



Manufacturers of ELFOAM®

EMPLOYEE HANDBOOK

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INTRODUCTION and OVERVIEW

COMPANY HISTORY AND WELCOME

Founding and Early Years:

Elliott Company was established in Indianapolis, Indiana in December of 1957 by Mr. Charles R. Elliott. Initially, the company focused on manufacturing laminated structural sandwich panels, which were primarily used to fabricate commercial walk-in coolers and freezers for the food service industry. By 1960, due to rapid growth, Elliott Company moved from a leased facility at the Indiana State Fairgrounds to a newly constructed 5,000 square foot manufacturing plant at 9200 Zionsville Road in Indianapolis. This facility, which utilized the company's own structural panels for its roof and walls, remains part of our east warehouse today.

Expansion and Innovation:

In the early 1960s, curtain wall sandwich panels were in high demand and soon became Elliott Company's main product. In 1963 the company began manufacturing urethane foam insulation and integrating it into its panels. The foam's superior insulating properties boosted sales and, in 1965, prompted the launch of the standalone ELFOAM® brand of urethane foam insulation sold to other manufacturers and distributors. In 1970, the company phased out panel operations to focus exclusively on developing the ELFOAM product line. By 1985, technological advancements facilitated a transition to the more advanced polyisocyanurate foam, commonly known as polyiso. Since then the company has continued to innovate, launching higher performing ELFOAM offerings, adding increasingly sophisticated fabrication capabilities, and deepening its commitment to environmental stewardship through zero ozone depletion and reduced global warming initiatives.

Diversification and Global Reach:

Elliott Company's products serve a broad range of applications including food service, construction, industrial, transportation, medical, and defense. They also showcase remarkable versatility being used in everything from temperature-controlled environments and building components to fiber reinforced plastic composites and dimensional designs. Today ELFOAM is widely utilized across North America and can be found on nearly every continent, reflecting its universal value and appeal.

Leadership and Legacy:

Elliott Company is proud of its heritage as an independent, family-owned business now in its third generation of leadership. Guided by our founder's vision, the company has consistently adhered to innovative manufacturing practices, conservative fiscal management, and a steadfast commitment to quality and customer service. These guiding principles have laid a solid foundation for the company's enduring success, creating a durable and growing enterprise with a loyal base of customers, employees, and suppliers.

The Elliott family has ensured that these values remain central to the company's operations. Under the guidance of both son Charles C. Elliott and grandson Bryan Elliott, Elliott Company has expanded its reach and established itself as a trusted name across a wide range of industries. As we move forward, we remain committed to honoring our proud tradition while embracing new opportunities for growth and innovation. We welcome you to be part of this ongoing journey and look forward to achieving future success together.

Sincerely,

Bryan Elliott
Chief Executive Officer

COMPANY OBJECTIVE

Elliott Company's primary objective is to manufacture and sell high quality foam products at competitive prices while generating a sufficient profit on sales to allow for continued company growth.

This objective shall be accomplished through the efforts of employees with ability, character, personality and persistence who are meaningfully engaged in their work. The company strives to treat each employee as an individual with unique feelings, concerns, and aspirations. Employees are encouraged to express themselves honestly and openly and to communicate with all levels of management. Elliott Company is committed to our employees, to competitive pay and benefits, and to cooperative working relationships.

HANDBOOK PURPOSE

The purpose of this Employee Handbook is to set forth the current policies, procedures, benefits and practices of the Elliott Company. These policies, procedures, benefits and practices may change from time to time, as determined by the company's Board of Directors and/or management. We reserve the right to make these changes with or without prior notice. However, we will strive to advise employees of any changes to the policies, procedures, benefits and practices described in this Handbook to the extent possible. All policies, procedures, benefits and practices apply to all employees whether or not the employee receives notice of new or changed policies, procedures, benefits or practices.

The company reserves the sole right to deviate from a particular policy, procedure, benefit or practice when appropriate based on an assessment of its business needs and the facts and circumstances presented by specific situations. Such action may include, but is not limited to, termination.

This Handbook is a summary of the company's policies, procedures, benefits and practices; and supersedes all previous handbooks, manuals, documents, and guides; as well as any descriptions of them. Understand that this Handbook highlights pertinent company information and is not a legal document, nor can it be used for strict interpretations of company policies, procedures, benefits or practices. This Handbook is not to be construed as a contract, expressed or implied; nor is it to be construed as guaranteeing any rights or interests to any employee. In addition, it is not an offer, statement or confirmation of any guaranteed terms or conditions of employment. Also, any verbal agreements made by or to employees of Elliott Company or any statements in this Handbook or other literature do not create a guarantee of employment.

EMPLOYMENT POLICIES and PRACTICES

AT-WILL EMPLOYMENT

Employment at Elliott Company is on an "at-will" basis, meaning that either the employee or the company may terminate the employment relationship for any reason or no reason, at any time, with or without cause or notice. This "at-will" employment policy applies unless an employee has a written employment contract that specifies otherwise, signed by the President or CEO of Elliott Company. No other officer, supervisor, or employee has the authority to alter the at-will nature of employment, either verbally or in writing.

The at-will employment relationship ensures that the company and its employees retain flexibility in managing work arrangements. While employment is at-will, Elliott Company is committed to maintaining a respectful, safe, and fair workplace. All employment decisions will be made based on business needs, performance, merit, and compliance with applicable laws, without discrimination or unfair practices.

If any terms of employment are modified, these modifications must be documented in writing and signed by the President or CEO of Elliott Company. Verbal agreements or statements made by officers, supervisors, or coworkers do not alter the at-will status of the employee. This "at-will" employment policy supersedes any previous agreements or understandings regarding the nature of employment at Elliott Company.

EQUAL OPPORTUNITY EMPLOYMENT

Elliott Company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, genetic information, or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, benefits, promotion, discipline and termination.

Whenever possible, Elliott Company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request such accommodation should contact their supervisor.

If you have any questions, problems, or complaints regarding a violation of this policy, or discrimination in general, please follow the reporting procedures set forth in the "Reporting Procedures" section of this Handbook.

NON-DISCRIMINATION / NON-HARASSMENT / ANTI-BULLYING

Elliott Company is committed to maintaining a workplace free from discrimination, harassment, bullying, and other inappropriate behavior or content. We prohibit any behavior or content based on race, color, religion, creed, sex, sexual orientation, gender identity, age, disability, national origin, marital status, veteran status, genetic information, or any other legally protected status or characteristic.

- **Discrimination and Harassment:** Discrimination or harassment of any kind—whether verbal, physical, or visual—is prohibited. This includes inappropriate comments, jokes, slurs, or actions that create an intimidating, hostile, or offensive work environment.
- **Bullying:** Bullying is defined as repeated behavior meant to harm or intimidate another employee, either verbally, physically, or digitally. Elliott Company has a zero-tolerance policy for bullying.
- **Reporting:** Employees who experience or witness discrimination, harassment, or bullying should report the incident immediately as described in the “Reporting Procedures” section of this Handbook. All reports will be taken seriously, and retaliation against those who report concerns or participate in investigations is prohibited.

Any employee found to have violated this policy will face disciplinary action, up to and including termination.

NON-RETALIATION

Elliott Company prohibits retaliation against any employee who, in good faith, reports discrimination, harassment, bullying, wrongful activity, or any other workplace issue, or who participates in an investigation of the same.

