up to and including termination of employment.

Associates in violation of this policy will be subject to discipline, up to and including termination of employment.



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3.3 Protective Equipment (PPE) and General Procedures

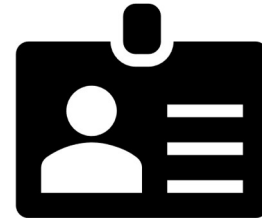
Protective devices and other equipment will be provided by the Company in accordance with applicable laws and safety needs. All Associates are required to use correctly, and are responsible for, safety and other equipment issued to them. If at any time during your employment the equipment and/or tools issued are not in proper working condition, notify your Supervisor immediately for a replacement. Associates found not using required lock out tag out procedures or unsafe equipment will be subject to disciplinary action, up to and including termination.

Associates are required to adhere to all other established safety requirements such as required safety footwear, eyewear, hearing protection and other issued or required safety wear and equipment.

If at any time you feel additional safety equipment and/or procedures are needed or should be required, please notify your Supervisor and/or Safety Supervisor or member of Management. We will evaluate the need for such equipment and/or procedures and ensure each Associate is properly protected and working safely.

3.4 Facility Security

Allied management recognizes its responsibilities to provide our Associates and visitors a safe environment where they and their possessions will be offered a reasonable degree of protection. To ensure the environment is kept safe everyone who accesses the building must be aware of how they can contribute towards ensuring that the building is a safe place to be. Each active Allied Associate will be issued a swipe “FOB” from Human Resources upon new hire status. All “FOBS” will be deactivated when the Associates status becomes inactive. Use these guidelines to help keep our facilities safe.



- The principal access to the Office for visitors should be through the main entrance doors into the main reception. Visitors should be escorted to the area they are visiting by an Allied Associate.
- All security doors should be kept secure so that access is only via security “FOBS”. No doors leading to the inside of the building should be left unlocked or propped open. This also applies to emergency exit doors.
- Visitors can enter through the designated “caged” area’s and call for assistance to access the plant area for repairs or delivery services.
- Members of the public must be accompanied by a member of Allied.
- No one should allow anyone who they are unfamiliar with access through any security locked doors without first checking their identity or purpose and notifying their Supervisor.
- Associates are responsible for the “FOB’ and access code they are issued. They are not to be transferred or loaned to any other persons. If you lose your “FOB” you must notify Human Resources immediately so that the “FOB” can be deactivated. You will be issued a new “FOB’ and access code. If you do not report the loss of your “FOB’ someone can find the “FOB’ and access Company using your name and authorization. This could lead to an investigation if access leads to theft or damage.
- No Associates should enter the building unless they are scheduled to work or have prior approval from their Supervisor or Manager. Only Allied Moulded Products personnel are authorized to be on Company property. Associates are authorized to be on site 30 minutes

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before the start of his or her work shift and are expected to depart the site 30 minutes following the completion of his or her work shift. The only exception to the 30-minute before and after shift provision is if one's work schedule requires him/her to be on site for overtime purposes.

The principal objective is to ensure that unwanted people who would seek to cause harm to individuals or steal property are stopped from entering the building. Associates in violation of this policy will be subject to discipline, up to and including termination of employment.

3.5 Personal Cell Phone Use

Allied is fully aware of the risks inherent in utilizing a cell phone while in a manufacturing environment. Distracted Associates pose a greater risk of injuring themselves or others. In addition to the safety risk, the distraction of using a cell phone jeopardizes the quality of parts we produce and provide to our customers.

The use of cell phones during work hours is strictly prohibited. Personal cell phones should not be visible on your forklift or workstation. In the event of a personal emergency, Associates must request and receive advance permission from their supervisor before using a cell phone. Otherwise, cell phone use must be limited to scheduled lunch and break periods only.

If someone needs to contact you in the event of an emergency, the person calling should identify the phone call as an emergency and use the main Company phone number. In this case, we will notify you promptly of the call.

Salaried Associates who are required to carry a cell phone and receive a call while in the production environment should promptly move to a safe area away from machinery and tow motor traffic. At times, an authorized Associate may be required to utilize a cell phone while operating equipment, (example; an engineer troubleshooting an equipment malfunction) in which case extreme caution must be exercised.

Associates in violation of this policy will be subject to discipline, up to and including termination of employment.

3.6 Infectious Disease Control Policy

Allied will take proactive steps to protect the workforce in the event of an infectious disease outbreak. Allied's goal is that Associates are safe within the workplace while continuing to operate effectively and ensuring all essential services are continuously provided.

Allied is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness outbreak. We have created an Infectious Disease Response Team that will lead us through the steps needed to control the spread of the disease in the workforce and provide direction in the case of an outbreak. Allied will follow all CDC Guidance policies and Local Health Department recommendations to prevent the risk of contact to our workforce.

We ask all Associates to cooperate in taking steps to reduce the transmission of an infectious disease in the workplace.

- Limiting Business Travel: All nonessential business travel should be avoided during times of outbreak. Associates who travel as an essential part of the job should consult with management on appropriate actions.



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- Telecommuting: Telework requests will be handled on a case-by-case basis based on the job function and on a temporary basis. However, not all positions will be eligible for telework. All requests for temporary telecommuting should be submitted to your Supervisor and Human Resources for consideration.
- Precautions outside of work- Associates are encouraged to avoid large and crowded public areas, recreational or other leisure classes, meetings, activities, etc., during times of outbreak. Even outside of the workplace, Associates should continue to maintain a 6-foot social distancing when possible.
- Staying home when ill: Many times, Associate's report to work even though they feel ill. We provide sick leave (see eligibilities) and other benefits to compensate Associates who are unable to work due to illness. Contact Human Resources to determine your eligibility.
- During an infectious disease outbreak, it is critical that Associates do not report to work while they are ill and/or experiencing symptoms reported for the outbreak. Associates are encouraged to do a self-assessment each day to check if they have any of the symptoms listed for the infectious outbreak. Any Associate who appears to be ill and have symptoms upon arrival at work or who become ill during the day should immediately be separated from other Associates and sent home.

Unless otherwise notified, our normal attendance and leave policies will remain in place. We will follow and post all State and Federal Guidelines established regarding an infectious disease. The Company will follow and post all State and Federal Leave Policies as established. Take the time to familiarize yourself with the leave policies. Individuals who believe they may face challenges reporting to work during an infectious disease outbreak should take the steps to develop any necessary contingency plans. For example, Associates might want to arrange for alternative sources of childcare should schools close and/or speak to Human Resources about their circumstances to see if there is a State of Federal Leave Policy that you may be entitled to. Human Resources can assist you with what type of leave is available, for what period; and what you will need to provide for the leave.

3.7 Searches

The work environment does not provide the same degree of privacy as experienced at home. The Company reserves the right to inspect all Company property and any packages or possessions brought into or taken from Company premises by Associates, visitors, or customers.

3.8 Gun Policy

While we respect everyone's right to bear arms, but we do not believe possession of firearms or ammunition is appropriate in any of our facilities or on our property. Therefore, the following two (2) policies have been established. Violation of either of these may result in disciplinary action, up to and including termination of employment.

1. Possession of firearms or ammunition in any of our facilities or areas where people are working is prohibited.
2. Possession of firearms and ammunition anywhere on our property, less facilities or areas where people are working, is permitted, if they are:
 - a. Legally possessed.
 - b. Stored in a locked compartment.
 - c. Stored out of sight.

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SECTION 4: COMPENSATION AND PAYROLL

4.1 Employment Classifications

It is the intent of the Company to clarify the definitions of employment so that Associates understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Each Associate is designated as either nonexempt or exempt from federal and state wage and hour laws, including the Fair Labor Standards Act. Nonexempt Associates are entitled to overtime pay under specific provisions of federal and state law. Exempt Associates (i.e., executive, administrative, management, professional, and outside sales) are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek; their salary represents payment for all hours they may be required to work in any given workweek.

In addition to the above categories, each Associate will belong to one of the following employment classifications. If you are unsure of your employment classification, please contact your Supervisor, Manager, or Human Resources Department.

Full-Time: Employment in an established position requiring 40 hours or more of work per week. Full-time Associates are generally eligible for participation in benefit programs subject to the terms of each program or plan.