- **Retaliation:** Retaliation includes any adverse action, such as, but not limited to, demotion, dismissal, or changes to work conditions, taken in response to an employee's report or involvement in an investigation.
- **Reporting:** Employees who experience or witness retaliation should report the incident immediately as described in the “Reporting Procedures” section of this Handbook. Elliott Company is committed to handling all such reports confidentially and to taking swift corrective action when necessary.

The company will investigate all reports and claims promptly, and employees are expected to fully cooperate in the process. No employee will be exempt from the consequences of misconduct or poor performance by reporting their own actions. However, employees will be protected from retaliation for making good-faith reports or for participating in investigations.

Any employee found to have engaged in retaliation will face disciplinary action, up to and including termination.

REPORTING PROCEDURES

Elliott Company is committed to fostering a safe, respectful, and productive workplace. If you have any concerns regarding company policies, discrimination, harassment, bullying, workplace activity, safety violations, or other misconduct, we encourage you to report the issue immediately. The company prohibits retaliation against employees who report issues in good faith or participate in an investigation.

How to Report a Concern:

1. General Concerns:
 - If you have questions, problems, or complaints regarding any company policy, workplace activity, safety issue, or workplace misconduct, report the issue to your immediate supervisor as soon as possible.
 - If you are uncomfortable reporting the issue to your supervisor, or if your supervisor is involved in the issue, you may report the concern directly to the President or CEO of Elliott Company.
2. Discrimination, Harassment, Bullying, or Retaliation:
 - If you believe you have experienced or witnessed discrimination, harassment, bullying, or retaliation based on a legally protected characteristic (e.g., race, sex, religion, national origin, disability), report the incident directly to your supervisor or, if necessary, the President or CEO.
 - Retaliation, defined as any adverse action taken against an employee for reporting a concern or participating in an investigation, is strictly prohibited.

Confidentiality and Investigation:

- Elliott Company treats all reports with the highest degree of confidentiality. Information will only be shared with those involved in investigating and resolving the issue.
- The company may engage an independent third-party investigator, if necessary, to ensure impartiality.
- Investigations will be conducted promptly, and appropriate corrective actions will be taken if required.

Employee Cooperation:

- All employees are expected to cooperate fully during investigations. Failure to cooperate may result in disciplinary action.

Escalation:

- If you feel that your concern has not been adequately addressed after following the steps outlined above, you may escalate the issue directly to the President or CEO for further review.

PROBLEM RESOLUTION

Elliott Company has a strong and open relationship with its employees. In light of this relationship, we do not believe a third-party representative is necessary. We want you to know our Problem Resolution Policy so that you can participate in sharing your concerns with us. We want you to know we will fully respect your rights as employees under all laws.

Elliott Company encourages open and frank discussion between employees and management to share ideas, make suggestions and prevent or resolve problems. It is company policy to provide the open communication necessary for better understanding and/or action when appropriate. Whenever an employee has questions or concerns related to an employment situation, he/she should discuss it with their supervisor. If it is not solved within a reasonable amount of time, or if he/she is unable to discuss it with their supervisor, please discuss the situation with the President or CEO of Elliott Company.

**CODE OF CONDUCT and
WORKPLACE
EXPECTATIONS**

ETHICS and WORKPLACE MISCONDUCT

At Elliott Company, we uphold the highest standards of ethical behavior and professionalism. Every employee is responsible for and contributes to ensuring that the company operates with integrity, respect, and responsibility. The following guidelines outline our expectations for ethical conduct and prohibited behaviors.

Ethical Standards:

- Business Integrity: Employees must act with honesty in all dealings, avoid conflicts of interest, and comply with all laws and regulations.
- Confidentiality: Employees must protect company and customer information. Unauthorized or use disclosure is prohibited.
- Professional Behavior: All employees must treat one another with respect, fostering a harassment-free, inclusive workplace.
- Conflicts of Interest: Any potential conflicts between personal and company interests must be reported to a supervisor.

Workplace Misconduct:

The following behaviors are prohibited and may lead to disciplinary action, including termination:

- Theft or Fraud: Stealing property or falsifying records (e.g., timecards, expenses).
- Misuse of Company Resources: Unauthorized use of equipment, company property or confidential information for personal gain.
- Safety Violations: Ignoring safety protocols or engaging in reckless behavior that endangers the employee or others.
- Harassment and Discrimination: Harassment, discrimination, or bullying based on any protected characteristic.
- Inappropriate Conduct: Threats, violence, or actions that create a hostile environment.
- Substance Abuse: Being under the influence of drugs or alcohol at work or possessing illegal substances on company property.
- Damage to Company Property: Deliberate or careless damage to company property, including machinery or equipment.

Reporting Misconduct:

Employees must report any unethical behavior or workplace misconduct to their supervisor or, if necessary, the President or CEO of Elliott Company. All reports will be handled confidentially.

Consequences of Violations:

Elliott Company takes unethical behavior or workplace misconduct seriously. Violations will result in disciplinary action, up to and including termination. Full cooperation is expected in any investigation.

TELEPHONE USAGE

Because the majority of Elliott Company business is conducted by telephone, employees are asked to limit personal calls on company lines to emergency or critical personal communications only. Messages will be taken and given to employees but employees will not be summoned to the phone unless an emergency exists. Emergency calls will be accepted at any time and employees notified immediately.

Regarding personal cellular phones it is the policy of Elliott Company to limit the personal use of cellular phones during work hours. Such devices should be silenced or turned off during work hours and only used at designated break times in areas away from where company business is being conducted. Other than at designated break times, personal cellular phone usage should only be undertaken during work hours with prior approval of the employee's supervisor.

COMPUTER SYSTEM USAGE

Elliott Company provides employees with access to the Internet, email, and other technology tools to support business activities. The following guidelines outline the appropriate use of these resources:

- **Business Use:**
 - Internet and email are intended primarily for business-related research, communication, and transactions.
 - Personal use of the company's Internet and email is permitted with prior supervisor approval, but should be minimal and limited to non-work hours (e.g., break times).
- **Prohibited Activities:**
 - Employees must not download unauthorized software, files, or programs that may compromise the security or performance of the company's systems.
 - Personal software or games are not permitted on company computers.
 - The transmission or display of sexually explicit images, ethnic slurs, racial epithets, or any content that may be considered harassment or discriminatory is strictly forbidden.
- **Security Measures:**
 - Employees are expected to use appropriate security practices to protect company data, including avoiding risky websites and downloading only files necessary for work purposes.
 - Sensitive information sent via the Internet may not be fully secure. Employees should ensure proper encryption or safeguards when transferring such data.

- **Monitoring and Privacy:**
 - All data and information created, sent, or stored on Elliott Company's computer systems are considered company property.
 - Employees do not have personal privacy rights regarding any content on the company's systems, and the company reserves the right to monitor Internet and email usage at any time.
- **Email and Internet Conduct:**
 - Employees are responsible for the content of all messages they send via email or post online. Information shared should reflect the professionalism of Elliott Company and comply with all relevant policies.
 - No employee may use company email or Internet to solicit, promote, or advertise non-company-related products or services without written approval from their supervisor.
- **Disciplinary Actions:**
 - Violations of these guidelines may result in disciplinary action, up to and including termination.

By following these guidelines, employees help maintain the integrity, security, and productivity of the company's technology resources.