Part-Time: Employment in an established position requiring 20 to fewer than 28 hours of work per week. Part-time Associates may not be eligible for most benefit programs subject to the terms of each program or plan. Part-time Associates will not accrue seniority.

Casual “Temporary” Associates: Associates whose employment is intended to be short-term in nature will be considered casual Associates. This includes seasonal, temporary and intern Associates. Unless advised otherwise in writing, these Associates will not be eligible to receive any employer-paid benefits. Casual Associates will not accrue seniority.

Contracted Temporary Workers: Temporary workers will be designated as such and will not be considered Associates of the Company. Temporary workers will be employed by another organization, usually either through a Temporary Staffing Firm, or an independent Contract Company. Independent Contractors will abide by all rules and regulations dictated by the Internal Revenue Service to maintain their independent status and not be considered an Associates of the Company. All the organizations mentioned above will maintain the appropriate insurance and workers compensation coverage for their Associates. Temporary workers will not accrue seniority.



4.2 Payday

Your Supervisor will distribute payroll stubs each week on Friday for all Associates. Checks are paid on a weekly basis. For salary exempt you will be paid for the current working week. For hourly non-exempt the wages you receive will be for the previous week’s work.

Allied participates in an automatic deposit program for your paycheck. You will receive your stub on Friday from your supervisor. You will be given a form to authorize Allied to deposit your check into an account of your choice. You are responsible to keep your automatic deposit information up to date. If you are closing out an account, consult with Human Resources prior to closing to make sure that your deposit has not already been completed. In the case of inclement weather, we encourage you to

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participate in our direct deposit program. If a payday falls on a holiday, every attempt will be made for you to receive your paystub early.

4.3 Reference Requests

All requests for references must be directed to the Human Resources Department. No other Manager, Supervisor, or Associate is authorized to release references for current or former Associates. In response to reference requests, the Company will disclose only the dates of employment and title of position held.

If the Associate authorizes disclosure in writing, the Company may disclose the amount of salary or wage last earned. No further information will be disclosed unless required by law or legal process.

4.4 Work Week/Hours of Work/Overtime

The workweek begins on Sunday and ends on Saturday. At the initial hire, or during your employment, you will be informed of the time your shift starts and ends. Regular hours of work in a work week for full-time Associates are determined based on the job assigned.

For purpose of overtime compensation, non-exempt Associates who work more than 40 hours during a workweek will be paid overtime at one and one-half the times the regular hourly rate of pay.

4.5 Work Schedules

Normal work schedules for Associates may vary from time to time. Supervisors will advise Associates of the times their schedules will normally begin and end. Working times means being at your workstation ready to work. Staffing needs and operational demands may necessitate variations in workdays starting and ending times, as well as variations in the total of hours that may be scheduled each day and week. (For example, work week schedules that run eight and/or twelve hours per day.) Due to the nature of our business, overtime is mandatory when scheduled.

4.6 Rest and Meal Periods

Each workday, full-time non-exempt Associates are provided break periods with time off dependent upon shift length and business demands. To the extent possible, break periods will be provided in the middle of work periods. Supervisors will schedule lunch periods to accommodate operating requirements. Associates typically receive (2) two (10) ten-minute breaks. Certain classifications receive a 20-minute paid lunch period in an eight-hour shift. Certain job classifications have a half hour unpaid lunch period in an eight-hour shift. All attempts should be made to relieve the worker for their lunch period. Associates may not work during their lunch breaks without their supervisors' approval.



Additional Breaks

Additional breaks throughout the workday may be offered, based upon current operating requirements, nature of the position, and impact of the break on Company staffing levels. Breaks will be coordinated within each department by the Supervisor. Breaks are to be used as an opportunity to remain fresh and productive throughout the day.

If you work overtime two hours before or after your shift you may schedule a (10) ten-minute break with your Supervisor. When you work overtime four hours before or after your shift you may schedule a (20) minute break with your Supervisor if your classification provides so. Other job classifications can take a half hour unpaid lunch break after (4) hours of overtime.

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In some classifications this time is counted and paid as time worked, Associates must not be absent from their workstations beyond the allotted break and lunch period time, nor shall they leave their work area prior to their break period without prior authorization from their Group Lead or Supervisor.

Unless otherwise authorized, Associates are not permitted to leave the premises during break or lunch periods without authorization of a Supervisor and without clocking out and in.

4.7 Lactation/Breastfeeding Breaks Policy

As part of our family-friendly policies and benefits, Allied supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to one year after the child's birth, any Associate who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Allied has designated a location for this purpose. (See your supervisor for the nearest location and the key to the room.) A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the Associate and the date of expressing the breast milk.

Any nonconforming products stored in the refrigerator may be disposed of. Associates storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Nursing mothers wishing to use this room must first request/reserve the room by contacting their supervisor.

Breaks of more than 20 minutes in length will be unpaid, and the Associate should indicate this to their Supervisor.

4.8 Timekeeping

Accurately recording time worked is the responsibility of every non-exempt Associate. Federal and state laws require the Company to keep an accurate record of time worked to calculate Associate pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Associates are requested to not clock in earlier than 10 minutes prior to their shift and clock out no more than 10 minutes after their shift ends. The time clock will roll the time to the scheduled shift time. Non-exempt Associates should use the time keeping system to accurately record the time they begin and end their work, as well as the beginning and ending time of departure from work for any reason. Overtime work must be approved before it is performed.



It is the Associates responsibility to verify the accuracy of all time recorded. Altering, falsifying, tampering with time records, or recording another Associates time may result in disciplinary action up to and including discharge. Habitual offenders of not clocking in or out could receive enough corrective action notices to warrant additional discipline up to and including termination.

4.9 Overtime Pay

When operating requirements or other needs cannot be met during regular working hours, Associates may be scheduled to work overtime hours. Overtime may be mandatory in certain situations. When possible, advance notification of these assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all Associates. However, business needs will be the overriding consideration and the Company will ensure the most qualified Associate is selected.

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If overtime is required, Supervisors will ask for volunteers within the required classification on their shift. The Department Supervisor will maintain a list of all Associates on his/her shift and will utilize that list to rotate all Associates for the purposes of voluntary overtime allocation.

If there are not enough volunteers, or production requires it, overtime may be mandatory.

- If an Associate previously schedules vacation on a Friday or Monday, then the Associate may be excused from working that mandated overtime weekend. Unscheduled vacation does not excuse you from weekend work.
- Associates are not permitted to request vacation on a mandated weekend.

Overtime compensation is paid to all non-exempt Associates in accordance with federal and state wage and hour laws. As required by law, overtime pay is based on actual hours worked. Time off on sick leave or any other unpaid leave of absence will not be considered hours worked for purposes of performing overtime calculations. Time off on vacation or holiday (on which the Associate is regularly scheduled to work) or any other paid leave of absence will be considered hours worked for purposes of performing overtime calculations. The rate of pay for overtime hours will be “time and a half” of the nonexempt Associates regular hourly wage for all hours worked more than 40 in each workweek.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

4.10 Work Assignments

Associates are usually assigned work according to their current job classification. However, there may be instances where you will be required to perform work outside of your usual classification. Working on different jobs within the facility gives you more opportunity to learn more about our overall operation, thus making you a more valuable Associate. The knowledge and experience gained during these assignments help us to be more efficient and effective to our customers and may give you a new opportunity or skill. Training will be provided to ensure your ability to perform the work assigned.

4.11 Call Back/Call In

In the event an Associate is called in to perform some type of work function at a time when they would not normally be scheduled, he or she will be provided a minimum of three hours work. If he or she completes the assignment that created the callback/call-in within the three hours, he or she will be allowed to leave, and will be paid for three hours.

4.12 Shift Premium

The Company pays premiums for Associates working the off shifts, for more information see your Supervisor or Human Resources.

The premium does not apply to Associates who are brought in early to work overtime. Associates will receive the appropriate shift premium for overtime worked with their assigned shift.

4.13 Attendance Bonus

To be eligible for the weekly attendance bonus, you must be a full-time eligible production Associate. (Not all production classifications are eligible for this bonus. Refer to job description or Human Resources.) To receive the weekly attendance bonus, you must work the hours you are scheduled to work, Monday thru Friday (40 hours scheduled vacation is included.) If the attendance bonus is earned for the normal scheduled workweek, the attendance bonus will be paid at time and one-half for all working hours over 40 in a week.

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- Note: unscheduled vacation days make you ineligible for the weekly attendance bonus.

4.14 Productivity Bonus and Annual Bonus

The Discretionary Quarterly Productivity Bonus Plan of Allied Moulded Products, Inc. is designed to provide incentive compensation for all eligible Associates. If a productivity bonus is paid you will be notified by a posting.

To be eligible for the productivity bonus you must:

1. Be scheduled for 40 hours per week during the entire quarter. (Beginning the first full week of Quarter).
2. Be employed by Allied Moulded Products, Inc. at the time of payment.
3. Not have more than 16 hours of absence or tardiness during the quarter.
 - a. Unscheduled vacation time counts towards the 16 hours of absence.
4. Not have received a Step 3 attendance discipline or a final discipline warning during the quarter.
5. Must have less than 6 attendance points as of the last day of the quarter.



To be eligible for the Discretionary Annual Christmas bonus you must:

1. Be employed by Company at the time of payment.
2. Employed the last payroll period of November.

These bonus plans are provided at the discretion of Allied Moulded Products, Inc. Allied Moulded Products, Inc. reserves the right to administer, modify, or terminate the plan with or without notice.

4.15 Training / Mentor Helpers

Associates who hold the classification and assist in the training/mentoring of a production new hire, transferred Associate, or part-time Associate in their classification will be compensated accordingly.

Associates identified to assist with training/mentoring must be selected on their ability to make a positive contribution and have job knowledge of the process they are training. They are responsible to make sure that all training documentation is being completed. Training Mentors will communicate with their Group Lead and Supervisor to ensure that things are moving smoothly and in the right direction.

The training/mentor should make the new hire/transfer feel welcome in their area and help them with ways to become productive and excited about their new assignment. We can achieve greater productivity, less turnover, higher loyalty, and quality with trained, engaged, and happy Associates.

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SECTION 5: BENEFITS OVERVIEW

5.1 Group Insurance

Allied offers a comprehensive benefits package to all regular Associates who have met the respective plans' eligibility requirements. We have designed our benefit package to ensure that your needs, as well as those of your family, are met while remaining competitive within our marketplace. Examples of benefits that may be available may include Medical, Prescription Drug, Dental, Vision, Short Term Disability, 401K, and Life Insurance.



The group insurance plans, and other benefit programs will be subject to review, with the expectation that changes will be implemented from time to time. Allied reserves the right to terminate or change these plans and programs in its sole discretion and cannot provide any assurances as to the continuation of the plans or programs or the nature or extent of any changes that may be made at any given time.

Insurance Costs

To assist Associates with the cost of insurance, Allied may pay a portion of group premiums for eligible Associates and their dependents. Contact Human Resources for additional details.

When you enroll, your contribution will be deducted from each paycheck on a pre-tax basis. Pre-tax means that the deduction is withheld before your pay is reduced by taxes. The net effect is a reduction in your contribution cost by the amount of Federal, State, and Social Security taxes that would normally apply.

Insurance Changes

Your benefit elections can only be changed during the plan year when you experience a family status change or as otherwise provided in governing plan documents. A family status change typically includes marriage, birth, adoption, divorce, death, or loss of coverage through your spouse. Changes not caused by a family status change can only occur during our Annual Open Enrollment.

For more information regarding benefit eligibility, changes, and further information regarding our current benefit plan, please reference the Summary Plan Description. Human Resources is available to assist you with any questions you have about our benefit package or programs.

5.2 Disability Benefit

The Disability Benefit becomes effective for full time Associates after you have completed 12 consecutive months of 40 hour per week employment with Company and requires no enrollment. This benefit is designed to provide you with an income for extended periods of absence from active employment for non-occupational injury or illness. This benefit is not payable for any day or partial day during which you receive wages, workers' compensation benefits, or work for another employer. Contact the Human Resources Department for more information or questions about this benefit.

5.3 Retirement Plan (401K Plan)

Allied provides a Retirement Plan to eligible Associates in accordance with the terms of the plan. Additional information is available through Human Resources.

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5.4 Profit Sharing

Year-end contributions are discretionary and based on profitability for that year. If payable, discretionary employer contributions would be distributed to your 401K account after the end of the year based on eligibility.

5.5 Training, Education and Development Programs

Our strength lies in our Associates. Each Associate is an important part of our Company. Allied is committed to the ongoing training, education, and development of all Associates. Our goal is to provide a positive environment in which each member of our team can achieve growth and personal satisfaction. This coincides with the goals and objectives of the Allied Business Plan.



This program is a part of each department's annual budget and helps ensure continuous improvement of quality, efficiency, job security and customer satisfaction. The training, education and development program is coordinated by the Human Resources Department and the Training Department.

Allied encourages Associates to pursue work-related self-development through educational courses. Allied provides financial assistance to persons who seek to increase their personal contributions to the organization by attending courses at accredited institutions of higher education. To be eligible an Associate must have one year of continuous service with the Company. Appropriate approval must be obtained prior to enrollment. Additional information about the program is available from the Human Resources office.

5.6 Employee Assistance Program (EAP)

Allied offers to all Associates, regardless of group benefit enrollment, access to an Associate Assistance Program. This program is designed to assist you and your family members with the help needed to handle life issues and decisions. This program offers free, confidential assistance in areas such as time management, your job, financial and legal issues, health, relationships, education, dependent care, drug, and alcohol dependency, and overall well-being.

This program offers advice from experienced professional counselors, referrals to community resources, and other helpful assistance. Information on this program will be given to Associates during benefit onboarding/enrollment. Information is also available on the bulletin boards.

5.7 Service Awards

Allied is proud of our Associate's years of service to our Company. Accordingly, we are pleased to present Associates with Service Awards at the following years of accomplishment; five (5), ten (10), fifteen (15), twenty (20), and twenty-five (25) and every five (5) years after. The years of productive service, loyalty, and commitment to our Company contributes to our success.

5.8 Quarter Century Club

Membership into the club requires (25) twenty-five years of service. The year an Associate achieves (25) twenty-five years of service, they may choose an award from a gift catalog and they will receive a plaque. There are other benefits a Quarter Century member may enjoy such as:

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- Members can use forty (40) hours of their vacation without 24 hours' notice and with their supervisors' approval.
- Members can purchase Company wearing apparel at half price up to \$50.00 per calendar year.
- Members are invited to attend the QCC banquet.
- Members will receive a special identification badge to wear at work.

Associates retain their membership while they are actively employed at Allied.

5.9 Holidays

To be eligible for holiday pay, you must be employed as a full-time Associate and have worked 30 calendar days prior to the holiday. To qualify for the (Free Day), you must be a full-time Associate. New hires will be eligible for the free day starting the month after completion of their (90) ninety-day orientation/training period. When a paid holiday falls on a non-working day, an equal amount of holiday time will be granted on another workday. If work is scheduled on a holiday, equivalent pay will be added to regular pay. Whether the holiday will be celebrated before or after its occurrence will be determined by Management and posted in advance.

Full-time Associates receive eight (8) hours' pay at straight time for each holiday. The following guidelines apply to holiday pay:

1. Must work the (full) last regularly scheduled day before the holiday and the (full) first scheduled day after the holiday.
2. Not on a leave of absence as of the date of the holiday.
3. Holidays (including the "free day") are considered time worked, which can generate an overtime situation when the Associate works more than forty (40) hours including the holiday.



Holidays observed are:

- | | |
|--------------------|--------------------------|
| • New Year's Eve | • Labor Day |
| • New Year's Day | • Thanksgiving Day |
| • Good Friday | • Day After Thanksgiving |
| • Memorial Day | • Christmas Eve |
| • Independence Day | • Christmas Day |

*Floating Holiday ("Free Day" - may take as 2 half days)

5.10 Vacations

All full-time Associates are eligible to receive annual vacation with pay. Annual vacation is based on the Associate's length of continuous service with Allied.