SOCIAL MEDIA USAGE

Elliott Company recognizes the significance of social media in personal and professional settings. While we support the responsible use of social media, we expect our employees to maintain professionalism and discretion in their online activities, particularly when their association with Elliott Company could be recognized.

- **Professional Conduct Online:** Employees are ambassadors of our brand, even in their personal online spaces. We expect all staff to conduct themselves professionally when posting on social media platforms. This includes refraining from posting content that could harm the reputation of Elliott Company or reveal confidential and proprietary information. Content that is discriminatory, harassing, or violates our company policies in any way is prohibited and could lead to disciplinary action up to and including termination.
- **Personal Use During Work Hours:** The use of social media for personal reasons during work hours should be minimal to ensure productivity is not compromised. Employees should use social media primarily during breaks and non-working hours. Exceptions may be granted for job-related purposes, such as networking or marketing tasks, with prior approval from supervisors.
- **Company Representation:** Employees who are authorized to speak on behalf of Elliott Company on social media must clearly distinguish between company-endorsed views and their personal opinions. This distinction is crucial to maintain transparency and trust with our audience.

- **Reporting and Compliance:** Any violations of this policy should be reported immediately as described in the “Reporting Procedures” section of the Handbook. Regular audits and reviews of this policy will be conducted to ensure compliance and relevance in the rapidly evolving digital landscape.

EMPLOYMENT CLASSIFICATIONS and PROCEDURES

EMPLOYEE CLASSIFICATION

A regular employee is one who is hired to work for an indefinite period of time and has completed a provisional employment period. A regular employee can be employed on either a full-time or part-time basis.

A casual employee is one who is hired to work for a limited period of time, usually of a short-term nature. A casual employee can be employed on either a full-time or part-time basis.

PROVISIONAL EMPLOYMENT

All employees of Elliott Company are employed on a provisional basis for the first ninety (90) calendar days of continuous employment. This timeframe represents a trial period designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned.

At the end of the trial period, the employee will be evaluated and informed of his or her status by their supervisor. A satisfactory rating will qualify him or her to be a regular employee. An unsatisfactory rating at any time during the period may result in immediate termination. Provisional Employment in no way alters Elliott Company's at-will employer status.

WORK HOURS

It is the policy of Elliott Company to establish work hours as required by workload and production flow, customer service needs, and the efficient management of personnel resources.

The normal pay period is Wednesday through Tuesday, beginning and ending at midnight on Tuesday and consisting of forty (40) hours.

The normal schedule for production employees is Monday through Thursday or Tuesday through Friday from 6:00 AM to 4:30 PM with one-half (1/2) unpaid hour for lunch and two ten (10) minute paid rest breaks. Lunch is from 11:30 AM to 12:00 PM, and rest breaks are from 9:20 AM to 9:30 AM and 1:50 PM to 2:00 PM.

The normal schedule for office employees is Monday through Friday from 8:00 AM until 5:00 PM with one (1) hour for lunch. During a normal workday lunch breaks will be staggered so that phones are not left unattended.

It is the responsibility of each production employee to record the number of hours worked using the time clock on their own time card. Employees are expected to record the starting time and stopping time each day. Supervisors will deduct one-half (1/2) hour from this record for the scheduled lunch break. All employees are expected to take a lunch break unless authorized to work during that period. Supervisors must approve "no lunch" designations on time cards. Rest breaks are considered time worked, but lunch periods are not. Employees are also expected to record on their time cards any time away from Elliott

Company on personal business. Under no condition or circumstance shall an employee record time for another employee. Punching the time clock for another employee and falsification of time records is prohibited and will subject each involved employee to discipline, up to and including termination. To comply with the Wage Hour Division of the Department of Labor production employees should not clock in any earlier than six (6) minutes prior to their assigned starting time or punch out more than six (6) minutes after their assigned stopping time. The department supervisor will identify the time clock and time card locations.

For office employees the number of hours worked and/or otherwise accounted for should be reported to the Office Services Coordinator at the end of every pay period.

TARDINESS

Any employee arriving up to thirty (30) minutes after the scheduled start time will be considered tardy; after thirty (30) minutes the employee is deemed absent. If running late for work, the employee should contact their supervisor as soon as possible. If unable to do so, the employee should report to the supervisor immediately upon arrival.

An employee accruing more than three (3) tardy incidences per quarter or nine (9) per rolling twelve (12) months will be subject to disciplinary action up to and including termination.

ABSENCE

Employees who are unexpectedly absent will have such time applied towards their Sick, Probation or possibly Allowed Leave. Regardless of Leave type, Elliott Company would require that extended illnesses of three (3) or more consecutive days be supported by a doctor's statement.

If the supervisor is notified prior to the scheduled start time that an employee is running late, the employee may use Sick Leave for time missed prior to their arrival provided they arrive within thirty (30) minutes of their arrival time estimate.

If the supervisor is not notified prior to the scheduled start time that an employee is running late, time missed will be recorded as Probation Leave in fifteen minute increments. Once the supervisor is notified, an employee may use Sick Leave for the period between when notification is given and when the employee arrives provided they arrive within thirty (30) minutes of their estimated arrival time.

Due to scheduled production commitments Elliott Company may require an employee to make up time missed due to absence/tardiness. However such time will not offset any corresponding Probation Leave.

If an employee is unexpectedly absent for two (2) consecutive days without notifying the employee's supervisor and does not arrive on the third day by the scheduled start time, the employee's position will be considered voluntarily resigned and their employment terminated.

Sick Leave

An employee wishing to use Sick Leave must notify their supervisor no later than the scheduled start time on each full or partial day of absence or the missed time will be considered Probation Leave.

Once the employee's Sick Leave is exhausted, any additional unexpected absence would be considered Probation or possibly Allowed Leave.

Probation Leave

Probation Leave is tracked over both the employment year and the fiscal year. Both are shown on employee pay stubs so Elliott Company does not issue verbal warnings regarding their accumulation. At certain thresholds, however, consequences are as follows:

- *Employment Year* – Upon logging twelve (12) hours of Probation Leave during an employment year an employee will receive a written warning plus become ineligible to take Reward Leave. Upon logging twenty-four (24) hours of Probation Leave during an employment year, an employee will receive a scheduled one (1) day suspension without pay plus become ineligible to earn Reward Leave until their next employment year anniversary. Upon logging thirty-six (36) hours of Probation Leave during an employment year, an employee will receive a scheduled three (3) day suspension without pay plus become ineligible to earn Reward Leave. Upon logging forty (40) hours of Probation Leave during an employment year an employee will be subject to disciplinary action up to and including termination.
- *Fiscal Year* – Upon accumulating more than ten (10) hours of Probation Leave during the Elliott Company fiscal year, an employee will forfeit an equivalent percentage of any corresponding bonus. Upon accumulating twenty-four (24) hours of Probation Leave during the Elliott Company fiscal year, the loss percentage would increase to three percent (3%) per hour. Upon accumulating forty (40) or more hours of Probation Leave during the Elliott Company fiscal year, all corresponding bonuses will be forfeited by the employee.

Allowed Leave

An employee may be granted Allowed Leave, generally for medical reasons, subject to supervisor approval.

OVERTIME

Overtime must be approved in advance and will be scheduled by department supervisors based on production requirements. Under the Fair Labor Standards Act (FLSA) overtime is paid when an hourly/non-exempt employee has physically worked over forty (40) hours in seven consecutive twenty-four (24) hour periods. Vacation, Holiday, Sick, Reward, Parental, Bereavement, Military and Jury Duty time do not count towards physically worked time and thus are paid at the regular wage rate. Nevertheless, at the discretion

of the President of Elliott Company, overtime may be paid to an employee who records in excess of forty (40) hours even if some of those hours include Vacation and/or Holiday time. Sick, Reward, Parental, Bereavement, Military and Jury Duty time are not eligible for such consideration. As such, hours over forty (40) involving these categories will be paid as straight time up to the number of corresponding hours involved.

It is the responsibility of the department supervisors to manage the workload so that overtime is minimized. Should overtime be necessary, the hours can be scheduled by lengthening the normal workday and/or working additional days. Overtime pay will be one and one half (1.5) times the normal hourly wage rate unless it is scheduled on a Holiday in which case overtime pay will be at two (2) times the normal hourly wage rate. Salaried and commissioned employees are not eligible for overtime pay.

EMPLOYMENT TERMINATION

Elliott Company is committed to treating employees fairly. Despite these efforts, an employee may decide to end their own employment due to personal circumstances. Similarly Elliott Company retains the right to enlarge, reduce or make changes in, or terminations from, their staff as deemed necessary. Employment has always been considered "at-will", permitting either party the choice of ending the relationship at any time. If an employee does decide to resign, Elliott Company would appreciate having as much notice as possible, preferably at least two (2) weeks.

Upon termination of employment, all of Elliott Company's property including but not limited to equipment, software, keys, uniforms, contracts, agreements, files, customer/vendor lists, and other written materials prepared or generated in connection with the employee's employment relationship with Elliott Company should be returned before the employee receives a final paycheck. Failure to do so will result in a loss of up to the full amount of any compensation due to the employee at the time of employment termination to offset the cost of replacing said property. The employee shall also deliver to Elliott Company all copies of tangible confidential information and destroy all materials prepared or compiled by the employee based on any confidential information.

EMPLOYEE RECORDS

Elliott Company up-to-date personnel records is important. It is the employee's responsibility to keep Elliott Company informed of changes in their home address, telephone number, beneficiaries, emergency contacts, and any other pertinent information necessary to properly administer benefits and maintain accurate records.

Any employee found falsifying any information on personnel records will be subject to disciplinary action up to and including termination.

All information contained in an employee's personnel records will be considered confidential and will not be released to anyone until the legitimacy of the request can be determined and not without written permission of the affected employee, a subpoena, or a court order. The company makes an exception when verifications of employment are needed. For verifications of employment, the company will verify the employee's hire date and current position. If an employee is no longer employed with the company, the company will also verify the employee's last day worked. Home addresses and telephone numbers will not be given out without the employee's written consent.

SOCIAL SECURITY and MEDICARE

Social Security (FICA) and Medicare taxes are automatically deducted from an employee's paycheck. Separately, Elliott Company makes additional contributions on behalf of each employee to both programs. Withholding and contribution levels are established by the Federal Government.

TIME OFF and LEAVE POLICIES

HOLIDAYS

Each regular full-time employee will receive six (6) paid holidays per year. These holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. At the discretion of the President or CEO of Elliott Company, an extra floating holiday may also be designated from time to time.

Should a holiday fall on a weekend, equivalent time off will be given on the closest normal workday. Holidays will be paid at regular wage rates and do not count as part of an overtime calculation unless otherwise authorized by the President or CEO of Elliott Company.

For four-day work schedule regular full-time employees, each holiday will count as ten (10) hours of work for purposes of calculating the employee's compensation for such a holiday. For five-day work schedule regular full-time employees will count as eight (8) hours of work for purposes of calculating the employee's compensation for such holiday. In addition to the paid holiday leave referenced above, five-day work schedule regular full-time employees shall receive an extra eight (8) hours of Vacation Leave annually vested on their employment anniversary date or, for newly hired employees, thirty (30) days after their initial hire date.

VACATION LEAVE

All regular full-time employees are eligible to accrue Vacation Leave at Elliott Company. Accrued Vacation Leave is vested on an employee's employment anniversary date. Vacation Leave is paid at regular wage rates and does not count as part of an overtime calculation unless otherwise authorized by the President or CEO of Elliott Company. The following table indicates how Vacation Leave is vested:

After Employed (Years)	Vacation Leave (Hours/Year)
2	20
3	40
5	60
10	80
20	100
25	120

Employees are strongly encouraged to use Vacation Leave hours to take time away from work. However, if an employee with forty (40) or more hours of Vacation Leave is unable to schedule time away from work, a maximum of twenty (20) hours may be "sold back" to Elliott Company at regular wage rates before the employee's next anniversary date. Vacation Leave cannot be carried over to the next employment year unless approved by the President or CEO of Elliott Company.

In cases of Employment Termination, up to eighty (80) hours of Vacation Leave may be “paid out” by Elliott Company at regular wage rates. Such Vacation Leave may not be used towards an employee’s notice unless approved by the President or CEO of Elliott Company.

Vacation Leave should be scheduled in advanced and approved by an employee’s supervisor. To take up to two (2) consecutive days of Vacation Leave, all employees must give verbal notice prior to the occurrence. To take more than two (2) consecutive days of Vacation leave, production employees must complete a “Time Off Request” form and office employees must give verbal notice at least one (1) week prior to the occurrence. When taking a full workweek or more off, a minimum of three (3) weeks’ notice is required. Time taken off without giving prior notice as outlined above will be considered Sick, Probation or possibly Allowed Leave as determined by the President or CEO of Elliott Company.

Due to the size of Elliott Company and the impact of each person, management requests that only one (1) person take Vacation Leave at a time. Should a conflict arise, an employee’s seniority will be taken into consideration in determining which employee may take Vacation Leave. Nevertheless, an employee with seniority cannot bump a previously scheduled Vacation Leave without at least two (2) months’ notice.

SICK LEAVE

To promote a healthy and family-friendly work environment, Elliott Company allows each employee a limited amount of Sick Leave to properly recover from an illness, care for a family member or handle an unexpected personal emergency.

All regular full-time employees are eligible to accrue eighty (80) hours of Sick Leave per year at Elliott Company. Accrued Sick Leave is vested on an employee’s next employment anniversary date. Sick Leave is paid at regular wage rates and does not count as part of an overtime calculation unless otherwise authorized by the President or CEO of Elliott Company.

Unused Sick Leave may be accumulated up to a maximum of three hundred and twenty (320) hours for the purpose of applying it towards a future extended illness. Any employee with over three hundred and twenty (320) hours has ninety (90) days following its vesting to use excess time. At the end of that ninety (90) day period, any remaining excess Sick Leave time will be “paid out” by Elliott Company at 50% of regular wage rates.

In cases of Employment Termination, Sick Leave may be “paid out” by Elliott Company at 50% of regular wage rates; provided two (2) weeks’ notice is given to Elliott Company by the employee and the Termination is not initiated by Elliott Company.

Newly hired employees who do not yet have any vested paid Sick Leave earn two (2) hours of unpaid Sick Leave per week up to a maximum of eighty (80) hours during their first year of employment. This unpaid

Sick Leave can be used after thirty (30) days of employment and expires on the employee's first employment anniversary.