New Associates are not eligible for vacation during their (90) ninety-day orientation/training period. Starting the month after completion of their (90) ninety-day orientation/training period they will receive vacation on a prorated basis for the remainder of the calendar year. Effective the following January 1, the Associate will be eligible to receive the full annual vacation entitlement as indicated below for Associates with one (1) year of service. We may limit the number of Associates that can be approved in one day per job area based on production requirements. We will do our best to allow requested vacation at the desire of our Associates.

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Vacation Eligibility

- 80 hours 10 day 1-4 years of service
- 120 hours 15 days 5-10 years of service
- 128 hours 16 days 11 years of service
- 136 hours 17 days 12 years of service
- 144 hours 18 days 13 years of service
- 152 hours 19 days 14 years of service
- 160 hours 20 Days 15+ years of service



Vacation Procedure

1. The vacation year shall be the calendar year commencing January 1 through December 31.
2. The minimum amount of vacation you may take at one time is one (1) hour.
3. Vacation time may not be carried over from one year to another unless there are unusual operational circumstances that management feels must be recognized.
4. Nonexempt active Associates will receive vacation pay for unused vacation at the end of the vacation year.
5. Any scheduled vacation time must be approved by your supervisor by the end of the prior day's shift to be considered scheduled vacation.
6. If an Associate schedules vacation on a Friday or Monday, then the Associate may be excused from working that mandated overtime weekend.
7. Associates will not be granted a vacation request for a mandated weekend.
8. Quarter Century Club members can use forty hours of their vacation without 24 hours' notice and with their supervisor's approval.
9. Unscheduled Vacation- Requests can be made by contacting your supervisor for approval. Production requirements and department absences/vacations may prevent your supervisor from approving your request. If your request is denied and you do not come into work our absence policy will be applied. Utilizing unscheduled vacation counts towards the 16 hours of absence for the productivity bonus and you will not qualify for your attendance bonus for the week.
10. To be eligible for the quarterly productivity bonus, you must not have more than 16 hours of absence or tardiness during the quarter. Unscheduled vacation time counts toward the 16 hours of absence.
11. Vacation hours are considered time worked, which can generate an overtime situation when the Associate works more than forty (40) hours including the vacation hours.
12. A full day of vacation will be taken per an Associate's regularly scheduled hours. For an example: regularly scheduled for a 10 hour shift they are to take vacation in 10-hour increments for a full day of vacation.
13. Associates who have five (5) five years of service with Allied Moulded Products, Inc. and are at least age 62 who retire will be paid a prorated vacation for the next year accrual.

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14. Associates who have (15) or more years of service and separate employment with Allied Moulded Products Inc. will have their unused vacation paid to you on an earned current year calendar basis, included on your final paycheck.
15. Associates who have less than (15) years of service and separate employment with Allied Moulded Products Inc. will have their unused vacation paid to you on an accrued/earned current year calendar basis, included on your final paycheck.
16. In the event of an Associate's death, pay for unused vacation will be paid, on either an accrued or earned current year calendar basis (based on their years of service calculation), in a lump sum amount to the Associate's beneficiary.

SECTION 6: LEAVES

All applications for a leave of absence must be made through your Supervisor and must be approved by Human Resources.

6.1 Family and Medical Leave Policy

Allied Moulded Products' Family and Medical Leave Policy sets forth the conditions under which eligible Associates may request time off without pay for medically verified periods of disability. This policy specifically covers leaves of absences available to Associates under the Family and Medical Leave Act (FMLA). Associates having any questions regarding this policy or the FMLA should consult with Human Resources.

A family and medical leave of absence is available to eligible Associates under the terms set forth below.

Reasons for Leave

Leave may be taken under this policy for:

1. The birth of an Associate's child (leave may be pre-birth).
2. The placement of a child with the Associate for adoption or foster care.
3. To care for a child, spouse, or parent who has a serious health condition; or
 - a) "Child" includes biological, adopted, foster, step, ward, or loco parentis who is under age 18, or over 18 but incapable of self-care.
 - b) "Self-care" means that the child cannot perform several activities of daily living because of a mental or physical disability.
 - c) "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health-care provider.
4. A serious health condition which leaves the Associate unable to perform the functions of his/her position.
5. To deal with any qualifying exigency that arises from a spouse's, child's or parent's active duty in the Armed Forces including an order or call to duty.
6. To care for a spouse, child, parent or next of kin (defined as the nearest blood relative) who are service members with serious illnesses or injuries incurred during active duty in the Armed Forces.



Eligibility

To be eligible for family and/or medical leave under this policy, an Associate must have been employed by Allied Moulded for 12 months and for at least 1,250 hours of service during that 12 months.

Eligible Associates may take leave for up to 12 weeks in any rolling 12-month period (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness.)

Associates must take at least one week or 40 hours of vacation concurrently with the first week of FMLA

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leave. The Associate may choose to exhaust any remaining vacation concurrently with the FMLA leave or take the additional 11 weeks as unpaid leave.

The 12-month period will be a “rolling” 12-month period measured backward from the date when the first use of FMLA leave occurs. This means that each time an Associate takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. Spouses who are both employed by Allied Moulded Products are entitled to a total of 12 weeks leave (rather than 12 weeks each) for the birth or adoption of a child or for the care of a sick parent.

The Associate can require the employer to grant intermittent or reduced leave time if it is medically necessary for the Associate to care for a child, spouse, or parent with a serious health condition or if the Associate has a serious health condition which leaves the Associate unable to perform the functions of his/her position.

If taking a leave to deal with any qualifying exigency that arises from a spouse’s, child’s, or parent’s active duty in the Armed Forces (reason #5 above), the leave would be counted toward the Associate’s 12-week maximum of FMLA leave in a rolling 12-month period.

If taking leave to care for a spouse, child, parent or next of kin who is a service member with a serious illness or injury incurred during active duty in the Armed Forces (reason #6 above), the leave is available only for one 12-month period and is combined with all other FMLA leaves in that same 12-month period with a maximum total leave entitlement of 26 weeks.

Notification and Reporting Requirements

When the need for leave is foreseeable, such as for the birth or adoption of a child or planned medical treatment, the Associate must provide notice at least thirty (30) days in advance of the effective date of the leave. If the leave must begin in less than thirty (30) days, the Associate must give notice within three business days.



Allied Moulded Products requires a medical certification to support an Associate's claim for leave for a serious health condition or to care for a seriously ill child, spouse, or parent. Human Resources will provide a “Certification of Health Care Provider” form, which must be completed.

When an Associate is on leave for a serious health condition or to care for a seriously ill child, spouse, or parent, the Associate may be required to provide medical recertification every 30 days, or at the expiration of the medical certification provided.

Associates shall make a reasonable effort to schedule treatment of serious health conditions, with the health care provider’s approval, so as not to unduly disrupt the Company’s operations.

Leave may be taken on an intermittent or reduced leave schedule if medically necessary for a serious health condition of the Associate or his/her spouse, child, or parent. If leave is requested on this basis, Allied Moulded Products may require the Associate to transfer temporarily to an alternative position which better accommodates recurring periods of absence. This alternative position will have equivalent pay and benefits.

Allied Moulded Products reserves the right to extend leave under this policy under certain circumstances. If extended leave is requested, it must be done prior (preferably seven days) to the expiration of FMLA leave. An Associate requesting an extension must comply with the medical certification requirements in this policy.

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Time off requested or taken under false pretenses or misleading circumstances will result in termination of employment.

Working elsewhere while on FMLA leave or pursuing an interest which conflicts with your medical certification, may result in disciplinary action up to including termination of employment.

Designating FMLA Leave

An Associate taking FMLA qualifying leave is not required to expressly mention FMLA by name when requesting leave. Therefore, if an Associate does not specify their leave request as FMLA leave, it is Allied Moulded Products' responsibility to designate the leave as counting against an Associate's 12-week FMLA entitlement under the following circumstances: (1) if the Associate is eligible for FMLA leave as defined in "Eligibility" above; and, (2) if the reason given for the leave falls under one of the six criteria in "Reasons for Leave" above.

Associates utilizing FMLA or Intermittent FMLA should advise your supervisor prior to the occurrence of absence.

Status of Benefits During Leave

Associates will maintain employment benefits that accrued before the date his/her leave began.

Group health plan coverage shall be maintained for the duration of the leave under the same conditions as before. Associates granted an approved leave of absence under this policy will be responsible for continuing to pay their contribution towards all premiums for health insurance benefits.