REWARD LEAVE

As a reward for good attendance, regular full-time production employees accrue one and one-half (1-1/2) hours of restricted paid time off every month provided they incur no Sick, Allowed or Probation Leave during that period and carry less than twenty-four (24) hours of Employment Year Probation Leave. An employee's supervisor can waive the Sick Leave and/or Allowed Leave part of this requirement under certain circumstances. In addition, an up to eight (8) hour Reward Leave bonus will be awarded to employees qualifying for at least 75% of Reward Leave opportunities during the Elliott Company fiscal year. Reward Leave is only redeemable on designated reward days, which are determined and set by the President of Elliott Company from time to time.

Reward Leave can be carried over from year to year but is capped at a maximum balance of forty (40) hours.

ALLOWED LEAVE

Elliott Company strives to be a compassionate employer who works with employees and their situations. To that end, Elliott Company may choose to grant unpaid Allowed Leave for major personal and/or family issues (e.g. hospitalization, disability, court orders, disciplinary action, etc.). Employees should not, however, anticipate being granted Allowed Leave and should manage other Leave time accordingly.

PROBATION LEAVE

Elliott Company recognizes that employees whose circumstances have exhausted their vested Sick Leave and Vacation Leave may still unexpectedly need to take time off due to illness or personal emergencies. While disruptive to production and therefore strongly discouraged, employees may log up to forty (40) hours of Probation Leave during an employment year without being subject to termination for excessive absence.

Employment Year Probation Leave resets to zero (0) on an employee's employment anniversary date and Fiscal Year Probation Leave resets to zero (0) at the beginning of the Elliott Company Fiscal Year.

PARENTAL LEAVE

After one (1) year of regular full-time employment an employee becomes eligible for up to sixteen (16) hours of paid Parental Leave related to the birth or adoption of a child to whom they are a biological/legal parent. Paid Parental Leave is limited to a sixty-four (64) hour lifetime maximum. A pregnant employee shall be allowed to continue to work prior to delivery, as long as the employee is able to perform the employee's duties subject to the continuing approval of employee's physician.

Employees who give birth may also qualify for additional time off and wage replacement benefits under the company's short-term disability policy. These benefits are determined based on the nature of the delivery and are subject to terms outlined in the short-term disability plan.

BEREAVEMENT LEAVE

In the event of a death in a regular full-time employee's family, an employee will receive paid bereavement leave to enable he or she to attend the funeral of a family member up to the maximum stated:

- Sixteen (16) hours for a death in the employee's immediate family. Immediate family is defined as the employee's spouse, child, parent, brother, sister or parent-in-law.
- Eight (8) hours for a death of the employee's grandparent, aunt, uncle, niece, nephew, grandchild, grandparent-in-law, sister or brother-in-law, daughter or son-in-law.

Appropriate documentation of attendance at the funeral may be required. If additional time is required, an employee may use Vacation or Sick Leave or request Allowed Leave.

JURY AND WITNESS DUTY

Regular full-time employees notified of jury or witness duty, must show their supervisor their corresponding notice or summons at least two (2) days prior to when they are scheduled to serve.

Regular full-time employees called to jury duty will be compensated at 50% of their regular wage rate or as Federal law requires for a maximum of ten (10) working days (eighty hours) for the time they are required to be present at court. Regular full-time employees who are not a party to litigation but are called as a witness will be paid at 50% of their regular wage rate or as Federal law requires during the time they are required to appear at trial. Employees called as potential jurors or witnesses shall present adequate documentation of attendance. In the event the employee is temporarily excused from attendance at court, the employee is expected to return to work if there are four (4) or more hours remaining in the work day.

MILITARY DUTY

Due to the size of Elliott Company, management is not in a position to compensate an employee called up for military duty during his or her time away. Nevertheless, upon their return, the employee would receive priority consideration provided Elliott Company has an open position for which they would qualify. However, this policy is not intended to conflict with state or federal military leave laws; therefore, to the extent such laws require more generous treatment to individuals seeking military leave, Elliott Company will comply with those laws.

MAJOR MEDICAL CONDITIONS AND EXTENDED ILLNESSES

Due to the size of Elliott Company and the importance of each employee's contribution, an employee with an ongoing major medical condition or extended (3+ days) illness generally cannot be accommodated beyond established Leave benefits without compromising short and long term company performance. Nevertheless Elliott Company may approve the following paid Leave options should an employee find themselves in such circumstances:

1. Conversion of up to eighty (80) hours of Vacation Leave into Sick Leave. This conversion can only be approved by the President or CEO of Elliott Company.
2. Conversion of up to twenty (20) hours of Reward Leave into Sick Leave. This conversion can only be approved by the President or CEO of Elliott Company.

Due to the size of Elliott Company, it is not subject to the Federal Family and Medical Leave Act (FMLA).

EMPLOYEE BENEFITS

COMPENSATION

An employee's pay is based on either an hourly wage rate or an annual salary. For hourly employees, total pay is determined by taking the hourly wage rate and multiplying it by the number of hours worked and/or otherwise accounted. Salaried employees are paid a fixed amount regardless of hours worked and/or otherwise accounted. Paychecks for both salaried and hourly employees will be issued weekly, or in such other equal installments as may, from time to time be determined by the company, based on the wages earned during the most recently completed pay period.

Eligible employees may also receive bonuses at the discretion of the company, based on individual and company performance during the year. The company may, in its sole and absolute discretion, alter or modify, from time to time, any bonus program or discontinue, suspend or terminate any bonus program at any time as the company deems appropriate.

COST OF LIVING AND MERIT ADJUSTMENTS

The President or CEO of Elliott Company approves all cost of living and/or merit adjustments to employee compensation. While such adjustments generally occur in November, Elliott Company reserves the right to adjust employee compensation at any time during the year as dictated by performance or proficiency. All adjustments are determined on an individual basis and are not guaranteed.

WELLNESS PROGRAMS

Elliott Company supports the physical and mental well-being of employees through a range of wellness programs designed to encourage healthier lifestyles, both during and outside of work, by offering resources that promote overall wellness.

- **Preventive Health Care:** Our health insurance covers routine screenings and wellness visits, giving employees the tools to take a proactive approach to managing their health.
- **Nutritional and Fitness Support:** Through our Employee Assistance Program (EAP) and health insurance provider, employees have access to nutritionists and fitness coaches to help improve eating habits and fitness routines.
- **Financial Incentives:** Employees can earn discounts on health insurance premiums and cash rewards by actively participating in wellness programs and scheduling regular checkups.

MENTAL HEALTH SERVICES

Elliott Company prioritizes mental health and offers resources to help employees manage stress, anxiety, and other concerns.

- **Employee Assistance Program (EAP):** Confidential counseling is available to employees and their families for personal or workplace issues, including mental health challenges. The EAP also provides access to care finder, legal and financial support services.
- **Mental Health Benefits:** Our health insurance plan covers therapy, counseling, and psychiatric services, ensuring employees can access the mental health care they need

Confidentiality: Participation in all mental health and wellness services is confidential. Employees are encouraged to use these resources without concern for privacy or reprisal.

WORKERS' COMPENSATION

Employees are covered by Workers' Compensation insurance for certain injuries or illnesses that occur in the course of performing their job at Elliott Company. The entire cost of this insurance is paid by Elliott Company. Workers' Compensation insurance applies to most medical charges and may provide partial payment for lost wages. Actual coverage interpretation and benefit payouts are determined by the insurance provider.

If you are injured at work you must notify your supervisor or the Plant Manager immediately in order to have a claim made for benefits. You must also complete any and all forms required by the insurance company as well as agree to cooperate fully in performing all the requirements of the insurance company necessary for the submission and payment of a claim for benefits.