Days absent while on FMLA leave are not computed in an Associate's absence rate.

If an Associate elect's not to return to work upon completion of the leave, the Company may recover from the Associate the cost of any payments made to maintain the Associate's coverage, unless the failure to return to work was for a serious health condition of the Associate or the Associate's spouse, child, or parent, or reasons beyond the Associate's control.



Return from Leave

An eligible Associate who takes FMLA leave of 12 weeks or less within the applicable 12-month period as provided by this policy will be returned to the same position held prior to the leave or a position with equivalent benefits, pay, and terms.

After a serious health condition preventing the Associate from performing the functions of the position, the Associate must present medical certification of the ability to return to work.

An Associate who fails to report and return to work at the end of any FMLA leave, approved extension, or a recall from layoff will be considered a voluntary quit.

Exceptions to this policy will occur, if necessary, to comply with applicable state or local laws. All exceptions to this policy must be reviewed in advance and approved by the Office of Human Resources

6.2 Non-FMLA Medical Leave of Absence

An unpaid medical leave of absence may be given to those Associates who become unable to work due to illness or injury and who have less than 12 months of service, and/or who have worked less than 1,250 hours over the past 12 months, and do not qualify for unpaid time off under the FMLA. Associates

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must have successfully completed ninety (90) days of employment to apply. Medical Certification documents will be required for an unpaid medical leave for medical purposes.

This same leave may also be utilized for those individuals who have exhausted all FMLA leave time and are still unable to return to work. A medical leave will not be granted for periods of more than thirty (30) days or one (1) occurrence in a rolling calendar year.

Failure to supply documentation, and/or meet all established provisions, may result in an absence no longer covered under a medical leave of absence.

6.3 Unpaid Personal Leave of Absence

An unpaid personal leave may be granted under extreme circumstances for up to (30) days, at the Company's discretion. Total leave time for a personal leave shall not exceed thirty (30) days in a rolling calendar year. Approval of an unpaid personal leave of absence will be considered on a case-by-case basis and will generally include a review of the Associates overall performance, attendance, and length of service. An Associate shall not be granted more than one (1) occurrence of unpaid personal leave of absence per rolling year. Failure to supply documentation, and/or meet all established provisions, may result in an absence no longer covered under a personal leave of absence. Failure to return to work on the agreed date will be treated as if you have voluntarily resigned from your position.

Paid time off (vacation/free day) must be used prior to utilizing an unpaid medical or unpaid personal leave of absence. A leave must be used only for the purpose requested. If you use a leave of absence for any other purpose, including travel/vacation, or engage in other conduct inconsistent with the purpose of the leave, you will be treated as if you have voluntarily resigned from your position.

All leaves must be made in writing and approved by the Human Resources Department and/or the President of Allied.

6.4 Bereavement Leave

Full time Associates who have completed their first 90 days of employment will be granted leave to attend the funeral when a death occurs in the Associate's immediate family. The actual number of days off will depend upon your circumstances, but normally will be between one and three days. The Associate must present proper documentation to his or her supervisor. **(Immediate family includes parent, or stepparent (*paid leave is limited to one mother and one father), sibling, spouse, children, stepchild, foster child, son-in-law, daughter-in law, grandchild, grand-parent, spouse's parent.)** Paid Funeral Leave may not exceed 24 hours.

*Unpaid time off may be arranged for additional parent, and spouse's grandparent through the Human Resource Department.

6.5 Military Leave

A military leave of absence and subsequent reinstatement will be granted to Associates who are absent from work because of service in the U.S. uniformed services in accordance with federal and state laws. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, Associates may use any available paid time off for the absence.

Contact the Human Resources Department for more information or questions about military leave.

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6.6 Jury Duty

This leave will be granted to Associates called upon for jury duty who submit the appropriate documentation from the court to their Supervisor. The Associate will be paid the difference between regular base pay, computed daily, and the amount received for services as a juror for up to twenty (20) days per year.

6.7 Return-to Work Policy

Allied strives to assist Associates to return to work soon following an injury or illness. However, this policy is not intended to supersede or modify the procedures applicable to Associates eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA)

Inquiries about the ADA or FMLA should be directed to the Human Resource Department.

Eligibility

The policy applies to regular full and part time Associates who are on leave because of an injury or illness.

Transitional Work

Allied defines “transitional work” as temporary, modified work assignments within the worker’s physical abilities, knowledge, and skills.

When possible, transitional positions (light duty) will be made available to Associates with work related and non-work-related injuries or illness to gradually transition an Associate back into their full work duties.

The Company cannot guarantee a transitional position and is under no obligation to offer, create or restrict any specific position for purposes of offering placement to such a position. The Company may have a limited number of transitional positions available by department. Transitional work is temporary and generally will not be considered for periods of more than 30 days. If an Associate cannot be accommodated and no other positions are available, termination may result.

Procedures

To obtain a transitional assignment the Associate must request a Return-to-Work Form and a Job Description Form from HR and provide them to the attending physician for completion. If the attending physician releases the Associate to return to work on modified duty and has completed the Return-to-Work Form and Job Description Form, the forms must be returned to HR within 24 hours following the medical treatment for assessment of transitional work. The Associate cannot return to work without the release of the attending physician.

Workers Compensation Transitional Work Procedure

Upon receipt of the attending physician’s restrictions, a written job offer letter may be prepared by Company and mailed to the Associate’s last known address. The letter will note the doctor’s restrictions and the start date, hours, wage, duration, and location of the transitional work assignment. The Associate will be asked to sign the letter indicating his or her acceptance or refusal of the transitional work job offer and to return the letter to HR by the date required. In the event the injured worker refuses transitional work (light duty), this can impact the injured workers eligibility for compensation benefits.



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Any Associate returning to a transitional position must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the Associate must immediately notify his or her Supervisor and provide the Supervisor a copy of the new medical release. Supervisors will monitor work performance to ensure the Associate does not exceed the requirements set by the attending physician.

6.8 Attendance During Orientation/Training Period

Associates in their first ninety (90) days of employment and/or who are in the Orientation/Training period are expected to maintain an acceptable level of attendance. New Associates attendance will be tracked and monitored. An absence of more than a Step One (four (4) points) in their ninety (90) daytime period will result in termination. Any occurrence of a no call/no show during the first 90 days will result in automatic "self- termination". Unsatisfactory punctuality could also affect the Associates ability to receive a job opportunity award.

6.9 Attendance and Tardiness

Our Company must meet deadlines on assignments and commitments to our customers if we are to succeed. To do this, it is important that you are at work every scheduled day. You are not expected to have continued perfect health or be exempt from personal problems. But, as your absences become numerous, you lose job effectiveness. The more you are absent from work, the more difficult it is for Allied Moulded Products to meet commitments.



It is our expectation when you are selected as an Associate, that you be at your job on time every day you are scheduled. We will attempt to accommodate you should your personal situation change. We want to create a positive climate and help you attain an attendance record that is unquestionably acceptable. However, you will not be permitted excessive absenteeism regardless of the reason. The following guidelines and rules will help you to become a better attender.

Definition: "Occurrence of Absence" – A period consisting of more than two hours in any workday where an Associate is absent from work. Absence will make you ineligible for the Weekly Attendance Bonus (if applicable) and will be counted toward the 16 hours or absence for the Quarterly Productivity Bonus.

- **All Associates are required to notify the Company before the start of the shift if unable to report for work or unable to report to work at their regularly scheduled time.**
- An absence reporting telephone number has been provided to Associates including instructions on reporting.
- You must notify your Supervisor prior to the occurrence of absence from work for other than an accident or severe illness. Failure to notify your Supervisor will lead to charging of 2 points. Prior notification assists supervisors in managing our staffing levels. Whether you are here or not, the Company still operates.
- **Continued failure to give advance notice of absence or tardy can lead to discipline up to and including termination.**
- Any absence lasting three (3) or more consecutive workdays without appropriate notice and/or documentation is considered an automatic "self-termination".
- An Associate who fails to report and return to work at the end of any FMLA leave, approved extension, personal or medical leave, or a recall from layoff will be considered a voluntary quit.

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Occurrence of Tardiness: A period consisting of 2 hours or less in any workday during which an Associate is absent from work.