INSURANCE

Elliott Company offers regular full-time employees group insurance that provides varying degrees of coverage for medical, vision, dental, disability and life insurance services. Elliott Company pays the premium for such insurance, less an annually determined employee contribution. Regular full-time employees are eligible to enroll for coverage based on the guidelines set out by the insurance carriers. Dependents may enroll in certain group insurance programs at the employee's expense.

Group insurance information is available through the Office Services Coordinator. Employees are encouraged to review the information carefully for details on exact coverage.

Due to Elliott Company's size, we are not subject to The Consolidated Omnibus Budget Reconciliation Act (COBRA).

RETIREMENT SAVINGS

Elliott Company offers a 401(k) defined contribution plan to provide a retirement savings option for all regular full-time employees who are twenty (20) years of age or older. Employees become eligible to

participate in the plan after completing a period of continuous full-time employment, as defined by company policy.

Details about the plan, including information on safe harbor provisions, employer matching, and profit-sharing, are available in the Plan Summary Document, which can be obtained from the Office Services Coordinator. For questions related to individual plan assets, transactions, or benefits, employees should contact the plan provider directly.

UNEMPLOYMENT BENEFITS

Elliott Company pays federal and state taxes which provide an employee with unemployment benefits if the Government determines that the employee is entitled to such benefits. The amount and duration of these benefits are determined by state law.

EMPLOYEE REFERRAL

Elliott Company believes employee referrals can be an effective way to find high caliber employees and will pay up to a \$500 bonus for each referral hired. Bonuses will be paid incrementally ninety (90) and one hundred eighty (180) days after hire date subject to the referral being an active employee. For additional information and program requirements contact the Office Services Coordinator.

Should a relative of an employee be hired by the company, we will review the supervisory/subordinate relationship; being mindful about placing employees in positions where a conflict of interest might occur.

HEALTH & SAFETY

SAFETY

Elliott Company believes that all of its employees should have a safe and healthy workplace. To that end Elliott Company strives to comply with all applicable Occupational Safety and Health Administration (OSHA) policies, Environmental Protection Agency (EPA) rules, and other similar laws and regulations. However, employees are expected to assume individual responsibility for safety compliance, familiarizing themselves with the safety procedures, following all necessary precautions, keeping their work area clean and free of dangerous hazards, avoiding any activity that might endanger fellow employees and notifying their supervisors of any potentially dangerous conditions in the work place.

Employees will be provided with appropriate personal protective equipment (PPE) as required. Following comprehensive company training, employees are expected to use and maintain all PPE properly.

Flagrant or deliberate violations of safety procedures, including, but not limited to, PPE requirements, may result in disciplinary action, up to and including termination.

ACCIDENTS

On-the-job injuries are costly to everyone. It is the responsibility of Elliott Company and each employee to strive for a safe work environment.

Any accident, no matter how trivial, is to be immediately reported to the supervisor or senior management following its occurrence. If the accident requires offsite medical treatment, straight time will be paid for hours not worked on the accident day. In the case of a more serious accident, benefits will be determined by the insurance carrier responsible for Workers' Compensation coverage under the Elliott Company policy.

In the case of a disability claim, employees should be aware that because disability payments are paid directly to the employee by the insurance carrier, no deduction can be made from a disabled employee's wages to pay for certain elective payroll deductions. Consequently the employee will need to make payment arrangements with Elliott Company in order to keep corresponding benefits intact.

A doctor's release must be submitted prior to returning to work after a Workers' Compensation related absence. It should clearly state any existing conditions or restrictions.

RESPONSIBILITY and CARELESSNESS

All employees are expected to follow and adhere to established safety practices diligently and Elliott Company prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facility, on its property, or while conducting company business.

Elliott Company expects and demands that its employees perform their duties with care and attention to the customer's needs, the safety and welfare of fellow employees, and to Elliott Company quality standards

and requirements. Employees who do not follow and adhere to established safety practices or are careless or negligent in performing their job duties will be subject to disciplinary action, up to and including termination.

If you are aware of an irresponsible, careless or negligent act or behavior, please follow the reporting procedures set forth in the "Reporting Procedures" section of this Handbook.

EMERGENCY PREPAREDNESS

Comprehensive emergency response plans have been put in place Elliott Company, with regular reviews conducted to prepare employees for various emergency scenarios. This training ensures all employees know how to act swiftly and safely in case of an emergency.

VIOLENCE

Elliott Company is committed to preventing workplace violence and to maintaining a safe work environment. All employees, customers, vendors and business associates should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Office Services Coordinator of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are also encouraged to report safety concerns with regard to intimate partner violence. Elliott Company is committed to supporting victims of intimate partner violence by providing referrals to the company's employee assistance program. All reports will be handled confidentially and will only be communicated strictly on a "need to know" basis or as required by law.

Elliott Company will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, Elliott Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Further, employees are subject to search, surveillance, and interrogation whenever the company has reasonable suspicion to maintain security and safety for all.

Any employee found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination. In addition, any illegal acts committed by employees will be reported to law enforcement authorities.

Elliott Company encourages employees to bring their disputes to the attention of their supervisor or the Office Services Coordinator before the situation escalates.

If you are aware of indirect or direct threats of violence or incidents of actual violence or suspicious individuals or activities, please follow the reporting procedures set forth in the "Reporting Procedures" section of this Handbook.

WEAPONS

Elliott Company strictly prohibits and does not tolerate weapons inside any company facility, on the company's properties or in its vehicles. In compliance with Indiana law, weapons are allowed on company property only when secured in a locked private vehicle.

Weapons include visible and concealed weapons, even those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate or injure another individual, employee or supervisor.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

If you are aware of any employee possessing a weapon, please follow the reporting procedures set forth in the "Reporting Procedures" section of this Handbook.

SUBSTANCE ABUSE

Elliott Company is committed to providing a safe, healthy, and productive work environment for all employees. This commitment extends to ensuring that our workplace remains free from the effects of drugs, alcohol, and other intoxicating substances.

Prohibited Behaviors:

Elliott Company prohibits and does not tolerate the use of alcohol or possession/use of illegal drugs at any time during the workday, or anywhere within Elliott Company's facilities, on the company's properties or in its vehicles.

Employees are forbidden to sell or make other transactions involving illegal drugs during work or within Elliott Company's facilities, on the company's properties or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to termination. Any sale of illegal drugs during work hours or within the company's facilities, on the company's properties or in its vehicles will be treated as gross misconduct, punishable by immediate termination for the first offense.

Elliott Company prohibits the use and unlawful manufacture, distribution, dispensation, and possession of drugs and drug paraphernalia on the company's premises during work hours or anywhere within Elliott Company's facilities, on the company's properties or in its vehicles, or while conducting business outside of the company's premises.

Employees are expected and required to report to work on time and completely free from the effects of illegal drugs and alcohol. Violators may be subject to disciplinary action including, but not limited to, termination.

Any employee using prescription drugs that may have adverse side effects should inform their supervisor as soon as possible that they are taking medication on the advice of a physician. Employees are responsible for disclosing to their supervisor the possible side effects of the drug, the effect of the drug on work safety or performance, and the expected duration of its use. Elliott Company reserves the right to refuse to allow an employee to work if prescribed medication impedes employee's ability to perform the substantial functions of employee's work.