“Occurrence of Tardiness” shall not include any of the above listed exclusions from the definition of an “Occurrence of Absence”.

Tardiness shall cause loss of pay and shall be recorded. Tardiness will make you ineligible for the Weekly Attendance bonus and will be counted toward the 16 hours of absence for the Quarterly Productivity Bonus. You must clock in between ten (10) minutes and the start of your scheduled work time to not be considered tardy.

Charging of Points Regarding Absenteeism/Tardiness & Related Issues

Each occurrence below will be assigned the following point values:

- Occurrence of Absence – 1 point
- Occurrence of Tardiness - ½ point (2 hours or less)
- No Call / No Show – 2 Points

Deduction of Points

The oldest point charged will be the first point removed, until the point value reaches zero (0) after (45) calendar days without an occurrence.

6.10 Attendance Counseling and Discipline Procedure

Once an Associate has accumulated a total of:

- Step 1- Four (4) points, their supervisor will counsel them regarding Step 1.
- Step 2- Six (6) points, their supervisor will counsel them regarding Step 2 (effects productivity bonus eligibility if active at the time of payment).
- Step 3- Eight (8) points, their supervisor will counsel them regarding Step 3 and the seriousness of their attendance record. (effects productivity bonus eligibility if active at the time of payment can affect job opportunity awards.
- Step 4- Ten (10) points, Step 4, the Associate’s attendance record is unacceptable, and the Supervisor will terminate their employment.

Associates that reach a Step 3 counseling notification; three (3) times in a rolling twelve (12) month period are deemed to have excessive absenteeism and will be terminated.

“**Occurrence of Absence**” shall not include the following:

- Paid Holiday (Unless scheduled as a workday.)
- Approved Vacations
- Paid Bereavement Leave
- Lack of Work
- Company Declared Closings of the Plant
- Jury Duty Leave
- Workers’ Compensation Leave
- Military Duty Leave

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- Approved Personal and Medical Leaves
- Disciplinary Leave
- Notification to Supervisor by the end of the shift prior day of inability to work voluntary overtime.

SECTION 7: PLANT PROCEDURES

7.1 Promotions and Job Selection

It is the policy of the Company to fill all positions with the most capable and qualified individuals. The Company also prefers to promote from within whenever possible. As positions become available, the decision will be made to open the position for application either internally or externally and in some instances both internally and externally simultaneously.

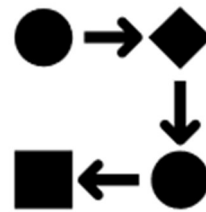
7.2 Production Job Movement

Instructions for job movement is covered in the Job Opportunity Books located in the breakroom of both plants.

Two Job Opportunity Books has lists of all eligible jobs available at any time and is maintained in the Break Room in Plant 1 and Plant 3. Associates are responsible for signing the Job Opportunity Book for any position they might want to apply to or request assignment to.

Every effort will be made to assure that current Associates are considered before candidates from the outside are hired. The outcome of a job opportunity will be posted in all plants to keep Associates aware of where they stand in being considered for a position.

- Associates may be limited to one move every rolling six months. A move is defined as a successful job opportunity or request. For example: An Associate accepts a job opportunity or request on 7/15/20 they are not eligible to apply again until 1/15/21.
- If an Associate is within their first six months in their new position; the Associate may request an opportunity for an open position by discussing the open position with their supervisor. Every effort will be made to fill the promotional opportunities with Allied Associates before going outside.
- Associates on a Final Discipline Warning or Step 3 Attendance Warning will not be awarded the job opportunity.



The Job Opportunity Book is wiped clean of names during the first week of January and July of each calendar year. Associates must sign the Job Opportunity book again after these dates to be considered for future open positions.

7.3 Position Elimination

An Associate whose job is being eliminated will be notified as soon as possible. The Associate may have the option of requesting an open position, receiving a job opportunity, or becoming the choice for a select position before final elimination of your current position. Upon final elimination of their current position, the Associate will have no less than 48 hours to select an open position. Business needs and business structure can dictate a need to eliminate a position.

7.4 Classification Survey

Supervisors may “survey” Associates in certain job classifications. Surveying provides qualified Allied Associates an opportunity to fill a shift vacancy in their specific position and to reduce the necessary training curve. Associates in these positions will be “surveyed” (notified by their supervisor) of any shift vacancies in their specific position in a timely manner (within 24-48 hours). Surveying is limited to the

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specific position. If there is more than one (1) interested Associate, the selection is made by seniority. The surveying procedure continues until no one in that classification expresses interest. The last vacancy position is then considered for posting.

7.5 Hourly Select/ Salaried and Office Hourly Internal Job Opportunity Announcements

If a position is opened for internal application, the available position will generally be posted on the designated "Job Opportunity Board" for at least (7) seven days and e-mailed for our Associates working remote. Interested Associates will follow the established criteria as indicated on the job posting to apply. Examples of required criteria may include, but not be limited to; completing a job opportunity form or submitting a letter of interest and resume; completing a written exam, and/or scheduling and participating in a formal interview. Associates must follow all specified requirements and guidelines as indicated on the internal opportunity posting, by the established deadline date, in-order-to be considered. The Company reserves its discretionary right to not post a particular opening.

If an Associate is on vacation or a leave of absence during each of the designated job posting days, Human Resources will attempt to contact the Associate to provide notification of the job posting. It is the Associate's responsibility to ensure that the Company has their most up to date contact information on file and to timely inform/contact Human Resources if they are interested in being considered.



Criteria that will be used in the selection process may include but are not limited to the Associate's current job performance as measured on the most recent performance evaluation, qualifications related to the position sought, attendance (generally the last 12 months), discipline (generally the last 12 months), interview and length of service.

7.6 Training/Evaluation

Associates who receive a job transfer/promotion will be trained and evaluated in their new position. The actual length of training is dependent upon the position/job assigned and the individuals' ability to learn and perform the required duties.

During the training period, the Associates performance typically will be evaluated, and a performance evaluation completed at 30, 60, or 90, day intervals. Criterion utilized for the performance evaluation process may include but not limited to; compliance with safety and quality standards/procedures, job knowledge, dependability/adaptability, resourcefulness, teamwork, productivity, and housekeeping.

If an individual needs further training or improvement at the conclusion of the 90-day evaluation period, the training/job evaluation period may be extended an additional 30 days. Promoted/transferred individuals are expected to maintain a satisfactory level of performance in all areas of evaluation. Failure to do so may result in disqualification from the classification/position.

Associates who receive a job transfer/promotion will receive compensation associated with that job category as determined by the Allied pay schedule.

7.7 Disqualification/Resignation of Position

If an Associate is disqualified or resigns from a position, then the Associate is excluded from consideration for that position for one (1) year. Disqualification is the inability to meet minimum qualification requirements. If a previously qualified Associate falls below minimum acceptable performance levels, the supervisor may perform an evaluation. The Associate then has thirty (30) calendar days to improve their performance level. At the end of the thirty (30) day period, if the

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performance is still not at a minimum acceptable level, the Associate will be evaluated in another thirty (30) calendar days. At that time, if their job performance is not at a minimum acceptable level, the Associate will be disqualified. A disqualification and/or resignation from any job award, may affect an individual's future promotional opportunities.

7.8 Production Standards

Most jobs have a minimum standard/rate for production established. This established rate is the minimum acceptable average level for the job assigned. Your ability to meet these minimum standards will be part of your performance evaluation process. Your effort to work above the minimum standard provides increased efficiency that allows us to out-perform the competition. Failure to maintain the minimum established standards can result in disciplinary action.

Clean up time has always been a part of the measurement in establishing production standard rates. Our Supervisors, Group Leads and Trainers will work with you to explain the proper procedures that will yield quality parts in a timely manner. Stopping your job earlier than established to clean takes away production time and will lower our job efficiency. Stopping work before quitting time, washing, or preparing to leave before the proper time, or unauthorized absence from assigned work area in preparation for leaving can result in a violation of our work rules. Please do not hesitate to ask questions. We want you to be successful.