Testing Procedures:

Elliott Company reserves the right to require each employee to submit to alcohol and drug testing and to hire an independent agency to test any employee for alcohol or drugs at any time without prior notice if reasonable suspicion exists that indicates they have violated this policy, when workplace conditions justify it, or when the company has reason to believe an employee is "under the influence".

- ***Random Testing***
 - Employees may be required to submit to drug or alcohol testing on a random basis. Selection of employees for random testing shall be conducted through the use of a random and neutral selection process.
- ***Post-Accident Testing***
 - Employees will be tested for the presence of alcohol and drugs following a work-related accident or injury, or any other occurrence that involves any of these events: a fatality, an injury requiring off-site medical assessment or treatment to an employee or other individual, vehicle damage, and/or damage to other property.
- ***Additional Testing***
 - Additional testing may be conducted as required by applicable state or federal laws, rules, or regulations, or as deemed necessary by the company. Upon initial implementation of this policy, all current employees may be subject to testing.

Elliott Company will pay employees straight time for any hours not worked due to the testing appointment. The company will also cover the cost of the testing itself. Employees shall cooperate fully in the

administration and completion of such tests and checks, and failure of an employee to fully cooperate or to show up for a scheduled test will be grounds for disciplinary action including, but not limited to, termination.

Support and Assistance Programs

Recognizing that addiction is a treatable condition, Elliott Company provides support to employees who struggle with substance abuse issues. Employees are encouraged to seek help voluntarily through our Health Insurance Provider and/or Employee Assistance Program (EAP), both of which offers confidential assessments, referrals to appropriate rehabilitation services, and follow-up services.

Consequences of Violations

Any employee testing positive for alcohol or drugs, or who tampers with such tests or results, may be subject to disciplinary action up to and including termination. Any action taken will respect the confidentiality of the employee. Information relative to investigations, possible violations, and tests results will be communicated strictly on a "need to know" basis. All discussions with employees will be conducted as privately as circumstances permit. Unless otherwise required by law, Elliott Company will not release test results to subsequent or prospective employers.

In the event of a suspected or actual violation of this policy, the company may also contact appropriate law enforcement authorities. Individuals violating this policy may be prosecuted if any crime was committed. Confiscated illegal substances or paraphernalia, including non-prescribed drugs, will be turned over to authorities.

If an employee is convicted of a drug-related crime, the employee must immediately notify the company. The company will investigate all of the circumstances, and company officials may utilize random drug-testing procedure per the procedure set forth above for any employee who has a positive drug test. An arrest for a drug-related crime constitutes reasonable suspicion under this policy.

Compliance and Reporting

Employees are required to abide by this policy as a condition of their employment. If you are aware of possession or use of alcohol or drugs by employees in violation of this policy, please follow the reporting procedures set forth in the "Reporting Procedures" section of this Handbook.

RIGHT TO SEARCH POLICY

The company's right to search policy has been implemented to reduce theft, provide a safe work environment and maintain a drug and alcohol free workplace. Failure to promptly submit, upon request, to a search of any company property or personal property located anywhere within Elliott Company's facilities, on the company's properties or in its vehicles may lead to discipline, up to and including immediate termination.

Desks, file cabinets, files, work materials, cars in the company's parking lot, lockers, etc. are subject to search pursuant to this policy. Any time there is reasonable suspicion that an employee is involved in the use, possession or sale of illegal substances, including non-prescribed drugs and/or alcohol, or is violating any other company policy/procedure, Elliott Company may, at the company's sole discretion, choose to search any of the above items and locations. Elliott Company may also elect to use cameras and/or other surveillance equipment in any open and appropriate areas.

ENVIRONMENTAL RESPONSIBILITIES

STEWARDSHIP

Elliott Company is committed to environmental stewardship and sustainability, recognizing our responsibility to protect the environment across all operations. Employees are expected to follow best practices and comply with company policies on environmental protection. Participation in identifying and implementing sustainable practices is encouraged.

CHEMICAL HANDLING

- Always use required personal protective equipment (PPE) when handling chemicals and ensure proper storage by following labeling, safety data sheets (SDS), and safety protocols.
- Dispose of hazardous materials per company policy and legal regulations. Follow all labeling and safety requirements and report any spills or environmental hazards immediately.

WASTE REDUCTION

- Reduce waste by optimizing material use during production and adhere to company's waste management protocols for scrap and excess materials.
- Participate in waste reduction initiatives and feel empowered to recommend improvements for minimizing waste across all operations.

ENERGY CONSERVATION

- Turn off equipment and lights when not in use and report any equipment or process that wastes energy.
- Practice energy-efficient methods, like minimizing idle time for machines and maintaining equipment for optimal use.
- Employees are encouraged to offer suggestions for improving energy efficiency throughout the workplace.

MISCELLANEOUS POLICIES

INCLEMENT WEATHER

To ensure the safety of all employees and maintain operational effectiveness during extreme cold and severe winter weather conditions, Elliott Company uses the following to determine best course of action.

Temperature and Wind Chill Guidelines

- Likely Closure:
 - Raw temperatures of -10°F or below or wind chill of -30°F or below at 10 AM or later.
 - Average raw temperature of -5°F or below or average wind chill of -25°F or below between 6 AM and 4 PM.
- Likely Delayed Start (up to 3 hours):
 - Expected raw temperatures to be -10°F or below or wind chill -30°F or below between 5 and 8 AM.

Snow and Ice Guidelines

- Likely Closure:
 - Marion County or other counties from where employees commute being under Emergency Only County Travel Status.
- Likely Delayed Start:
 - Expected snow accumulation of 4" or more between 6 PM the previous day and the start of the next shift
 - Expected snow accumulation of 6" or more between 3pm the previous day and the start of the next shift.
- Additional Precautions:
 - Decisions on delayed starts, catered lunch, remote work options, or early release will be made on a case-by-case basis.

Communication of Schedule Changes:

- Employees will be notified of any schedule changes at least one (1) hour prior to the start of a shift via email or text message.
- All decisions will be made by Elliott Company management, based on available weather data and road conditions.

Employee Expectations During Weather Events:

- Employees are expected to make every reasonable effort to report to work unless informed otherwise.
- If conditions worsen unexpectedly, Elliott Company may release employees early or consider flexible work arrangements (where applicable).
- If no schedule changes are communicated, normal attendance policies apply. Employees who are unable to report due to hazardous conditions may use Vacation Leave to cover missed time, subject to management approval.

Data Sources for Weather and Road Conditions:

- Elliott Company uses forecasts from NOAA, AccuWeather, and real-time traffic reports from Google Maps and local resources, including Indiana County Travel Advisories and the Indianapolis Snow Force map, to assess weather and road conditions.

PARKING

Employees are to park only in designated areas in such a way that driveway, dock and critical access areas are not blocked. Elliott Company assumes no responsibility for any damage or loss sustained to private vehicles or their contents. Supervisors will identify appropriate parking areas.

SMOKING/VAPING

Elliott Company instituted a smoke-free environment on July 1, 1995; including all buildings and loading areas. Smoking/Vaping is permitted outside in approved areas as long as it does not create a fire hazard and provided used products are deposited in designated containers. Anyone caught using smoking/vaping products in unapproved areas will be subject to disciplinary action up to and including termination.

VISITORS

Visitors are not allowed inside any company facility or on company property without proper authorization. Requests to access company facilities must be made at the front office and approved by appropriate company personnel. If permission is granted, visitors are to be always escorted by Elliott Company personnel and are only allowed in authorized areas. Unauthorized visitors or visitors found outside authorized areas shall be escorted from the property or to the front office immediately.