7.9 Temporary Shift Adjustment

Allied is committed to helping Associates face the demands of juggling work, family, and personal obligations by offering an Adjusted Schedule or Flex Time arrangements. These arrangements provide Associates with increased flexibility with their work schedule while allowing Allied to maintain a progressive and productive work environment. All Allied Associates will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve Allied with increased productivity at no expense to quality or production output.

With sufficient written notice including the reason for your request to change your work shift known, we will consider a temporary change of shift for a specific agreed upon time frame on a case-by-case basis. Please contact your supervisor when the need arises.

Adjusted Work Schedule

The work responsibilities for some classifications lend themselves to permit an adjusted work schedule. When the need arises, you may complete a request form, in advance, no later than the end of your shift to adjust your work schedule. Your supervisor will determine whether to permit the adjusted schedule for activities related to; doctor appointments, legal affairs, school meetings, etc., discuss your need with your supervisor to be considered. An adjusted schedule is not to be used for additional vacation time. After the adjustment has been approved, you will be expected to work the approved schedule. Associates permitted to work an adjusted schedule will not be excluded from the weekly attendance bonus eligibility if they meet the requirements. Time must be made up during the pay-period of Sunday through Saturday.

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Flexitime

The work responsibilities of Office Hourly and Salary departments lend themselves to permit a flexible work schedule. Associates in these categories are permitted to call their supervisor before their normal working hours or as soon as conditions permit during their normal working hours and plan to work the missed time. Your supervisor will determine whether to permit flexitime for activities related to; doctor appointments, legal affairs, school meetings, etc., discuss your need with your supervisor to be considered. An adjusted schedule is not to be used for additional vacation time. All time must be made up during the same week in which the time was missed.

7.10 Weather Emergencies

Unless specifically notified otherwise, Associates should assume that the plant is open for business and are expected to make every effort to report to work. At the same time, we recognize that safety both on and off the job is a serious consideration, and that Associates must decide for themselves whether to report to work during emergencies. If an Associate cannot report to work because he or she lives or must drive through a county that declares road closings before the start of their scheduled shift due to weather emergencies the Associate will not be charged for the absence.

7.11 Workers' Compensation

All Associates are covered under Workers' Compensation insurance, which provides protection in case of a work-related injury or illness. This program is administered by and in accordance with the laws of the State of Ohio as a self-insured employer.

Associates are requested to report incidents when they occur to their immediate supervisor should they have an injury or near miss to insure proper medical care can be given. See Human Resources if you have any questions regarding this coverage.

7.12 Length of Continuous Service

Your length of continuous service and your employment ends upon:

- Retirement
- Resignation
- Discharge
- Failure to return from leave of absence at the approved time.
- Layoff that exceeds 6 months.
- Failure or inability to return to work after expiration of an approved leave.

In the event of a layoff that does not exceed six months, your original date of hire will remain your length of service date.

7.13 Work Force Reduction and Return to Work

Consumer demand and customer satisfaction dictate the economic health of the Company. If Allied determines that it must reduce the workforce because of adverse economic or other conditions, then layoffs will generally be conducted in manner that is consistent with the procedure described below. All decisions with respect to any reduction or layoff, including the selection of affected Associates or positions, will be made without regard to race, color, sex, disability, citizenship status, national origin, age, sexual orientation, gender identity, or any other category protected by law.

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Layoff

- If a layoff is expected, Allied will attempt to communicate information about an impending layoff as soon as possible considering the Company's interest and compliance with state and federal notice requirements.
- Associates will generally be selected for layoff based on the following criteria, although not in this order.
 - Promotion potential and transferability of skills to other positions within the Company.
 - Demonstrated current and past performance and attendance.
 - The needs of the Company and specific projects.
 - Length of service with the Company
- An Associate's length of service is measured from the original date of employment with Allied if there has not been a break in service greater than 6 months. Associates with breaks in service greater than 6 months, but less than one year, are credited only for their time worked; that is, the break in service time does not get credited in an Associates length of service unless required by law. Associates with a break in service greater than one year will receive credit for service from their most recent date of hire with the Company.
- Associates selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances.
- If the layoff is expected to exceed 30 days, unused vacation days accrued will be paid out the time of layoff. Associates who are laid off will not continue to accrue vacation or sick leave during the layoff.

Recall

- Associates who are laid off will be maintained on a recall list for six months or until Management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the Associate may have. While on the recall list, Associates should inform Human Resources (HR) department if they become unavailable for recall. Associates who do not keep a current home address and phone number on record with the HR department will lose their recall rights.
- Associates will be recalled according to the needs of Allied, the Associates classification and ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the Associates home address on record. Unless an Associate responds to the recall notice within seven days following receipt of the notice or its attempted delivery, the Associates name will be removed from the recall list and the Associate will no longer have any job rights with Allied.
- Credit for seniority will continue to accumulate during any layoff of 30 days or less. Associates laid off for more than 30 days and subsequently recalled within six months from the date of layoff will be credited with the service accumulated at the time of layoff.

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7.14 Lack of Work

If there is insufficient work available during your shift your Supervisor may ask for volunteers to leave for the day. In event of an abundance of volunteers, Associates will be granted the time off per their length of continuous service. This time off will not affect any bonus eligibility or be counted as time missed per the attendance policy.

7.15 Personnel Records

Your personnel records are important for insurance coverage, promotions, withholding taxes, and Company mailings. Your records must be kept up to date to receive full advantage of the personnel programs and services. It is your responsibility to give such information to the Human Resources Department. Please keep us informed of the following:

1. Change of address and/or telephone number.
2. Change of name through marriage or other reason.
3. Change in marital status.
4. Birth or death in your family.
5. Additional education or specialized training you have undertaken.
6. Person to notify in an emergency.

7.16 Attire and Grooming Policy

Objective

Allied Moulded Products strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the Company requires Associates to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Allied department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural or artificial scents that could be distracting or annoying to others.

Procedures

All Allied Moulded Associates are expected to present a professional, businesslike image to clients, visitors, customers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Allied Moulded.



Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate Supervisor. Any Associate who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid Associates will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Specific requirements

Certain Associates may be required to meet special dress, grooming and hygiene standards, such as protective clothing, depending on the nature of their job. Protective clothing may be required for certain positions and will be provided to Associates by Allied Moulded. At the discretion of the department manager, on casual Friday's the office staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present

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a neat appearance and are not permitted to wear ripped, frayed, or disheveled clothing or beach wear. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Reasonable Accommodation of Religious Beliefs

Allied Moulded recognizes the importance of individually held religious beliefs to persons within its workforce. Allied Moulded will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult considering safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources department.

Addressing Workplace Attire and Hygiene Problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire, or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the Supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, Supervisors should follow the normal corrective action process.

7.17 Smoking Policy

Allied Moulded's indoor facility is a smoke-free, vaping-free work site. Smoking and vaping is permitted only outside the building in designated areas. Smokers and vapers must stand far enough away from the door of the building so that smoke does not enter the building. Entrance and passage doors must be kept free of tobacco litter. Containers for tobacco disposal have been provided in designated areas, please use them. Report any violation of this policy to Allied Safety Representative. Violations of our smoking policy will be subject to disciplinary action up to and including discharge.

7.18 Associate Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Company expects Associates to follow rules of conduct that will protect the interests and safety of all Allied Associates and Allied Moulded Products.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Violating plant safety rules or practices or action contrary to accepted standards of sanitation and health.
2. Unauthorized removal of safety devices or guards on machines or equipment.
3. Negligence that results in injury to any Associate.
4. Failure to promptly report an on-the-job injury or accident involving you, equipment, or property.
5. Discussing or disclosing confidential information with individuals outside or within Allied who are not authorized to have such information.
6. Being insubordinate to, or not obeying the instructions of a Supervisor, including the refusal or failure to perform assigned work or to work overtime, special hours, and/or special shifts.

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7. Neglecting duty, careless or inefficient performance of duty, failing to maintain work standards, or willfully restricting your production or the production of others.
8. Stopping work before quitting time, washing, or preparing to leave before proper time, or unauthorized absence from assigned workstation in preparation for leaving.
9. Leaving the job, the department, or the plant without notifying your supervisor.
10. Destruction, damage, improper disposition, unauthorized possession, or removal of personal property or Company property that does not belong to you without proper authorization.
11. Participating in fighting, disorderly conduct, horseplay, practical jokes, or pranks on the Company premises or while on Company business.
12. Reporting for, or being on the job in an unfit condition, under the influence of liquor, illegal drugs or narcotics, or failed Company required drug screen.
13. Bringing to, possessing, selling, or consuming, on the Company premises, any intoxicant, illegal drug, narcotic, or illegal device.
14. Using abusive or threatening language to anyone or harassing another Associate or provoking Associates by profane or abusive language.
15. Making malicious, false, or derogatory statements about the Company, its products, or its Associates.
16. Failure to maintain satisfactory attendance.
17. Failure to return to work as scheduled from vacation or leave of absence.
18. Sleeping, wasting time, or loitering during work hours.
19. Engaging in excessive or a pattern of absenteeism/tardiness/leaving early/taking unauthorized or extended breaks.
20. Intentional falsification of personnel, production, quality, pay or other Company records. This includes misrepresenting your ability, experience, qualifications, or performance to the Company.
21. Clocking the timecard of another Associate, or having another Associate clock your card, or tampering with or defacing a clock badge.
22. Accepting other employment, which in any way interferes with Allied Moulded Products employment.
23. Riding on trucks, dollies, car loaders, lift trucks, trains, or other mobile equipment unless assigned to such duty by supervisor.
24. Requesting, offering, or accepting bribe of any kind in connection with the work or the conduct of the Company business.
25. Participation in gambling activities while on the Company premises.
26. Making loans to fellow Associates for profit.
27. Personal study, personal reading, or recreational activity during working time.



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28. Conviction of a crime, the nature of which would make you undesirable as an Associate or co-worker or conduct on or off the job that is contrary to the common decency or morality of the community or that reflects unfavorably upon the Associates of Allied Moulded Products.
29. Bringing to, possessing, or utilizing on the Company premises any unauthorized camera, film, recording device, weapons, ammunition, or explosive.
30. Violation of the No Solicitation-Distribution Rule.
31. Defacing or writing on walls, buildings, or other Company property. Posting or distributing unauthorized literature on Company premises or the removal of notices from bulletin boards without permission.
32. Failure to stay abreast of all the various changes made to Company policy.
33. Habitual failure to observe Company rules.

7.19 Corrective Action/ Progressive Discipline

The success of the Company is based on mutual respect, not only for each other, but the respect of Management for all Associates and their contributions to the Company, and the respect of all Associates for fellow Associates, the Company, and the Management of the Company. As such the Company recognizes that most of its Associates are conscientious, responsible individuals who wish to make a positive contribution to the Company, and therefore their own success. These Associates are motivated by self-respect and respect for others and desire to do a good job. This dictates that they conduct themselves in a professional and disciplined manner and perform their assigned tasks to the best of their ability.

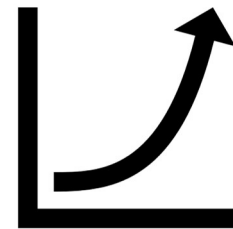
Occasionally, even responsible Associates might behave or perform in an unsatisfactory manner. Inappropriate behavior of this sort can be corrected with encouragement from fellow Associates and Supervisors. In addition, it is hoped that the Company can exercise a degree of flexibility in dealing with Associates personal issues, while maintaining a viable business operation.

It is also important that all Associates understand that we all have duties to perform and everyone, including your Supervisor must follow directions from someone. It is against our policy for an Associate to refuse to follow the directions of a Supervisor or member of Management or to treat a Supervisor or member of Management in an insubordinate manner in any respect. Associates must fully cooperate with the Company investigations into potential misconduct. Refusal to fully disclose information during an investigation is insubordination and may result in disciplinary action.

However, there may be a small number of Associates who do not share the same high personal standards, and who conduct themselves in an unsatisfactory manner. In such cases, the Company will take disciplinary action.

The Company may take any appropriate disciplinary action including any of the following steps in any order to address inappropriate workplace activity.

The supervisor will normally try to resolve the conduct by conducting a coaching session with the Associate. However, in instances where Associates do engage in conduct contrary to these interests, Associates will receive discipline appropriate for such misconduct. Actual disciplinary steps will, of course depend on the totality of the facts; and the seriousness of the misconduct involved.



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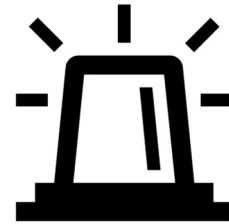
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Associates may also receive an unpaid suspension in connection with any of the types of discipline. Furthermore, if you engage in misconduct deemed serious enough by the Company, you may be subject to immediate suspension and/or termination without first receiving any lesser forms of discipline. All records of disciplinary action/documentation will remain in the Associate's personnel file.

7.20 Alcohol and Drugs

The Company and all Associates working here must cooperate to maintain a safe, healthy, and productive work environment. One important element for such an environment is a workplace free of alcohol and drug abuse.

Associates will not use or consume illegal drugs or alcohol in the workplace or on Company premises. You will not work under the influence of legal or illegal drugs or alcohol. You will not possess, sell, or attempt to sell illegal drugs or alcohol while performing work for the Company or while on the Company's premises.



The use of any legally obtained drug by any Associate while performing Company business or on Company premises is prohibited to the extent that such use may adversely affect the Associate's job performance.

For purposes of this policy:

"Drug" means any substance including medical marijuana (other than alcohol) capable of altering the mood, perception, pain level, or judgment of the person consuming it.

"Illegal drug" means any drug which is not legally obtained, which is not legally obtainable in this state, which is not lawfully prescribed for you, or which is not being used for a lawfully prescribed purpose.

"Under the influence" means an individual is affected in any detectable manner by the presence of alcohol at or above legally recognized impairment level in this state, or legal and/or illegal drug in his or her body.

"Substance abuse" means the use or consumption of a drug or alcohol in a manner or to an extent that it causes a change in the user's behavior or has a negative impact on the user's work performance and life.

"Substance abuse test" means testing by any recognized method chosen by Allied Moulded Products that is appropriate for measuring drug or alcohol use.

The Company may request Associates take a substance abuse test if:

- The Company has reason to suspect that the Associate is using or is under the influence of an illegal drug or alcohol.
- Reasonable suspicion is based on (but not limited to) such factors as:
 - An Associate's involvement in a work-related accident.
 - An Associate's unusual behavior or work performance.
 - Observing an Associate's use of, possession of, or sale of, or purchase of drugs or alcohol on Company premises.
 - Observing that the Associate appears to be under the influence of drugs or alcohol.
 - Observing a pattern of abnormal or erratic behavior by an Associate.
 - Learning that an Associate is under investigation for illegal possession, use or sale of drugs or alcohol.
 - The arrest or conviction of an Associate on a drug-related or alcohol-related charge.

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- Discovering that an Associate has tampered with a drug test or taken action to interfere with or defeat the results of a drug test.

An Associate who refuses to submit to a substance abuse test will be subject to discipline, up to and including termination.

Associates who violate this policy are subject to discipline, up to and including termination.

Voluntary Identification and Rehabilitation/Treatment

An Associate who voluntarily says he/she has a drug or alcohol-related problem will not be subject to discipline for volunteering that fact. Instead, the Associate may take an unpaid leave of absence to undergo rehabilitation or treatment to overcome dependence on drugs or alcohol or to participate in other programs recommended by substance abuse professional. This leave will be in accordance with the terms and conditions of leave policies.

Since the key to rehabilitation is the willingness to admit and seek to remedy the problem, this provision is not available to one who requests help (1) after being asked to submit to testing or (2) after the Associates use of drugs or alcohol becomes a personnel issue based on direct observation or evidence obtained from an arrest or criminal conviction for a drug or alcohol-related offense.

Further, Associates who volunteer such information and participate in rehabilitation/treatment program must still comply with rules concerning alcohol and drugs and will be subject to discipline for a violation.

If an Associate successfully completes a rehabilitation/treatment program as verified in writing by the program's administrator, the Associate may return to work when work is available or in accordance with the Family and Medical Leave Act. Return to work may also be conditioned upon compliance with individual responsibilities, including follow-up counseling and/or treatment.

Costs Associated with voluntary rehabilitation/treatment are the Associate's expense unless wholly or partially covered by Allied's health insurance program, and the Associate is eligible for that coverage.