UNIONS

Elliott Company is a union-free company and, as such, employees may deal directly with management. It is not necessary for employees to belong to any union in order to benefit from secure and profitable work with the company. We believe that a union would only serve to hurt our profitability and thus job security. It is our intention to oppose unionism by every proper and lawful means.

If an employee is approached by a union representative, we would appreciate the employee seeking advice, counsel and information from their supervisor or senior management.

INVENTIONS AND PATENTS

Any and all inventions, designs, improvements and discoveries made by an employee, solely or jointly with others, which are made with the company's equipment, supplies, facilities, trade secrets or time, or which relate to the business of the company or the company's actual or anticipated research or

development, or which result from any work performed by an employee for the company, shall be the exclusive property of Elliott Company. An employee will promptly and fully inform and disclose to the company all such inventions, designs, improvements and discoveries, and the employee shall assign all rights to and interests in such inventions, designs, improvements and discoveries to Elliott Company. Elliott Company shall have the right to keep such inventions, designs, improvements and discoveries as trade secrets, if the company chooses. The employee shall assist Elliott Company in obtaining patents in the United States and in all foreign countries on all inventions, designs, improvements and discoveries deemed patentable by Elliott Company, and shall execute all documents and do all things necessary to obtain letters patent, to vest Elliott Company with full and exclusive titles to the patents, and to protect the patents against infringement by others.

For purposes of this policy, an invention, design, improvement or discovery is deemed to have been made by an employee if the invention, design, improvement or discovery was conceived or first actually reduced to practice or used, and an employee agrees that any patent application filed by an employee within one (1) year after termination of the employee's employment with Elliott Company shall be presumed to relate to an invention made during the term of the employee's employment with Elliott Company.

EMPLOYEE DEVELOPMENT and MISCELLANEOUS RULES

EMPLOYEE DEVELOPMENT

Elliott Company is committed to the growth and development of our employees, understanding that their success is directly linked to the success of the company. To support this commitment, the company has established a formal performance evaluation process that offers structured feedback, goal setting, and ongoing opportunities for professional growth.

- **Performance Evaluations:** Annually, employees participate in comprehensive performance evaluations that review their achievements, set goals for the upcoming year, and explore career development opportunities. These evaluations are designed to align individual goals with the company's objectives, ensuring that employees are not only contributing effectively but also growing in their roles. By setting specific, measurable goals, employees are given clear direction and motivation to excel in their positions.
- **Ongoing Feedback and Training:** In addition to annual evaluations, we encourage continuous feedback throughout the year. Regular discussions between employees and supervisors help track progress, address challenges, develop skills and modify goals as needed. This ongoing dialogue fosters a supportive environment where employees feel valued and empowered to reach their full potential.
- **Documentation and Follow-Up:** All goals and feedback are carefully documented and revisited regularly to monitor progress and offer additional support. This structured approach to development ensures that both the company and its employees can thrive together.

EDUCATIONAL ASSISTANCE

After two (2) years of regular full-time employment, an employee becomes eligible for educational assistance from Elliott Company. Under this program Elliott Company will reimburse regular full-time employees up to the full cost of tuition for coursework determined to be applicable to their employment with Elliott Company upon presentation of a paid receipt for tuition and a grade report indicating a letter grade of "B-" or higher. Prospective courses must be submitted to an employee's supervisor for approval at least ten (10) days prior to the start of classes. Disciplinary action including Termination, Suspension, Probation, etc. will affect educational assistance eligibility and/or reimbursement up to and including retroactive forfeiture.

For additional information and program requirements contact the Office Services Coordinator.

UNIFORMS

Elliott Company strives to present a professional, business-like appearance to our customers and vendors. An employee's appearance, favorable or not, reflects on the company and creates an impression to the public. Cleanliness, neatness and clothing appropriate for your position are expected.

Unclean, torn clothing or any clothing of a controversial nature is unacceptable. Inappropriate dress will be dealt with on an individual basis. Department supervisors will make the final determination as to whether the clothing is acceptable or not. If you are uncertain, please check with your supervisor first.

Elliott Company provides all production employees with company branded shirts. These shirts should be worn daily to both protect personal clothing and present a professional image. As shirts become worn or damaged over time, supervisors will arrange for replacements.

FLEXIBLE WORK ARRANGEMENTS

At Elliott Company, we understand certain situations may necessitate temporary flexible work arrangements, although our manufacturing processes generally require employees to be present on-site. We value the importance of accommodating personal circumstances such as health issues or significant life events and are committed to supporting our employees' well-being.

Employees interested in requesting flexible work arrangements should discuss their specific needs with their supervisor. While we strive to accommodate such requests, approval is based on the nature of the employee's work, operational requirements, and the potential impact on productivity. This approach ensures we maintain the necessary balance between flexibility and the essential demands of our operations.

CONFIDENTIAL INFORMATION

Information regarding Elliott Company, its employees, present or past, its business practices, operations and processes, its vendors and customers, its prices charged for products and services, its other business affairs and methods, any and all information possessed or used by Elliott Company with respect to or in connection with its business and affairs not generally known which is used or is useful in the conduct of the business and affairs of Elliott Company, or which confers or tends to confer a competitive advantage over the Elliott Company's competitors or others who do not possess the information, and any other information not readily available to the public is considered confidential and should not be discussed with anyone, other than in the course of the employee's employment with Elliott Company, and only under circumstances and in a manner reasonably calculated to benefit and be in the best interest of Elliott Company. Any improper transfer of such confidential material or disclosure of such confidential information constitutes unacceptable conduct. Any employee who participates in such conduct will be subject to disciplinary action including, but not limited to, termination.

EXPENSE REIMBURSEMENT

From time to time employees may incur expenses on behalf of Elliott Company. Elliott Company may reimburse employees for such expenses as long as they are deemed reasonable and incurred on behalf of

Elliott Company and by an employee in the performance of the employee's duties, obligations and responsibilities in accordance with the general policies of Elliott Company as adopted by the President or CEO of Elliott Company from time to time. In order to be reimbursable, expenses should be approved by an officer of Elliott Company prior to being incurred and accounted in sufficient detail to entitle Elliott Company to an income tax deduction for such expenses.

MISCELLANEOUS RULES and REGULATIONS

The following rules and regulations are general guidelines employees are expected to adhere to that are not otherwise categorized in this Handbook. This list is NOT intended to be comprehensive or include all offenses for which an employee may be disciplined up to and including termination.

- Always put forth your best effort at work.
- Expect to be held accountable for meeting reasonable standards of productivity and performance.
- Do not leave the plant during working hours without first notifying your supervisor.
- Do not eat food in production or testing areas; do not litter.
- Drinks with closed lids or caps may be kept by work stations.
- Keep break areas clean and orderly at all times.
- Do not make false or malicious statements about employees, supervisors, the company or its products, customers, suppliers or visitors at any time.
- Do not abuse, misuse, damage, destroy, sabotage or steal company property, machines, tools or equipment.
- Do not commit any immoral or illegal acts which may jeopardize or bring discredit to the company.
- Always observe and comply with the rules and regulations of Elliott Company.
- The company assumes no responsibility for the loss or damage to the personal property of an employee and unauthorized possession of another employee's property is strictly forbidden.

NOTES:

