

ASSOCIATE HANDBOOK

Your Success Starts Here

HUMAN
RESOURCES

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WELCOME

Whether you are new to Advantage Solutions or a long-term Associate, we are excited that you are part of our team!

Advantage is the nation's leading business solutions provider to manufacturers and retailers, with unmatched capabilities and a history of building strategic, customizable and insight-driven solutions that maximize efficiency and results. You are part of an organization that has a reputation for outstanding leadership, innovation and expertise. Our Associates use their creativity and talent to invent new solutions, meet new demands and offer the most effective services and products in the industry. With your active involvement, creativity and support, the company will continue to achieve its goals.

A key to our success is hiring and developing talented Associates. Each Associate has an important role in our operations, and we value the skills, experience and background that they bring to Advantage. By making our Associates successful, we make our clients and customers successful and this helps the organization meet its organizational goals.

An important way our company can contribute to your success is to provide a work environment built on mutual respect, trust and integrity. To maintain such a workplace environment, it is important that our Associates understand what Advantage expects from them and what they can expect from Advantage. We have created this Associate Handbook to familiarize Associates with various aspects of the company and its programs, policies and procedures. Be sure to carefully review this Associate Handbook and refer to it regularly. Understanding and abiding by these policies will help us drive the business forward, while ensuring the company maintains a safe and professional work environment.

If, at any time, you have questions, issues or concerns related to your employment, do not hesitate to reach out to your supervisor or Human Resources.

Thank you for being part of our team. We wish you much success as you pursue realizing your potential with Advantage Solutions. We are glad to have you with us.

Winning Together,



David Peacock
Chief Executive Officer

INTRODUCTION

Important Notice About This Associate Handbook

This Associate Handbook contains information about employment policies and practices for all Associates of Advantage Solutions Inc. and its subsidiaries (“Advantage Solutions” or “the Company”) who work in the United States. This Associate Handbook is designed to acquaint you with Advantage Solutions and provide you with information about working conditions, Associate benefits and some of the policies affecting your employment. You should read and understand the contents of this Associate Handbook as it is your responsibility to remain in compliance with all provisions.

Advantage Solutions operates in many locations and its Company policies may apply to Associates working in a state with greater or different rights. The Company complies not only with federal, but also with applicable state and local laws. Please consult with Human Resources if you have any questions concerning this Associate Handbook, or how the state and local law requirements may differ from the information presented here.

Except for the policy of at-will employment, the Company reserves the right to revise, modify, delete or add to any policies, procedures, work rules, or benefits stated in this Associate Handbook at any time. However, any such changes must be in writing and signed by the Chief Executive Officer (“CEO”) of the Company. Any changes to this Associate Handbook will be communicated to all Associates in writing. No oral statements or representations can in any way alter the provisions of this Associate Handbook.

Nothing in this Associate Handbook or in any other Company document or policy constitutes, or is intended to constitute, an express or implied contract guaranteeing continued employment for any Associate. No manager or supervisor has any authority to enter into a contract of employment that changes or alters the at-will employment relationship. Only the CEO of the Company has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing and must be signed by the CEO.

Nothing in this Associate Handbook or in any other document or policy is intended to violate any federal, state or local law. Additionally, nothing in this Associate Handbook is intended to limit any concerted activities by Associates relating to their wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act. Furthermore, nothing in this Associate Handbook prohibits an Associate from reporting concerns, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (“EEOC”), National Labor Relations Board, Securities and Exchange Commission or any other federal, state or local agency charged with enforcement of any laws, or communicating with any governmental authority about conduct the Associate believes violates any laws or regulations.

This Associate Handbook supersedes all previous versions of the Associate Handbook issued by the Company and any inconsistent verbal or written policy statements made or issued before this Associate Handbook. Many matters covered by this Associate Handbook are also described in separate official documents. While they should be consistent, if there is any difference, the official policies will prevail. Official policies will also prevail over any conflicting representations and/or statements made by supervisors or managers.

EMPLOYMENT

At-will Employment

While it is our hope that your employment with the Company will be mutually rewarding, it is important for you to know that your employment with the Company is at-will, unless state law provides otherwise. This means that your employment may be terminated at any time, with or without cause or notice, by you or by the Company. Nothing contained in this Associate Handbook, nor any oral statement or other document provided to the Associate will guarantee that employment will be continued for any length of time. This policy is the only agreement between you and the Company as to the duration of employment and the circumstances under which employment may be terminated. Only the CEO has the authority to enter into an agreement that alters the at-will relationship and then only in writing.

Voluntary Open Door Policy

Open communication is essential to a successful work environment and helps foster a workplace built on integrity and respect. All Associates are encouraged to openly communicate their suggestions for improving the workplace, or any complaints about the workplace by using the following reporting channels. While these are not the only avenues available to you, the Company believes that using these established methods of internal communication can help foster prompt and effective resolution of workplace concerns.

- **Supervisor or Manager.** This is your first contact. Your leaders are the ones who are the most familiar with your work and are usually in the best position to resolve your issues and concerns.
- **Next Level Leader.** This is your contact if you still have questions or concerns after meeting with your supervisor or manager or if you are not comfortable contacting them. The next level leader would be the person who your supervisor or manager reports to.
- **Human Resources.** This is your contact if you are not comfortable contacting your supervisor/manager or next level leader, if your concern was not adequately addressed by them or if you would like to seek further clarification.

The Ethics Hotline, found on the Company intranet, is the reporting method to be used for possible unethical or illegal workplace concerns. To access the Ethics Hotline or learn more information about this avenue of reporting, please visit [EthicsPoint](#) or call 888-325-7882. The hotline is operated by an independent third-party provider. Reports may be anonymously submitted and will be investigated objectively, in a timely manner and as confidentially as possible.

While we provide Associates with these reporting channels to communicate their views, please understand that not every complaint can be resolved to an Associate's satisfaction. Even so, we believe that open communication is essential to a successful work environment and all Associates should feel free to raise issues of concern without fear of reprisal. The Company will not tolerate any retaliation against you by anyone for reporting an issue or concern. If anyone is found to have engaged in retaliation against you, they may be subject to disciplinary action, up to and including termination of employment. By the same token, if an Associate knowingly reports false information; fails to cooperate in an investigation; or threatens any participants in an investigation, the Associate may be subject to disciplinary action, up to and including termination of employment.

Please remember that you may raise your concerns through any of the various reporting channels if you are not comfortable using a particular channel or if you believe your concerns have not been adequately addressed.

Equal Employment Opportunity

EEO/Non-Discrimination Policy. The Company is an equal opportunity employer and provides equal employment opportunities without regard to age, ancestry, color, religious creed (including religious dress and grooming practices), citizenship status, political activities or affiliations, status as a victim of domestic violence, assault or stalking, disability (mental and physical), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, sexual orientation, gender identity, gender expression, transgender status (including whether or not you have transitioned or are transitioning), reproductive health decision-making or any other basis protected by applicable law.

Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Complaint Procedure. Any Associate who believes that they have been harassed, discriminated against or subject to retaliation by a co-worker, supervisor, agent, client, vendor or customer of the Company, in violation of the foregoing policies, or who is aware of such harassment, discrimination or retaliation against others, should immediately provide a written or verbal report to their supervisor, any other member of management or Human Resources, or by accessing the Ethics Hotline to report such incidents. To access the Ethics Hotline or to learn more information about this avenue of reporting, please visit [EthicsPoint](#) or call 888-325-7882. After a report is received, Human Resources will conduct a thorough and objective investigation. The investigation will be completed, and a determination made and communicated to the Associate as soon as practical. The Company expects that all Associates will fully cooperate with any investigation conducted by the Company into a complaint of proscribed harassment, discrimination, retaliation, or alleged violation of any other Company policies.

If we determine that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment or discrimination prohibited by this policy. If a complaint of prohibited harassment, discrimination or retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

The EEOC and equivalent state agencies will accept and investigate charges of unlawful discrimination, retaliation or harassment at no charge to the complaining party.

Protection Against Retaliation. Retaliation is prohibited against any person by another Associate or by the Company for using this complaint procedure, for reporting proscribed harassment or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

An Associate should report any retaliation prohibited by this policy to their supervisor, any management team member or Human Resources. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

Anti-harassment and Anti-discrimination

The Company is committed to providing a workplace free from unlawful harassment and discrimination of any kind, including unlawful sexual harassment and harassment based on any characteristic protected by federal, state

or local laws. These protected characteristics include age, ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, citizenship status, political activities or affiliations, status as a victim of domestic violence, assault or stalking, disability (mental and physical), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), sexual orientation, gender, gender identity, gender expression and transgender status (including whether or not you have transitioned or are transitioning), making a complaint about harassment, discrimination or other unlawful conduct, participating in an investigation of a complaint about harassment, discrimination or other unlawful conduct, or any other basis protected by applicable law. For specific guidance, all Associates are expected to review, understand and comply with the Company's Sexual and Other Unlawful Harassment Policy located on the Company intranet.

The Company's anti-harassment and anti-discrimination policy applies to all persons involved in the operation of the Company, including all Associates of the Company, as well as vendors, customers, clients and consultants.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behaviors:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates).
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments about an associate's body or dress, whistling or making suggestive or insulting sounds.
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings.
- Physical conduct such as assault, touching, impeding or blocking normal movement.
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation for reporting or threatening to report sexual harassment.
- Bullying and abusive behavior, such as derogatory remarks, threatening or intimidating actions or other workplace conduct which interferes with productivity and undermines an Associate's work performance.

Complaint Procedure. If you experience or witness any kind of unlawful discrimination or harassment, or retaliation of any kind, immediately inform your supervisor, any member of management or Human Resources. The Company will immediately undertake a thorough, objective investigation. Details of the investigation will be kept as confidential as possible. However, the Company is committed to remedying improper behavior, so it cannot assure complete confidentiality. Any Associate found to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination of employment.

While the Company's intent is to resolve issues internally through the internal complaint procedure, you also should be aware that the Federal Equal Employment Opportunity Commission (EEOC) as well as other state specific agencies investigate complaints of prohibited harassment in employment. If you think you have been harassed or retaliated against for resisting or complaining about harassment or discrimination, you may file a complaint with the appropriate agency by visiting its website.

Business Ethics and Conduct

The successful business operation and reputation of the Company is built on the principles of fair dealing and ethical conduct of our Associates. The continued success of the Company is dependent upon the trust of our customers, clients and vendors. Associates have an obligation to the Company and its customers, clients and vendors to act in a way that will preserve that trust and merit the continued trust and confidence of the public.

In general, good judgment, based on strong ethical principles, will guide you with respect to acceptable conduct. For specific guidance, all Associates are expected to review, understand and comply with the Company's Code of Business Conduct and Ethics. Associates should discuss any situation in which the proper course of action is unclear with their supervisor, next level of management or Human Resources. Disregarding or failing to comply with the Company's Code of Business Conduct and Ethics may lead to disciplinary action, up to and including termination of employment.

Immigration Law Compliance

The Company is committed to employing only individuals who are legally authorized to work in the United States and who comply with applicable immigration and employment laws. As a condition of employment, each new Associate must properly complete, sign and date the first section of the USCIS Form I-9 and present documentation establishing identity and employment eligibility within three (3) business days of beginning employment. If the Associate cannot verify their right to work in the United States as required, the Company will be required to terminate their employment immediately.

Disability and Accommodation

The Company is committed to compliance with applicable laws ensuring equal employment opportunities to individuals with disabilities. The Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an Associate, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Any Associate who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity and/or obtain equal job benefits may submit a request online on the Workplace Accommodations section on Advantage Benefits. Human Resources will communicate with the Associate and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the Associate, such as when the Company receives notice from its own observation or another source that a medical impairment may be impacting the Associate's ability to perform their essential job functions.

Associates who believe they need an accommodation must specify what barriers or limitations prompted the request. The Company will evaluate information obtained from the Associate, and possibly their personal health care provider or another appropriate health care provider, regarding any reported or apparent barrier(s) or limitation(s) and will then work with the Associate to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to the health and/or safety of the individual or others, the Company will generally make the accommodation, or it may propose another alternative reasonable accommodation which may also be effective. Associates are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and be willing to consider alternative reasonable accommodations when applicable.

The Company will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

Associates who wish to request unpaid time away from work because of a qualifying disability should speak to Human Resources regarding a proposed reasonable accommodation.

Religious Accommodation

The Company will provide reasonable accommodation for Associates' religious beliefs, observances and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an Associate's religious beliefs, observances, or practices and the Associate's job requirements, without causing undue hardship to the Company.

The Company has developed an accommodation process to assist Associates, management and Human Resources. Through this process, the Company establishes a system of open communication between Associates and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodation for Associates' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any Associate who perceives a conflict between job requirements and any religious belief, observance, or practice should present the conflict and their request for accommodation to the attention of their manager or Human Resources or submit a request online on the Workplace Accommodations section on Advantage Benefits.

References/Verification of Employment

All requests for employment verification on behalf of a current or former Associate are handled by the Company's third-party vendor. Details and contact information can be found on the Payroll Services page on the Company intranet.

So that the Company can handle requests for job references in a consistent, fair and lawful manner, all requests for job references should be forwarded to the Company's third-party vendor which will only confirm current or former Associates' dates of employment and job title.

Employment of Related Parties

Relations. The Company permits the employment of qualified family members and those occupying similar personal relationships ("Relation") only if the employment does not create a direct or indirect supervisory relationship; does not involve the same reporting/management line; does not have the potential to and/or does not create an adverse impact on work performance or morale; and does not create an actual or perceived conflict of interest. For purposes of this policy, "Relation" is defined as a parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin and corresponding in-law, "step" relations and any member of the Associate's household.

Associates are required to inform the Human Resources Compliance Team at hrcompliance@advantagesolutions.net if they are related to an employment candidate and candidates are required to inform the Company if they are related to a current Associate. If Associates become related while employed and a change in position is required to avoid workplace issues, the Company will attempt to make an accommodation. If an accommodation is infeasible or impractical, the Associates will be asked to determine who will resign their employment. If the Associates decline to decide, the Company will make the decision, in its sole discretion.

Personal Relationships. A "personal relationship" is defined as a relationship between individuals who have a relationship of a romantic or intimate nature. The Company respects the right of all individuals to develop and engage in personal relationships of their own choice. The Company prohibits personal relationships between

Associates if a direct or indirect supervisory relationship exists; involves the same reporting/management line; or when their personal relationships may create a potential conflict of interest, cause actual or perceived favoritism, or impact business judgment.

Any Associate who is involved in a personal relationship which is a potential violation of this policy must immediately inform their supervisor or the Human Resources Compliance Team at hrcompliance@advantagesolutions.net. The Company will evaluate the situation and work toward a resolution. If it is determined that the relationship violates Company policy, the Associates will be given the opportunity to decide who will transfer to another position, or be terminated, if no position is available. If the Associates decline to decide, the Company will make the decision, in its sole discretion.

Company Property and Associate Privacy

Associates may be provided with property that belongs to the Company or its clients or customers (“Company Property”) to perform their job duties. Examples of Company Property include: computers, mobile phones, email accounts, shared drives, desks, work areas, file cabinets, credenzas, debit/credit/expense cards, vehicles, equipment, materials, financial assets, electronic or physical documents, files and other information sent to, received by or generated by the Company, Associates or others acting on behalf of the Company.

Associates shall have no expectation of privacy as to Company Property. To ensure the safety and security of Associates and customers, and to protect our legitimate business interests, the Company reserves the right to inspect and search all Company Property. Inspections may be conducted during or after business hours, in the presence or absence of the Associate.

Associates may only access Company Property if they have been authorized to do so and only for its intended purpose. Unauthorized or improper use, review, duplication, dissemination, removal, damage or alteration of Company Property is prohibited. Further, Associates are to promptly report any Company Property loss, damage, defect, misuse, or repair need to their supervisor.

Upon termination of employment, or upon request at any time, Associates are required to return Company Property in satisfactory condition. Subject to applicable law, Associates are responsible for the reasonable cost to repair or replace Company Property that is damaged, lost, stolen, or misused as a result of the Associate’s gross negligence, willful misconduct, or failure to comply with Company policy or expectations. Additionally, in these instances, Associates may be subject to disciplinary action, up to and including termination of employment.

Personal Information Protection Policy

The Company is committed to safeguarding the privacy of its applicants and current and former Associates. Accordingly, the Company will take appropriate steps to ensure those interests are protected with respect to the receipt, use, disclosure, transmission, storage and destruction of Personal Identifiable Information (“PII”) and Confidential Associate (or Applicant) Information (“CAI”). All Associates are responsible for complying with the following Company policy on PII and CAI.

Personal Identifiable Information is information that can be used to identify an individual. Any of the following, in combination with an individual’s first name (or initial) and last name, is considered PII:

- Social Security or tax identification number
- Alien registration number
- Driver’s license number
- Passport number

- Federal or state-issued identification number
- Financial account number
- Credit or debit card number
- Health insurance policy or subscriber identification number
- Date of birth
- Other combination of the above data elements sufficient to identify an individual

Confidential Associate (or Applicant) Information is any of the following, in combination with an individual's first name (or initial) and last name, or any of the above data elements, sufficient to identify an individual:

- Personal mailing/home address
- Personal home/residence phone number
- Personal mobile phone number
- Personal email address
- Company-issued Associate identification numbers
- Compensation information
- Medical information
- Employment screening information (e.g., background check and drug test results)

PII and CAI should only be collected, used, stored and transmitted for legitimate business purposes. Associates in possession of PII or CAI should not disclose such information except: (1) as required to perform their job; (2) as otherwise permitted or required by this policy or applicable law; or (3) as otherwise authorized in writing by the individual to whom the information relates.

Associates who inadvertently receive or are provided access to PII or CAI for which there is no legitimate business reason, are expected to: (1) promptly attempt to notify the sender of the inadvertent delivery, and if the sender cannot be reached, notify Human Resources; (2) not disclose the information, except for the limited purpose of complying with this policy; and (3) effectively destroy the information received.

Any Associate who fails to comply with their responsibilities as they relate to PII or CAI as set forth in this policy may be subject to disciplinary action, up to and including termination of employment.

This policy does not restrict or interfere with an Associate's rights under federal, state or local labor law. Additionally, this policy is not intended to prohibit Associates from discussing information regarding Associate terms and conditions of employment, which include wages and working conditions. To the extent any federal, state, or local laws for an Associate's primary work location impose additional or more specific requirements with respect to protection of personal or confidential information, the Company is committed to complying with such requirements.

[Access to Personnel Records](#)

The Company maintains a personnel record on each Associate. The personnel record includes such information as the Associate's job application, resume, records of training, documentation of performance, salary increases and other employment records.

Personnel records are the property of the Company and access to the information they contain is restricted. Generally, only Human Resources and Company supervisors and management with a legitimate reason to review information may access the records. Disclosure of your personnel record to outside sources will be limited. However, the Company will cooperate with official requests from authorized law enforcement or federal, state or

local agencies in the Associate's primary work location and as otherwise legally required.

Associates who wish to review their own records should submit a request form, available on the Human Resources page on the Company intranet. Personnel records will be made available to Associates or their authorized representative, for review or copy, subject to applicable law, within a reasonable time frame from the date the Company receives the Associate's written request and any required authorization.

Personal Data Changes

It is the responsibility of each Associate to promptly notify the Company of any changes in personal data including mailing addresses, email addresses, telephone numbers, change in dependents, emergency contacts, educational accomplishments and other such status reports. All personal data changes should be submitted through MyOracle.

EMPLOYMENT STATUS AND PRACTICES

Employment Classifications

Each Associate is designated as either "non-exempt" or "exempt" according to federal and state wage law. Associates will be informed of their employment classification upon hire or change of classification. Associates who have questions regarding their classification should contact their supervisor or Human Resources.

- **Exempt.** Associates classified as exempt are compensated on a salary basis and are not eligible for overtime pay. Although actual hours may vary from time to time, such differences will not impact the Associate's salary or benefits eligibility, subject to applicable law.
- **Non-exempt.** Non-exempt Associates usually work on an hourly basis and are eligible for overtime pay for hours worked in excess of 40 hours in a given week, or as otherwise required by applicable state law.

In addition to being classified as exempt or non-exempt, each Associate is designated as Regular Full-Time, Regular Part-Time, Temporary or Seasonal.

- **Regular Full-Time.** Associates classified as Regular Full-Time are normally scheduled to work 40 hours per week. Full-time Associates are generally eligible for the Associate benefits described in this handbook and are provided with benefits required by applicable law.
- **Regular Part-Time.** Associates classified as Regular Part-Time are normally scheduled to work less than 40 hours per week. (If an Associate works more than 35 hours per week on occasion, such an infrequent occurrence will not change their part-time classification). Part-time Associates are eligible for some, but not all Associate benefits described in this handbook and are provided with benefits required by applicable law.
- **Temporary.** Associates classified as Temporary are generally hired to supplement the workforce or assist with a specific project. It is the Company's intention to limit the duration of Temporary assignments to a maximum of six months. Employment beyond this limit is allowed only if authorized by Human Resources. Temporary Associates are not eligible for Associate benefits, except as required by applicable law.
- **Seasonal Associates** classified as Seasonal are hired to work for a limited duration, according to seasonal periods, as defined by business needs. If a Seasonal Associate has been inactive and not working and not receiving wages for six months or more, their employment may be subject to termination, other than where an Associate is on an approved leave and in accordance with applicable law. Seasonal Associates are not eligible for Associate benefits, except as required by applicable law.

General Points about Employment Classifications. The fact that “Regular” employment is not classified as Temporary or Seasonal does not create a contract or guarantee of employment for any period of time or change the at-will nature of an Associate’s employment. Further, Temporary and Seasonal employment beyond any initially stated period does not create a contract for or guarantee of employment for a specified period of time or imply a change in at-will employment status.

Employment of a Minor

It is the policy of the Company to employ individuals who are at least 18 years of age. Any exception to this policy requires the approval of the Chief Human Resources Officer. If an exception is granted, all state and/or federal requirements must be met, which may include the following:

- Work permit for minors under 18 years of age unless they have a High School or GED diploma.
- Limitations on the number of hours a minor is permitted to work, per day and per week.
- Limitations on how early and how late in a day a minor is permitted to work.
- Assurance the minor will be working in a hazard-free work environment.

Job Duties

When you begin your employment with the Company, your manager will explain your job responsibilities and the performance standards expected of you. The expectations of one’s job depends on one’s position and job duties according to their job description or as otherwise communicated by management. Be aware that some or all of your job responsibilities may be subject to change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the Company. Your cooperation and assistance in performing such additional work is expected.

The Company reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Associate Benefits

Eligible Associates and eligible dependents are provided a wide range of benefits. All Associates receive government-mandated benefit programs, such as Social Security, workers’ compensation, state disability and unemployment insurance. Additional benefits are provided to Associates according to their employment classification, average hours worked, Company policy and terms and conditions of the benefit plans. Regular, Full-time Associates are normally eligible for all benefits; Regular Part-time Associates are normally eligible for some benefits; and Temporary and Seasonal Associates are normally only eligible for those benefits mandated by the applicable federal, state and local laws of their primary work location.

Some benefit programs require contributions from the Associate, while others are fully paid by the Company. Payment for benefits requiring contributions will usually be made through payroll deductions. A list of benefits and eligibility information are provided to Associates during the hiring process. A full description of benefits and eligibility requirements are available on the Company intranet. Benefit plans offered by the Company are defined in legal documents such as insurance contracts and summary plan descriptions. If there are inconsistencies between the informal descriptions in this handbook and the actual plan descriptions, the actual plan descriptions will govern. Plan documents, if applicable, are available for your inspection. The Company and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Company.

The Company reserves the right to modify or eliminate any benefit programs and/or costs, subject to applicable

laws. If federal, state or local laws in an Associate's primary work location differ from the benefits outlined in the handbook, the Company will comply with applicable laws to the extent it is required to do so.

Same-Sex Marriages, Civil Unions & Domestic Partnerships. The Company complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union. Associates should contact the Associate Service Center if they have any questions regarding benefits eligibility for themselves or their spouses, domestic partners or partners in a civil union.

Background Check Policy

The Company recognizes the importance of maintaining a safe, secure workplace with Associates who are qualified, reliable and nonviolent and who do not present a risk of serious harm to their co-workers or others. To promote these concerns and interests, the Company reserves the right to investigate an individual's prior employment history, personal references and educational background, as well as other relevant information. Consistent with legal or contractual requirements, the Company also reserves the right to obtain and to review an applicant's or an Associate's criminal conviction record and related information, and to use such information when making employment decisions, but only to the extent permissible under applicable law. A pending criminal matter may be considered in appropriate circumstances for business-related reasons, consistent with applicable law. All background checks will be conducted in strict conformity with the federal Fair Credit Reporting Act, applicable state fair credit reporting laws and state and federal anti-discrimination and privacy laws. The Company is an equal opportunity employer and will comply with applicable federal, state and local laws relating to the use of background checks for employment purposes.

Introductory Period

The first 90 days of continuous employment is considered an introductory period. During this time, your supervisor will monitor your performance to ensure you are satisfactorily performing the requirements of your job and complying with all Company policies. This time should be used to learn your new job requirements, exhibit your capabilities and work habits and evaluate if this new role is the right role for you.

Associates who are rehired, promoted or transferred within the Company must complete a 90-day introductory period with each new assignment. Any significant excused absence will extend an introductory period by the length of the absence. If the introductory period does not allow sufficient time to evaluate the Associate's performance, the introductory period may be extended for a specified period.

Completion of the introductory period does not guarantee continued employment or change the at-will policy that states the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

Job Posting

Job postings are placed on the Company intranet to inform Associates of current openings that may provide an opportunity for potential advancement within the organization. Associates are encouraged to talk with their supervisors about their career plans and apply for any open position, according to their skills and experience. Associates must be in good standing to apply for any open position within the Company. To indicate their interest in an opening for which they are qualified, Associates should follow the guidelines found in this handbook or on the Company intranet.

While the Company will attempt to fill open positions with qualified internal candidates, the Company reserves the right, where permitted by law, to fill a position without posting the opening and by using any recruiting source that is in the best interest of the Company.

Transfer Policy

The Company provides Associates with a variety of ways to grow in their career and contribute to the growth and value of the Company. Associates are encouraged to explore transfer opportunities by viewing the Company's open positions on the Company intranet and by discussing career growth and development opportunities with their supervisor.

To help Associates achieve their career goals, reasonable efforts will be made to post vacant positions and fill them from within the organization. At the same time, in order to hire the most qualified candidate for the position, the Company reserves the right to fill a position with someone outside the Company and without any job posting.

To be considered for a transfer, an Associate must have held their current position for at least six months, notify their current supervisor of intent to apply and be in good standing. If the Associate is offered and accepts the transfer, (1) the Associate will promptly inform their current supervisor; (2) the current and new supervisor will agree on a mutually convenient transfer date (generally in approximately two weeks if possible); (3) the new supervisor will inform the Associate of the transfer date; and (4) the current and new supervisor will be responsible for processing the transfer.

Transfer to another position within the Company does not change the at-will employment relationship or create a guarantee or contract of employment for any specific period of time, unless state law provides otherwise.

Performance Reviews

Performance reviews provide an opportunity for regular full-time Associates and supervisors to discuss current job performance, identify problems in the Associate's performance, identify individual work objectives and goals, as well as possible career opportunities within the Company. Performance reviews will generally be conducted at regular intervals, depending on the nature of the position, but supervisors and Associates are strongly encouraged to informally discuss job performance and goals on a more frequent basis.

Separation of Employment

The Company strives to ensure that Associate terminations are handled fairly, efficiently and in compliance with applicable laws. Reasons for termination may include, but are not limited to, the following:

- **Voluntary Termination**
A voluntary termination occurs when an Associate makes the decision to end the working relationship with the Company. Although not required based on the at-will nature of your employment, Associates who voluntarily terminate their employment are asked to provide their supervisor with at least two weeks' written notice.
- **Involuntary Termination**
An involuntary termination occurs when the Company decides to end the working relationship with an Associate.
- **Reduction in Force**
Reductions in force generally occur if changes in business conditions create a need to reduce the number of people employed.

Final wages will be paid in accordance with applicable law. Vacation, sick leave and floating holidays will not be paid upon termination, unless otherwise required by the applicable state or local laws in an Associate's primary work location. Some benefits may be continued at the Associate's expense if the Associate so chooses. The Associate will be notified in writing of the benefits that may be continued and of the terms, conditions and

limitations of any such benefits.

Nothing in this policy is intended to limit or alter the at-will nature of your employment. Employment may be terminated by either party at any time, with or without cause, and with or without notice, subject to applicable law.

Flex Schedule/Telework

Regular full-time Associates may request a flexible work arrangement (FWA), which is an intermediate or long-term change in the Associate's regular working arrangement. FWA requests will be reviewed, approved and administered in accordance with the Telework Policy, which is in the Human Resources Policies section of the Company intranet. There are two types of FWAs which Associates may request:

- Flextime: Enables Associates to vary their arrival and departure times from the standard hours, while continuing to work during core hours and a standard-length day.
- Telework: Enables Associates to perform work that is traditionally performed in an office, at their home or other off-site location.

An Associate may request a FWA by presenting their supervisor with a proposal that details the reason(s) for the request and describes the anticipated effect on the business, the workflow, fellow Associates, etc. The Company will consider all FWA requests. However, it cannot approve requests or sustain previously approved arrangements that are inconsistent with the Company's business operations or legal or contractual obligations.

Outside Employment

The Company respects each Associate's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Company's Code of Business Conduct and Ethics Policy or adversely affect the Associate's ability to perform their job. Under certain circumstances, however, if an Associate's personal conduct adversely affects their performance on the job or makes it impossible for them to carry out any or all of their job duties while at work, appropriate disciplinary action, up to and including termination of employment, may be appropriate.

An example of an activity that might adversely affect an Associate's ability to perform their job duties is outside employment. While the Company does not prohibit Associates from holding other jobs, the following types of outside employment are generally prohibited (to the extent allowed under applicable law):

- Employment that conflicts with the Associate's work schedule, duties and responsibilities or creates an actual conflict of interest;
- Employment that impairs or has a detrimental effect on the Associate's work performance with the Company;
- Employment that requires Associates to conduct work or related activities during working times or using any of the Company's tools, materials or equipment; and
- Employment that directly or indirectly competes with the business or the interests of the Company.

For the purposes of this policy, self-employment is considered outside employment. The Company will not assume any responsibility for Associates' outside employment. Specifically, the Company will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

PAY PRACTICES

Timekeeping / Payroll

The Company is committed to complying with all applicable timekeeping and wage payment laws and to properly paying its Associates. Below are some key timekeeping and payroll policies and procedures. This is not an exhaustive list. Additionally, if any federal, state or local law in an Associate's primary work location differs from these policies and procedures, the Company will comply with such law to the extent it is required to do so.

If you have any questions regarding these policies, or those contained in any provided applicable state-specific supplemental information (which is accessible on the Company intranet), or if you have a payroll question, contact your supervisor, manager or the Associate Service Center.

Failure to comply with the timekeeping and payroll expectations communicated in this document and/or any additional requirements provided in applicable state-specific supplemental information (which is accessible on the Company intranet), may lead to disciplinary action, up to and including immediate termination of employment.

Non-Exempt Associates

- Non-exempt Associates are required to accurately, completely and personally record all time worked in connection with their employment with the Company.
- All time worked will be paid at the Associate's designated wage rate, subject to minimum wage, overtime and other applicable federal, state and local laws.
- Off the clock work is NOT permitted. Working without recording time worked is strictly prohibited. No one is permitted to work, or to require, suggest, encourage, or allow others to work off the clock.
- Associates must accurately record the time they start and stop working (other than any paid rest periods taken in accordance with applicable law). When an Associate is clocked out, they may not perform any work. The Company expects and, by recording one's work time, an Associate affirms that they are not working when clocked out.
- Associates are expected to promptly notify their supervisor of any incorrect or missing time entries by sending a written request with the corrected date/time and reasons for the correction. Supervisors will make the required change(s) through the timekeeping system.
- Making inaccurate time entries, omitting work time and requesting (or making) a dishonest adjustment to time records are prohibited. Questions regarding the accuracy of time records or edits must be promptly directed to the Associate Service Center.
- Associates will only be permitted to perform work outside of regular work hours if their direct supervisor expressly requests this in writing and if it is recorded as time worked.
- Associates are expected to record their time entries at the time they start and end work and when they start and end any applicable meal periods. If an Associate has any difficulty making entries in the timekeeping system, they are expected to use an alternative method, as directed by their supervisor or manager.

Exempt Associates

Exempt Associates are paid on a salary basis. This means the Associate regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the

Associate's work. In general, an exempt Associate will receive their salary for any week in which they perform any work, regardless of the number of days or hours worked, except in the following circumstances:

- If an exempt Associate takes one or more full days off work for personal reasons other than sickness or disability, the Associate will not be paid for such day(s) of absence, but the Associate may use available vacation time to make up for the reduction in salary.
- An exempt Associate will be paid only for the days actually worked if the Associate works only part of the week during their first and last week with the Company.
- An exempt Associate will not be paid for days/hours of absence taken under unpaid leave pursuant to the Family and Medical Leave Act or other applicable corresponding state or local laws.

The Company may require an exempt Associate to use available vacation or sick time, as a replacement for salary, when the Associate takes less than a full-day off from work, as permitted by applicable law.

An exempt Associate's salary will not be reduced when the Associate works part of a week and misses part of a week due to service as a juror, witness or in the military or for lack of work.

It is Company policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. The Company prohibits any deductions from pay that violate the FLSA or applicable state law.

If an exempt Associate believes that an improper deduction has been made, the Associate should immediately report this to their supervisor, manager or Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the Associate will be reimbursed for any improper deduction made.

Meal and Rest Periods

It is the Company's policy to comply with all applicable federal, state and local laws regarding meal and rest periods for non-exempt Associates.

- If an Associate works in a state with mandated meal and rest period requirements, the Company will provide meals and rest periods in accordance with all applicable state requirements. Associates and their supervisors are expected to review, understand and comply with all applicable provisions in any applicable state-specific supplemental information (which is accessible on the Company intranet) provided in connection with this Associate Handbook.
- If an Associate works in a state where there are no applicable meal or rest period requirements, the Company will provide break time as appropriate, subject to operational needs and supervisor discretion. The Company does not contract to provide such break time in these states.
- Rest periods of short duration (between five and 20 minutes) provided to Associates will be counted as hours worked and paid accordingly. Associates must be relieved of all duties during their rest periods; however, as rest periods are paid time, Associates should not clock out for rest periods.
- Meal periods lasting 30 minutes or more provided to Associates are not considered hours worked and will not be paid. Associates must be completely relieved from work duties during any unpaid meal period. Associates must record the beginning and ending time of their meal periods taken each day.

Nothing in this policy is intended to limit an Associate's ability to take required restroom breaks or legally mandated breaks related to lactation or an approved reasonable accommodation related to one's disability, religion or pregnancy.

Any non-exempt Associate who believes they were not provided meal or rest periods in keeping with this policy

or applicable law is expected to promptly notify Human Resources in writing or submit a report through the Ethics Hotline at <http://adv.ethicspoint.com> or call 888-325-7882. If an Associate does not report any concerns, as directed, they are affirming that any missed, late, or short meal or rest periods were a voluntary choice and not the result of being discouraged or prevented from taking those meal or rest periods; and that they were permitted to take all meal and rest periods, in accordance with this policy and applicable law.

Lactation Policy

Associates who are nursing mothers may take reasonable breaks to express milk as frequently as needed, for one year after the child's birth. Although not required, the breaks can be taken concurrently with provided break periods. For non-exempt Associates, breaks are unpaid unless they run concurrently with a paid rest break. Where required by law, the Company will identify designated locations in its offices and will work with third parties to identify designated private locations, shielded from view, free from intrusion from co-workers and the public and separate from the restroom facilities for this purpose. The Company will make a reasonable effort to identify a location within close proximity to the work area for the Associate to express milk. This location may be the Associate's private office, if applicable.

Associates will be relieved of all work-related duties during the lactation break. Where unpaid breaks or additional time are required, Associates should work with their supervisor regarding scheduling and reporting the extra break time. Where state law imposes more specific requirements regarding the break time or lactation accommodation, the Company will comply with those requirements. Because exempt Associates receive their full salary during weeks in which they work, all exempt Associates who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

Associates who desire lactation accommodations should request this accommodation immediately following their return to work by accessing the Workplace Accommodations section on Advantage Benefits. The Company will not demote, terminate or otherwise take adverse action against an Associate who requests or makes use of the accommodations and break time described in this policy.

If applicable state or local law in an Associate's primary work location differs from the provisions of this policy, the Company will comply with such law to the extent it is required to do so.

The Company will otherwise treat lactation as a pregnancy-related medical condition and address lactation-related needs in the same manner that it addresses other non-incapacitating medical conditions, including requested time off for medical appointments, requested changes in schedules and other requested accommodations.

Associates should discuss with their supervisor the location for storage of expressed milk. In addition, Associates should contact Human Resources during their pregnancy or before their return to work after giving birth to identify the need for a lactation area.

For Associates working in a jurisdiction that has a mandatory lactation accommodation law, the Company will comply with all legal requirements, including providing greater or different benefits than those indicated here.

Paydays

For the purposes of calculating wage payments, except for Associates working for Club Demonstration Services, Inc. ("CDS"), the workday begins 12:00 a.m. and ends 11:59 p.m.; and the workweek begins Monday 12:00 a.m. and ends Sunday 11:59 p.m. For Associates working for CDS, the workday begins 12:01 a.m. and ends at midnight; and the workweek begins Wednesday 12:01 a.m. and ends Tuesday at midnight.

The Company offers Associates the opportunity to receive their earnings by direct deposit, live check or ADP Wisely card. For additional information on these methods of payment and/or to make any changes, refer to the Payroll Services page on the Company intranet.

Associates will receive their wages according to the biweekly payroll schedule found on the Company intranet. If the Company's regular biweekly payday falls on a holiday, Associates who utilize direct deposit or ADP Wisely card will receive their wages on the day before the observed holiday. Live paychecks will be mailed to Associates in advance of the scheduled pay date.

Payroll Corrections

The Company is committed to paying its Associates correctly, but mistakes can happen. Associates should review each paycheck and pay stub as soon as it is received and make sure your pay is correct. If you believe an error has occurred or if you have any questions about your pay, please promptly report the matter to your manager or the Associate Service Center. When mistakes do occur and are brought to the Company's attention, the required corrections will promptly be made.

Payroll Deductions

The law requires that the Company make certain deductions from the compensation an Associate receives. Deductions include applicable federal, state, and local income taxes and Social Security taxes. Upon an Associate's request and authorization, the Company will also deduct appropriate amounts from an Associate's pay, as required for participation in the Company's voluntary benefit plans or other programs which serve to benefit the Associate.

In the event of an overpayment to an Associate, the Company reserves the right to make appropriate payroll deductions or use other alternative methods to recoup the overpayment, consistent with applicable federal and state law. Questions concerning payroll deductions should be directed to the Associate Service Center.

Discussion of Wages

No Associate is prohibited from inquiring about, discussing or disclosing their own wages or those of another Associate. The Company will not terminate, demote, suspend, or otherwise discriminate or retaliate against any Associate on the basis of such a disclosure or because they file a complaint or charge or otherwise institute an investigation, proceeding or hearing based on the disclosure of wage information.

This does not apply to the unauthorized disclosure of other Associates' wage information by those acting on behalf of the Company with access to such information as part of their job duties. Company representatives may disclose Associates' wages in response to a complaint or charge, or an investigation, proceeding, hearing or other legal action as appropriate or required by law.

Overtime Compensation

When business needs cannot be met during regular working hours, you may be scheduled to work overtime. Non-exempt Associates will be paid overtime compensation as required by applicable federal, state and local laws based on their primary work location. Overtime pay is calculated based on actual hours worked. Vacation, sick time, Company and floating holidays and any other paid time off and leaves of absence will not be considered hours worked for purposes of calculating overtime. Exempt Associates working on a salary basis are not eligible to earn overtime pay.

All overtime work performed by non-exempt Associates must be authorized in advance. The Associate may be

subject to disciplinary action, up to and including termination, for failing to obtain advance approval. However, a non-exempt Associate who works overtime hours without authorization will be compensated for that time.

Work Schedules

Work schedules for Associates vary throughout our organization. Supervisors will advise Associates of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the locations and the total hours that may be scheduled each day and week for each associate. The Company will comply with all applicable federal, state and local laws regarding scheduling Associates.

Business Travel and Reimbursement

The Company will reimburse Associates for reasonable, ordinary and necessary business expenses, which are incurred by an Associate in the performance of assigned job duties and responsibilities. Since it is not practical to set forth every allowable expense, Associates should exercise sound business judgment and common sense whenever they incur expenses for which they will expect reimbursement. The Company reserves the right to not reimburse any travel, entertainment, or other expenses it determines to be contrary to the intent of the Company or in violation of any government regulations. Reimbursements for acceptable expenditures are limited to actual expenses incurred by the Associate in the conduct of Company business.

For more information regarding the Company's Business Expense Reimbursement Policy and how to submit an Expense Report, please refer to the Company intranet under the Associate Resources – Travel & Expense tab.

Bonuses, Awards, Gifts and Incentives

An Associate may receive additional income in the form of bonus, commission, incentive, gift card or other awards (collectively, "Rewards") resulting from participation in one or more of the Company's Rewards and Recognition programs. Company management will partner with the Total Rewards Department to administer the Company's Rewards and Recognition programs according to program guidelines and in compliance with all applicable tax requirements.

Associates are not eligible for programs developed directly by a customer or client of the Company without the express written knowledge and consent of management. Management reserves the right to approve or disallow any such third-party sponsored program.

All monies distributed through such programs will be issued through the standard payroll processes. Cash or noncash payments from Clients or Customers directly to a Company Associate violate the Company's policy under all circumstances.

Associates are encouraged to review the Company's Code of Business Conduct & Ethics for information regarding Accounting and Financial Practices.

TIME AWAY FROM WORK

Company Holidays

Associates are eligible to receive paid Company holidays immediately upon assignment to a regular, full-time position. Associates in part-time, temporary and seasonal positions are not eligible for paid Company holidays.

The Company will generally observe core holidays. However, Business Units may have their own holiday schedules and the Company has the right to modify or change any holiday schedule at any time. The holiday schedule will be posted on the Company intranet before the end of the calendar year for the upcoming calendar year. If a Company holiday falls during an eligible Associate’s sick time, vacation time or floating holiday, Company holiday pay will be provided instead of such time. Company holidays are not paid during any leave of absence.

Company holiday hours are not considered time worked and will not be counted for the purposes of calculating overtime. Further, Company holidays do not carry over from one calendar year to the next and are not paid out upon termination of employment.

On occasion, compelling business needs may result in a manager having to require an Associate to work on a Company holiday. If an eligible non-exempt Associate works on a Company holiday, they will receive holiday pay based on an eight-hour workday plus wages at the hourly rate applicable to the work performed, unless otherwise subject to applicable state and local laws.

Floating Holidays

Floating holidays allow Associates to take time off for any reason and at any time the Associate wants, thereby enhancing Associates' work-life balance and accommodating the needs of a diverse employee population (e.g., Associates of different faiths and traditions).

All Associates eligible for holiday pay will be awarded up to two paid floating holidays per year. Floating holidays are generally awarded to Associates at the start of each calendar year. However, in the initial year of hire or eligibility, floating holidays are awarded as follows:

Floating Holiday Award Schedule

Hire/Transfer Date	Floating Holidays Awarded
January – April	2
May – August	1
September – December	0

Associates must have management approval before taking their floating holidays. The Company reserves the right to decline requests as well as to schedule and/or require Associates to take floating holidays at times designated by the Company.

Subject to applicable law, floating holidays must be taken in the calendar year in which they were awarded, and payment in lieu of floating holidays shall not be provided. The Company will not pay out awarded but unused Floating holidays upon separation of employment or allow for carry-over of unused Floating holidays from one calendar year to another unless required by state or other applicable law.

Notwithstanding that, where payout and/or carry-over is required by applicable state law, the Associate’s total floating holiday balance may accrue to a cap of two times the maximum annual award of floating holidays (i.e., four days). Once the maximum amount has been reached, no additional floating holidays will be earned until previously earned floating holidays are used. Associates will not be given retroactive credit for any period of time in which they do not earn floating holidays because they were at the maximum. At year-end, unused floating holidays at or below the maximum amount will carry over to the subsequent year. Upon termination of employment, Associates will be paid for all floating holidays that have been earned but remain unused through the last day of work where required by applicable law. Floating holidays will be paid at the Associate's regular rate of pay in effect at the time of termination of employment.

Notwithstanding the foregoing, the Company may implement other arrangements for floating holidays as the Company deems appropriate. However, any such other arrangement must be in writing specifically approved by the Chief Human Resources Officer or CEO of the Company.

Vacation

Regular Full-time Exempt Associates Except Californians¹ are eligible for the Company’s Flexible, No Accrual Vacation and Floating Holiday Policy. Further information regarding this policy can be found on the Company’s Intranet and at the following link:

[Flexible No Accrual Vacation and Floating Holiday Policy](#)

Regular, Full-time exempt Associates who are either (i) members of the Company’s Executive Leadership Team (defined as the CEO and the executive officers who report to the CEO) or (ii) the ELT’s direct reports in a Vice President or higher position are eligible for the Company’s Executive Flexible, No Accrual Vacation and Floating Holiday Policy. Further information regarding this policy can be found on the Company’s Intranet and at the following link:

[Executive Flexible, No Accrual Vacation and Floating Holiday Policy](#)

Regular Non-Exempt Full-Time Associates and Regular Full-time Exempt California Associates, that are not eligible for the preceding flexible policy, are eligible to accrue vacation time after the conclusion of their 90-day introductory period. Following is the accrual schedule for eligible Associates.

Full-Time Vacation Accrual

Calendar Years	Daily Accrual Rate	Maximum Vacation Hours per Calendar Year
Initial Year of Employment	.219 hours	Up to 60 hours*
Year 1	.219 hours	Up to 80 hours*
Year 2-4	.219 hours	80 hours
Years 5-9	.329 hours	120 hours
Years 10+	.438 hours	160 hours

*An Associate may not accrue the maximum annual accrual for the calendar year if all or part of the Associate’s first 90 days falls within one or both of the Initial Calendar Year and Year One.

Regular Part-Time. Part-time Associates in select divisions may be eligible to accrue vacation time. Please refer to the Associate Resources, Policies and Procedures, Human Resources tab on the Company intranet for applicable Part-time Associate Vacation Policies.

Requesting Vacation Time. Associates are required to obtain supervisor’s approval through MyOracle in advance of taking vacation. Approvals will be based on business needs and staffing requirements. While supervisors will make every effort to honor an Associate’s vacation request, they reserve the right to decline requests or require Associates to take vacation at designated times.

Requesting Unaccrued Vacation Time. Associates are strongly discouraged from taking vacation time before

¹ This policy does not apply to the following job titles: CDS Event Manager, Event Manager and ABI Territory Sales Representative. Associates in these titles are subject to the Company’s standard Vacation Policy and Floating Holidays Policy included in the Associate Handbook.

enough time has accrued. Any request to do so requires the approval of the Associate's supervisor as well as the next level management. Additionally, subject to applicable law, the Company reserves the right to offset, carry-over or obtain reimbursement from the Associate for the overpayment of vacation time.

Using Vacation Time. Accrued vacation hours can be used up to a maximum of eight hours per day for exempt Associates and up to a maximum of 10 hours per day for non-exempt Associates, based on the Associate's regular work schedule.

Treatment of Accrued but Unused Vacation. The Company, where required to do so by law, will carry over accrued but unused vacation time from one calendar year to the next up to the maximum amount allowed as indicated by the above Full-time and Part-time accrual charts and as state or other applicable law require. However, if not required by law, accrued but unused vacation time will not carry over from one calendar year to the next. Additionally, the Company will pay out accrued but unused vacation time upon termination of employment where required by state or other applicable law. However, if not required by law, the Company will not pay out accrued but unused vacation time upon termination of employment.

Notwithstanding the foregoing, the Company may implement other arrangements for vacation as the Company deems appropriate. However, any such other arrangement must be in writing specifically approved by the Chief Human Resources Officer or CEO of the Company.

Questions regarding vacation eligibility, accrual and requests should be directed to the Associate's supervisor or Human Resources.

Sick Time

Regular full-time Associates will be awarded 40 hours of paid sick time that can be used after the conclusion of 90 days of continuous employment. They will be awarded 40 hours of paid sick time at the beginning of each subsequent calendar year. If an Associate's primary work location is in a jurisdiction with an applicable paid sick leave law that has a higher annual maximum accrual amount, the Associate will receive the maximum accrual amount in accordance with that applicable paid sick leave law. They will be awarded that amount of paid sick time at the beginning of each calendar year accordingly.

Associates may use their paid sick time for the following reasons:

- The Associates own mental or physical illness, injury or medical condition;
- The Associates need for medical diagnosis, care or treatment of a physical or mental illness, injury or health condition or need for preventative medical care (e.g., doctor, dentist or eye appointment); or
- To care for or assist a family member who needs treatment for a mental or physical illness, injury or health condition or who needs medical diagnosis, treatment or preventive medical care.

Eligible Associates may be provided additional paid sick and safe time to use in accordance with applicable state or local laws. Temporary and Seasonal Associates are not eligible for paid sick time, unless required by applicable state and local laws. Please see state and municipal specific paid sick time requirements under the Associate Resources, Required Postings section on the Company intranet.

As required, an Associate's paid sick time will be used to supplement Company or state disability insurance payments as permitted by applicable law. The combination of disability payments and paid sick time benefits shall not, however, exceed the Associate's ordinary weekly earnings.

Benefits provided under state or local law. If paid sick time benefits and requirements mandated by applicable

state or local law exceed that which Company policy provides, the Company will comply with those requirements to the extent it is required to do so, including without limitation, requirements for accrual eligibility, accrual rates, ability to carry over accrued but unused time, payout of accrued but unused time upon termination, use requirements and receipt of previously accrued sick time balances upon reinstatement of employment with the Company. Associates are encouraged to review their state-specific information under the Associate Resources, Required Postings section on the Company intranet for specific information pertaining to state and local sick time benefits.

Part-time, Temporary and Seasonal Associates are not eligible for paid sick time, except as required by applicable state and local laws. Please refer to the Company Non-Full-Time Paid Sick and Safe Time Policy on the Human Resources Policies and Procedures section of the Company intranet. For specific paid sick time requirements by state and municipality, please see the Associate Resources, Required Postings section on the Company intranet.

Family and Medical Leave of Absence

The Company will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, the Company refers to these types of leaves collectively as "FMLA Leave." In any case, Associates will be eligible for the most generous benefits available under applicable law.

Eligibility. To be eligible for FMLA Leave benefits, Associates must: have worked for the Company for a total of at least 12 months and have worked at least 1,250 hours over the previous 12 months as of the start of the leave. Eligibility requirements may differ for Associates who have been on a protected military leave of absence. If Associates are unsure whether they qualify, they should contact Human Resources.

Reasons for Leave. Federal and state laws allow FMLA Leave for various reasons. Because Associates' legal rights and obligations may vary depending upon the reason for the FMLA Leave, it is important to identify the purpose or reason for the leave. FMLA Leave may be used for any one of the following reasons, or any other reason covered by an applicable state family leave law:

- The birth, adoption or foster care of an Associate's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (spouse, child or parent with a serious health condition) (Family Care Leave);
- An Associate's inability to work because of a serious health condition (Serious Health Condition Leave);
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's or parent's "covered active duty" (as defined below) as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered servicemember," as defined below (Military Caregiver Leave).

Length of Leave. The maximum amount of FMLA Leave will be 12 workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. The applicable "12-month period" utilized by the Company is a 12-month period measured backward from the day the Associate uses any FMLA leave.

The maximum amount of FMLA Leave for an Associate wishing to take Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period. A "single 12-month period" begins on the date of the

Associate's first use of such leave and ends 12 months after that date.

If both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

To the extent required by law, some extensions to leave beyond an Associate's FMLA entitlement may be granted when the leave is necessitated by an Associate's work-related injury or illness or by a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

Intermittent or Reduced Schedule Leave. Under some circumstances, Associates may take FMLA Leave intermittently, which means taking leave in blocks of time, or by reducing the Associate's normal weekly or daily work schedule. An Associate may take leave intermittently whenever it is medically necessary to care for a seriously ill family member, or because the Associate is seriously ill and unable to work.

Leave taken intermittently may be taken in increments of no less than one hour. Associates who take leave intermittently or on a reduced work schedule basis for a planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. Please contact Human Resources before scheduling planned medical treatment. If FMLA Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, we may require Associates to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

If an Associate's request for intermittent leave is approved, the Company may later require Associates to obtain recertification of their need for leave. For example, the Company may request recertification if it receives information that casts doubt on an Associate's report that an absence qualifies for FMLA Leave.

Notice and Certifications. Associates are required to provide notice 30 days in advance, when the need is foreseeable or if the leave must begin in less than 30 days (normally this would be the same day the Associate becomes aware of the need for leave or the next business day), as much as possible and practical. Depending on the reason for the FMLA leave, completed certifications and documentation will be required for leave approval. Information and certification requirements, including recertification requirements and forms, are available on Advantage Benefits.

Benefits During Leave. The Company will continue making contributions for group health benefits during an Associate's FMLA leave on the same terms as if the Associate had continued to work. This means that if the Associate wants their benefits coverage to continue during their leave, the Associate must continue to make any premium payments they are required to make for themselves and/or dependents.

Associates taking Bonding Leave, Family Care Leave, Serious Health Condition Leave and Military Emergency Leave will generally be provided with group health benefits for a 12 workweek period. Associates taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the Company may recover premiums it paid on the Associate's behalf to maintain health coverage if the Associate fails to return to work following a FMLA Leave.

Except as required by COBRA, the Company's obligation to maintain health benefits during an FMLA leave will continue until:

- The employment relationship would have terminated if the Associate had not taken FMLA leave.
- An Associate informs the Company that they will not return from leave (including before starting the leave

if the employer is so informed before the leave starts).

- The Associate fails to return from leave or continues to be on leave without approval after exhausting their FMLA leave entitlement in the 12-month period.

During FMLA leave, Associates maintain any employment benefit accrued before the date on which the leave commences. However, consistent with the Company's policy for all types of unpaid leave, Associates will not accrue additional paid time off benefits (such as vacation) while on unpaid FMLA leave.

Compensation during FMLA Leave. Generally, FMLA Leave is unpaid. However, if an Associate has accrued but unused paid leave, the Associate must exhaust all paid leave at the beginning of the FMLA leave. If an Associate is eligible to receive benefits through State or Company wage replacement programs, they may supplement these benefits with accrued paid leave. All such payments will be integrated so that an Associate will receive no more than their regular compensation during the leave. The use of paid benefits will not extend the length of the FMLA Leave.

Return from FMLA Leave. At the end of the FMLA leave, subject to some exceptions, an Associate will be reinstated to the same position the Associate held before the leave or an equivalent position with equivalent pay, benefits and other employment terms, subject to the limitations regarding reinstatement listed below.

Limitations on Reinstatement. An Associate is entitled to reinstatement only if they would have continued to be employed had FMLA leave not been taken. Thus, an Associate is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the Associate would not be employed at the time job reinstatement was sought. The Company reserves the right to deny reinstatement to Associates classified as "Key Associates" if such denial is necessary to prevent substantial and grievous economic injury for the Company. Those Associates will be notified of the possible limitations on reinstatement at the time the Associate requests a leave of absence.

Reasonable Accommodation Following FMLA Leave. To the extent required by law, some extensions to leave beyond an Associate's FMLA entitlement may be granted when the leave is necessitated by an Associate's work-related injury/illness or a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply. For additional information and to request a reasonable accommodation, visit the Workplace Accommodations section on Advantage Benefits.

Failure to Return to Work Following FMLA Leave. If the Associate does not return to work at the end of their FMLA leave and does not request a leave extension or fails to satisfy the Company's requirements for a leave extension, the Associate will be considered to have voluntarily resigned. The Company may recover health insurance premiums that it paid on behalf of the Associate during any unpaid FMLA leave unless the Associate fails to return to work because of circumstances beyond their control. In such cases, the Company may require the Associate to provide medical certifications or other documentation that verifies the circumstances.

State Law. Some states have family leave laws providing benefits that exceed those available under the FMLA. Nothing in this policy limits your rights under applicable state law. If your leave qualifies as leave under the FMLA and applicable state law, then the leave will be counted under both statutes and run concurrently. In all cases, you will have the benefit of the most generous leave statute, subject to eligibility requirements.

Additional Information. For information on state leave laws, leave eligibility, coordination of benefits and to apply for a FMLA leave, Associates should review the Leave of Absence section on Advantage Benefits.

Additional details on FMLA are available at: <https://www.dol.gov/whd/regs/compliance/whdfs28.htm>.

Medical Leave of Absence

If an Associate needs a medical leave of absence, the Associate should contact the Company's Third-Party Administrator to request a leave. Leaves will be granted in accordance with applicable federal and state law and the Company's accommodation policy. All determinations regarding reinstatement following leave, length of leave and continuation of insurance during a leave will be granted in accordance with applicable law. The Company may require certification from a health care provider prior the start of the leave, detailing the reasons for the leave, as well as following the leave, releasing the Associate back to work, with or without the need for additional accommodations. The Company will comply with all applicable laws pertaining to providing reasonable accommodations. Associates should review the available options on the Leave of Absence section on Advantage Benefits.

Associate Eligibility. All full-time and part-time Associates who have been employed by the Company for at least 90 days may be eligible for unpaid leave under this policy, if other qualifications for leave standards are met.

Documentation/Verification. Associates seeking medical leave must return a completed medical certification to the Company's Third-Party Administrator. Associates who submit incomplete or illegible certifications, or certifications that require clarification, will be required to obtain additional information from their health care provider. Failure to timely comply with these certification or recertification requirements may result in delay or denial of leave.

Benefits and Compensation. During an Associate's unpaid leave, the Associate is not entitled to paid holidays and will not accrue vacation or sick hours. The Company will continue an Associate's health insurance coverage (including paying the Company's portion of any premium) during the Associate's approved leave if the Associate continues to submit the Associate's portion of the monthly premium payments in a timely manner during the authorized leave period.

Return to Work. Associates are expected to return to work immediately following a medical leave. Upon timely return to work, the Company will attempt to return the Associate to their original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed. If the Associate's position is no longer available, the Company will make a good faith effort to place the Associate in a position of similar pay and responsibility, if the Associate has the required skill and ability and is otherwise qualified for the position.

An Associate's failure to advise the Company and/or Third-Party Administrator of their availability to return to work, failure to return to work when notified, or continued absence from work beyond the time approved by the Company without notifying the Company of any extenuating circumstances preventing the Associate's return, will be considered a voluntary resignation of employment.

Bereavement Leave

The Company will provide up to three days of paid bereavement leave to regular full-time Associates who need time off due to the death of an immediate family member, except where allowed additional paid-time off under applicable state or local law. "Immediate family" is defined as the Associate's spouse, legally recognized/registered domestic partner, ex-spouse, ex-domestic partner, children, step-children, siblings, step-siblings, parents, step-parents, grandparents, step-grandparents, grandchildren, step-grandchildren and the same for that of the Associate's spouse or domestic partner. Associates who wish to take time off due to these circumstances should notify their supervisor as soon as they are made aware of their need for a bereavement leave. The Company understands the deep impact that death can have on an individual or family. Therefore, an Associate may make arrangements with their supervisor for additional nonpaid time off if approved. The Company

will comply with all applicable federal, state and local laws regarding bereavement leave. For specific bereavement entitlements by state and municipality, please see the Associate Resources, Required Postings section on the Company intranet

Military Leave

A military leave of absence will be granted to Associates who are absent from work because of service in the United States uniformed services in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Associates are required to give their supervisor advance notice of their need for a leave, 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.

For additional details and to apply for a Military Leave, Associates should review the Leave of Absence section on Advantage Benefits.

Jury Duty

The Company encourages Associates to fulfill their civic responsibilities by serving on jury duty when required. The Company will grant full-time regular Associates up to five consecutive working days of paid time off per calendar year for jury duty, unless applicable state or local laws require additional time. Associates may use accrued but unused vacation or floating holiday hours as compensation for any hours that are unpaid. Temporary, seasonal and part-time Associates are not eligible to receive paid time off for jury duty service. Exempt Associates will not incur any reduction in pay for a partial week of absence due to jury duty.

Associates must give the Company advance notice of their need to serve. Furthermore, the Associate must submit written documentation that confirms their jury duty attendance to their supervisor after completion of each jury duty service date.

Witness Duty

The Company encourages Associates to appear in court for witness duty when subpoenaed to do so. If Associates have been subpoenaed or otherwise requested by the Company to testify as witnesses, they will receive paid time off for the entire period of witness duty. Associates will be granted unpaid time off to appear as a witness when requested to appear by a party other than the Company. Associates may use available vacation or floating holiday hours as compensation for this absence. Exempt Associates will not incur any reduction in pay for a partial week of absence due to witness duty.

Associates are required to show their supervisor the subpoena immediately after it is received and provide reasonable advance notice so that operating requirements can be adjusted to accommodate the Associate's absence.

Parental Leave for School Visits

The Company recognizes the value of parental involvement in children's education. For this reason, Associates who are parents, guardians, or custodians of children in licensed day care facilities or kindergarten through grade 12, will be provided a reasonable amount of unpaid time off for school visits and activities sponsored, approved or supervised by the school or day care. Associates who choose to take unpaid Parental Leave must provide their supervisors with reasonable advance notice and upon return from the leave, must provide documentation that verifies the date and time of the visit.

Nothing in this policy limits your rights under the applicable state or local laws in your primary work location including eligibility for paid parental leave or school activities time off provisions when applicable. In all cases, the Company will comply with the applicable Parental Leave statute to the extent it is required to do so.

Time Off to Vote

The Company encourages all Associates to fulfill their civic responsibilities and to vote in official public elections. Generally, working hours are such that an Associate will have ample time to cast a vote before or after the work shift. If Associates do not have sufficient time to vote, that Associate should discuss the matter with a supervisor. The Company will comply with all applicable state and municipal voting time laws.

State and Local Laws

There are state and local laws that may or may not have been referenced in this section of the handbook. Those laws may provide Associates with benefits that differ from those referred to in this handbook. The Company is committed to providing Associates with leaves in accordance with all the federal, state and local laws in their primary work location. Further, the Company provides details of all applicable state and local leaves on the Company intranet. Associates are encouraged to review the state-specific information and contact Human Resources for clarification and additional details on any of the leaves of absence not specifically described in this handbook.

ASSOCIATE CONDUCT AND WORKING CONDITIONS

Associate Conduct and Work Rules Policy

The Company is committed to operating and maintaining a work environment built on professionalism, respect and safety. Accordingly, Associates are expected to treat one another, as well as clients, customers and vendors (collectively “Business Partners”) and members of the public with respect and integrity and to exercise sound judgment and professionalism in carrying out their job responsibilities and otherwise representing the Company, its clients and customers.

Work rules are generally intended to apply to Associate conduct during working time, at business or work related-events, while representing the Company and when on Company or Business Partner property. However, there may be occasions where conduct outside of the workplace is determined by the Company to be job-related and to impact an Associate’s ability to effectively perform their job duties or represent the Company, its clients and customers. In those instances, the Company reserves the right to consider such conduct unacceptable under company policy and take disciplinary action, up to and including termination.

Unacceptable conduct. The following list provides examples of some, but not all, forms of unacceptable conduct and behavior that is against work rules that may result in disciplinary action, up to and including termination. It is to serve as a guideline to help Associates understand Company expectations as it relates to professional and acceptable work-related conduct and is not intended to be an exhaustive list:

- Falsification of employment records, employment information or other records; or providing misleading information in Company or Business Partner records.
- Theft or unauthorized removal, use, possession, or distribution of Company or Business Partner property or the property of its or their Associates or visitors.
- Negligence, failure to take reasonable steps to safeguard, or intentional conduct leading to loss or damage

of Company or Business Partner owned property.

- Performing another Associate's job duties or allowing another individual to perform one's own job duties, except as authorized by the Company or directed by management.
- Failure to cooperate promptly and honestly in a legitimate and lawful workplace inquiry or investigation.
- Retaliation against an individual for reporting a good faith complaint about the Company, for truthfully participating in a workplace inquiry or investigation conducted by or on behalf of the Company or a government entity, or for exercising one's rights under Company policy or law.
- Provoking a physical fight or engaging in physical fighting during working hours or on Company or Business Partner property at any time.
- Abusive, violent, threatening, vulgar, coercive or demeaning verbal, physical or visual conduct toward an Associate, Business Partner, visitor, or member of the public during working hours or while on premises owned or occupied by the Company or Business Partner.
- Any type of "bullying" or malicious behavior toward an Associate, Business Partner, visitor or member of the public.
- Making vulgar, obscene, threatening, intimidating, or harassing statements about the Company, its Associates or Business Partners.
- Filming, videotaping or otherwise recording or publication of work-related activities which discloses or displays (a) Company or Business Partner proprietary information; or (b) Company Associates' personal identifiable information, without applicable authorization or if the activity is expressly protected by the National Labor Relations Act or federal or state whistle-blowing and wiretapping laws.
- Violation of health or safety rules.
- Smoking in areas that are not designated as smoking areas.
- Possession of dangerous materials, such as explosives, weapons or firearms on Company or Business Partner premises.
- Gambling on Company or Business Partner premises, or at any location on Company time.
- Failure to notify one's supervisor of their inability to meet performance expectations.
- Failure to promptly reply to business-related inquiries received from one's supervisor or other management team member; support departments; or Business Partners in the manner requested.
- Deliberate disregard for or failure to carry out legitimate and lawful work assignments and instructions.
- Misuse or abuse of Company time.
- Failure to adhere to legitimate and lawful Business Partner business requirements while they are performing services for a Business Partner in connection with their employment with the Company.
- Associates being unauthorized by assigned Business Partner to perform services for the Business Partner; or Associate's failure to notify the Company of any such Business Partner restriction.
- Violation of Company or team-specific policies and work rules including, without limitation, those set forth on the Company intranet.
- Unsatisfactory performance, including without limitation, failure to satisfy the job duties set forth in one's job description or as otherwise communicated by one's supervisor or management.
- Falsification of your own or another Associate's time sheet.
- Possessing, distributing, selling, transferring, or using alcohol or illegal drugs in the workplace with the only exception being that alcohol may be consumed responsibly and in moderation if served during an authorized Company event and if it does not interfere with job performance.
- Harassment in violation of Company's anti-harassment policies.
- Discriminatory actions in violation of the Company's Equal Employment Opportunity Policy. This prohibition applies to all Company offices whether within or outside the United States.
- Failure to report to management any theft, illegal acts conducted on Company premises or while working for the Company off premises, or violations of Company policy.
- Failure to comply with government regulations including import/export controls, international trade regulations and the United States Foreign Corrupt Practices Act.

- Failure to observe work schedules.
- Failing to obtain permission to leave work during normal work hours.
- Making or accepting personal telephone calls during working hours that are excessive in number or duration or distracting to co-workers.
- Working overtime without authorization or refusing to work assigned overtime.
- Other job-related conduct reasonably determined by the Company to be unacceptable, unprofessional, a reflection of poor judgment, or unlawful.

The Company may take disciplinary action, up to and including termination, against an Associate for failing to adhere to work rules and standards of acceptable conduct. Ignorance of work rules or what is considered unacceptable conduct is not an acceptable excuse. It is each Associate's responsibility to learn and abide by these rules.

As explained above, Associates are reminded that employment is at-will, unless applicable state law provides otherwise. Accordingly, the Company reserves the right to take any type of disciplinary action it deems necessary, including termination of employment.

Drug and Alcohol Free Workplace Policy

The Company is committed to safeguarding the health of its Associates and to providing a safe place for its Associates to work. It is the policy of the Company to provide a work environment that is free from the use, manufacture, dispensation, sale, possession or distribution of Illegal Drugs or the improper (i) use, (ii) sale, or (iii) distribution of legal drugs or alcohol. It is also the policy of the Company to require all Associates to perform their job duties, without the presence of Illegal Drugs or illegal or inappropriate use of legal drugs and to prohibit unauthorized alcohol consumption.

Violation of Policy. Everyone shares the responsibility for maintaining a safe work environment. Associates are required to abide by the terms of this policy. Violations of this policy will be subject to disciplinary action, up to and including immediate termination of employment.

Illegal Drugs. For the purposes of this policy, “Illegal Drugs” include any drug, the possession or use of which is prohibited under applicable federal, state and local laws and include lawful controlled substances that have been illegally or improperly obtained. To the fullest extent permitted by applicable law, this prohibition includes the use of marijuana.

Permissible Use of Substances. Associates who must use prescribed drugs during work are responsible for being aware of any effect such substances may have on the performance of their duties. If Associates find that certain medications impair their performance, they should report this fact to Human Resources, along with acceptable medical documentation. The Company will then explore with the Associate and any other relevant parties whether the Associate is able to perform their job safely and properly with or without accommodations.

From time to time, the Company may sponsor social or business-related events at which alcohol is served. This policy does not prohibit the use or consumption of alcohol at such events. However, if Associates choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to conduct themselves properly and professionally at all times.

All Associates are otherwise prohibited from improperly (i) distributing, (ii) dispensing, (iii) possessing or (iv) using any beverage or medicine containing alcohol while at work or on duty and from coming onto Company premises, reporting to work, driving a vehicle for work-related purposes or otherwise working under the influence of alcohol. Lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an Associate’s

job performance.

Rights to Search. Associates' possessions, vehicles and Company-issued equipment and containers under Associates' control are subject to reasonable search and surveillance at all times while on Company premises, or while otherwise conducting Company business, in compliance with all applicable laws.

Reasonable Suspicion of Violations. Supervisors are to immediately report to Human Resources any action or observation that suggests an Associate may be impaired by drugs or alcohol while at work. Human Resources and the supervisor will work together to evaluate and determine whether the Associate should be examined by a physician or clinic and/or tested for drugs and alcohol. Observations leading to reasonable suspicion determinations will be reasonably contemporaneous with the request for a test. If the Associate is suspected of being impaired, arrangements will be made to transport the Associate home or to an alternate safe location. The Associate will not be allowed to drive.

Drug Testing. Associates may be asked to take a test to determine the presence of drugs or alcohol. Testing will be performed in accordance with applicable legal standards and methods. A drug test may be a condition of employment or continued employment. The Company reserves the right to test Associates for the presence of illegal drugs and in some cases alcohol in the following circumstances, except where such tests are prohibited by law:

- During the hiring process to determine whether an applicant is under the influence of drugs or alcohol.
- Upon reasonable suspicion by the Company.
- Following an accident on Company premises or involving Company equipment.
- Following drug and/or alcohol rehabilitation to determine whether the Associate is fit for duty.
- On a random basis, for Associates who have returned from a drug and/or alcohol counseling, treatment and/or rehabilitation program.

An Associate's employment or continued employment with the Company is conditioned upon their full compliance with this policy. It is a violation of this policy to refuse to submit to testing or to test positive for illegal drugs or alcohol while on the job. A refusal to test includes any behavior designed to obstruct the testing process, including efforts to substitute, adulterate or dilute specimens, as well as any failure to appear for testing within a reasonable time and failure to cooperate with collection staff. All Associates will be required to sign a consent form authorizing the test as well as authorizing the use of the test results for purposes of administering these policies.

Use of Test Results. Tests that are paid for by the Company are considered property of the Company. The examination records will be treated as confidentially as possible. However, the Company reserves the right to release test results to the decision-maker in any proceeding initiated by the Associate, related to the results of an alcohol and/or drug test, or if the Company determines that the individual has engaged in conduct prohibited by this policy. The Company also reserves the right to release test results as required by a subpoena, court order, other judicial process or as otherwise allowed or required by applicable law. In addition, records of specific examinations may be made available to the Associate, or person designated by the Associate, upon receipt of written authorization by the Associate.

Associate Assistance. Associates who are experiencing work-related problems resulting from drug or alcohol abuse or dependency may request, or be required to seek, counseling, which may be a condition of continued employment. Counseling sponsored or required by the Company is to be kept confidential and is to have no influence on performance appraisals, unless such counseling is so involved as to affect job performance in the sole discretion of management. Job performance alone, not the fact that an Associate seeks counseling, is to be the basis of all performance appraisals.

Any Associate who is abusing drugs or alcohol may, in management's sole discretion, be granted a leave of absence to undertake rehabilitation treatment. The Associate will not be permitted to return to work until certification is presented to Human Resources that the Associate is capable of performing their job, is no longer under the influence of illegal drugs or alcohol and will refrain from any further abuse of such substances. The Associate may also be subject to a return-to-duty test. Failure to cooperate with an agreed-upon course of treatment may result in discipline, up to and including termination of employment. Participation in a treatment program does not insulate an Associate from the imposition of discipline for violations of this or other Company policies.

Company's Right to Search

The Company wishes to maintain a work environment that is free of illegal drugs, firearms, explosives or other improper materials. To this end, the Company prohibits the control, possession, transfer, sale or use of such materials on its premises to the extent permitted by applicable law. We require the cooperation of all Associates in administering this policy.

Desks, lockers and other storage devices are provided for the convenience of Associates but remain the sole property of the Company or its Business Partners. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Company at any time, either with or without prior notice.

In addition, to ensure the safety and security of Associates and customers and to protect our legitimate business interests, we reserve the right to question and inspect or search any Associate or other individual entering or leaving company premises or third-party client job sites by a Company management Associate. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, etc. If a non-exempt Associate is present during any search or inspection, they must report the time spent during the search or inspection as working time.

These items are subject to inspection and search at any time, with or without prior notice. We also may require Associates to agree to reasonable inspection of their personal property and/or person while on the job or on the Company's premises. The individual may be requested to self-inspect their personal property or person by displaying the contents of any packages and/or turning out their pockets, etc., in the presence of a representative of the Company, typically a management Associate of the same gender. The Company will not tolerate any Associate's refusal to submit to a search.

Associates may also be subject to an inspection or search on a third-party client job site by a client management employee, to ensure the client's safety, security and/or business interests. Those inspections or searches are independent from Company conduct and such decisions are made and carried out solely by third-party clients.

Attendance and Punctuality

Associates are expected to report to their workplace on time and remain at work for their entire work schedule, except when on rest or meal periods or when otherwise authorized to leave. Nonapproved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.

If Associates are unable to report for work on any day, they must call their supervisor as soon as practical, but no later than two hours before the time the Associate is scheduled to begin work. Unless extenuating circumstances exist, Associates must call in each day they are scheduled but are unable to report to work.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment, unless the absence or tardiness is excused time off, sick leave or a leave of absence provided in

accordance with Company policy or mandated by applicable federal, state or local laws in an Associate's primary work location.

Unless there are extenuating circumstances or a legally protected reason, if an Associate fails to report to work without any notification for a period of 24 hours, the Company will consider that the Associate has abandoned their job and voluntarily terminated their employment.

If the Associate believes that their absence, tardiness or early departure is (or should be) excused pursuant to applicable law, the Associate should notify their manager of this fact as soon as possible, but no later than at the time of the absence, tardiness or early departure. (For the required timing of an Associate's notice of the need for a foreseeable leave of absence, see the applicable leave policy). If an Associate believes they have been mistakenly subject to disciplinary action for an absence, tardiness or early departure that the Associate believes is or should be excused/approved, the Associate should promptly discuss the matter with their manager or Human Resources. The Company will investigate the situation and any errors will be corrected.

Dress and Presentation

The Company promotes a casual, professional work environment that includes a "Dress for the Business Day" approach. Associates are expected to select smart casual, business casual or professional business dress, depending on the type of work performed, nature of the business and/or general workplace events that day. Additionally, every Associate must exercise sound judgment regarding their presentation, including dress, grooming and hygiene, which should be neat, clean, professional, safe and appropriate for the workplace.

Although not exhaustive, the following provides guidelines on what the Company considers acceptable and unacceptable dress and presentation. Associates may also be notified of mandatory dress code requirements and restrictions specific to their division or department that must be followed.

Examples of acceptable presentation

- Professional business dress includes suits, dresses, jackets and dress pants/skirts, dress shirts, ties.
- Business casual dress includes non-denim pants, slacks, skirts, dresses, button-down shirts/blouses.
- Smart casual dress includes business casual jeans, below the knee capris, collared shirts, sweaters.
- Hairstyles, jewelry, accessories and makeup should be appropriate, neat and professional.

Examples of Unacceptable Presentation

- Overalls, leggings, shorts, mini-skirts, beachwear, sleepwear, t-shirts, athletic/exercise clothes.
- Dirty, wrinkled, torn or ripped clothes.
- Sheer, improperly fitting or revealing clothes.
- Flip flops, slippers, work boots and athletic shoes.
- Clothing with words or pictures which are offensive or inappropriate.
- Jewelry, accessories, hair styles, shoes, or attire which is restrictive or creates a safety hazard.
- Distracting, excessive or unpleasant odors.

The Company will comply with applicable legal requirements related to this policy. Accordingly, as explained above, the Company will reasonably accommodate Associates with a disability or sincerely held religious belief or practice, unless it would impose an undue hardship on the Company. To request an accommodation, Associates should refer to the Workplace Accommodations section on Advantage Benefits.

If Associates have any doubt about their attire, they should not wear the clothing or ask their direct supervisor or manager before wearing it. Associates who fail to comply with this policy will be asked to change clothing. A non-exempt Associate's time away for this purpose will be unpaid, subject to Company policy and applicable law.

Violations of this policy may lead to disciplinary action, up to and including termination of employment.

Gifts, Meals and Entertainment

The purpose of business gifts, meals and entertainment in a commercial setting is to create goodwill and sound working relationships, not to gain unfair advantage with clients or customers. Associates must act in a fair and impartial manner in all business dealings. Gifts, meals and entertainment should further the business interests of the Company and not be construed as potentially improperly influencing business judgment or creating an obligation. For this reason, the Company discourages the exchange of gifts for business purposes and places limits on meals and entertainment.

Associates are charged with making impartial decisions and recommendations for the Company and on behalf of our clients and customers in the area of client, customer and vendor service and selection. As such, Associates are prohibited from receiving directly or indirectly any incentives from past, present or potential clients, customers or vendors who may be selected to receive or provide products or services directly to the Company or via the Company to our clients and customers. Incentives include but are not limited to gifts, monetary exchanges, entertainment, celebratory meals or refreshments, special access, memberships or offering to give anything of value in order to influence any action or decision; provided, however, that (1) the foregoing does not restrict reasonable business-purpose meals or refreshments, and (2) any exceptions to the foregoing must be approved by at least two of the following executives: the CEO, the Chief Financial Officer, the EVP - People, Talent and Culture or the General Counsel. This activity will be monitored and actively supported by leadership. Any Associate who does not comply with the above will be subject to disciplinary action up to and including termination of employment.

Associates may accept courtesies from a client when the courtesy is in connection with and specifically pursuant to a performance-based program officially authorized by the client and approved by the Company's division leader.

When acting on the Company's behalf, Associates may give gifts, meals or entertainment only if:

- It is permitted by law;
- It serves a valid business purpose;
- It cannot be constructed as a bribe, obligation or payoff;
- Any gifts are reasonable, customary and not significant in value;
- Any meals or entertainment are reasonable and would not embarrass the Company or Associate if publicly disclosed; and
- All expenditures are accurately recorded in the Company's financial records.

When interacting with clients, customers, suppliers or other Third Parties:

- Do not ask someone for a gift, meal or entertainment; and
- Do not give cash or cash equivalents like gift certificates unless specifically allowed and approved by the Legal Department.

Special rules govern the Company's relationships with government personnel and Associates of certain companies, such as our customers and vendors that support government contracts. The term "gift" includes any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value, including services, training, transportation, lodging and meals, whether provided in kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred.

Gifts that Associates may offer a government Associate are limited to:

- Company-approved advertising item of nominal value (such as a pen, cap or T-shirt);

- modest items of food and refreshment, such as soft drinks, coffee and doughnuts offered other than as part of a meal; or
- plaques and certificates of recognition.

Except for these three limited exceptions, Associates must receive prior approval from the Company's CEO or General Counsel in order for them to give or offer a gift to a government Associate or a member of their immediate family.

Sales-related commissions, rebates, discounts, credits and allowances are customary business inducements, but careful attention is needed to avoid illegal or unethical payments and to ensure compliance with various applicable laws and regulations.

Outside Contacts

Any inquiries received in connection with a Company investigation must be handled in a consistent manner. All contacts, related to Company business from an outside attorney or investigator, a court or a government agency must immediately be referred to the Company's Legal Department, without any further discussions with the contact. If the contact involves a criminal investigation, Company counsel will advise you of your options.

Media Inquiries

From time to time an Associate may receive inquiries from the media, i.e., newspapers, television stations, radio stations, magazines, websites, digital marketers, industry/association publications or other periodicals. Only those designated by the CEO may comment to the media on Company policy or events relevant to the Company. If an Associate were to receive any media inquiry, the Associate should decline to make any comment on behalf of the Company and refer the inquirer to Corporate Communications or the General Counsel. Their contact information is available on the Company intranet. This rule does not prevent you from speaking with the media, but you should not attempt to speak on behalf of the Company unless you have specifically been authorized to do so by Corporate Communications or the General Counsel.

Client / Customer Assignment Policy

The Company represents many clients and customers that are considered "Third Parties." The Company asks Associates to keep in mind the following when working with Third Parties:

- Our Associates are Associates of the Company, not the Third Party.
- Our Associates are expected to abide by our Company's policies and procedures.
- Questions regarding Company policies, one's job expectations, or other workplace matters should be directed to a Company supervisor or Human Resources.
- Associates are expected to receive and take direction regarding job expectations and performance from their Company supervisor, although Third Parties may communicate task-execution information.
- Third Party communications which appear to be against Company policy or legal or ethical obligations and any other concerns pertaining to Third Parties, must be promptly escalated to your immediate supervisor or using another reporting channel pursuant to the Company's Open Door Policy.

Document Retention Policy

The Company's Records Management and Retention Policies ensure that the maintenance and destruction of Company records is in accordance with all applicable laws. Associates are required to become familiar with and comply with the Company's Records Management and Retention Policies. The policies are on the Company intranet under the Legal Department's Policies and Procedures.

Document Disposal Policy

To protect the privacy of consumer report information (such as information contained in a background screening report) and any information containing a consumer's personal or financial information, Associates should ensure that the information is properly disposed of in a manner that is reasonable and appropriate to prevent unauthorized access of the information when no longer needed.

Social Media Policy

Social media can take many forms, including online social networks, message boards, conversation pages, internet forums and blogs, online profiles, wikis, podcasts, pictures, video, email, instant messaging, music-sharing and voice-over IP, to name just a few. Social media applications can include LinkedIn, Facebook, Wikipedia, YouTube, Twitter, Yelp, Glassdoor, etc.

It is not the Company's intention to restrict your ability to have an online presence, nor should this policy be construed to restrict or interfere with any Associate's rights under applicable law. Instead, the purpose is to define the Company's policy regarding Associates' social media postings and communications with the intent to protect the Company's reputation in the marketplace, which is essential to operating our business. The general message is to be thoughtful about how you present yourself online and take steps to ensure that any content pertaining to the Company should be in keeping with the following guidelines:

- Do not post or communicate confidential or proprietary information about the Company; its Business Partners; or its current, former or prospective Associates.
- Associates must adhere to all Company's policies when using social media.
- Do not post any communications that disparage others based upon race, gender, gender identity, color, age, national origin, sexual orientation, disability, veteran status, or any other basis protected by applicable law.
- Do not post any communications that constitute threats of physical harm, threats to engage in violence of any kind, or threats to engage in any other illegal conduct.
- Do not post any communications that violate the Company's Anti-harassment policy, or otherwise harass or intimidate Associates of the Company or its Business Partners to connect or communicate via social media.
- Do not post or communicate anything that violates any copyright, fair use, trade secret or financial disclosure laws.
- Do not use personal social media during work time, unless doing so is part of your Company job duties.
- The Company has well established means to communicate publicly. Only those officially designated by the Company have the authorization to speak on behalf of the Company.
- Each Associate bears full responsibility for any material they post on social media.
- Privacy settings should be used when appropriate. However, Associates should be aware that their social media postings and communications may still be viewable by the public.
- In any communication in which you endorse the Company, its Business Partners or related products, services or Associates, you must include a disclaimer that clearly identifies you as a Company Associate and makes it clear that the views you express do not necessarily reflect the views of the Company or its Business Partners. This rule is required by the Federal Trade Commission's endorsement guidelines.
- If you are engaging in the above type of communication, we suggest using the following: "I am a Company Associate. The opinions expressed here are my own and do not necessarily represent the views of the Company and have not been authorized or adopted by the Company." It is important to note that a communication otherwise in violation of this or other Company policy is not exempt from Company policy by including such a disclaimer.

- If you see social media content that you believe to be misleading, threatening, disparaging, or otherwise contrary to this policy, do not try to have the comments removed or send a reply that will escalate the situation. Forward this information to your supervisor, Human Resources or the Ethics Hotline at <http://adv.ethicspoint.com> or call 888-325-7882, so the matter can be reviewed and appropriate action taken.
- Associates should be mindful that their postings, even if done off premises, on their personal devices, and while off duty, could have an adverse effect on the Company's business. As such, all postings are subject to all policies in this Associate Handbook, even if made anonymously or under a pseudonym.
- Do not use the Company's confidential information, processes or materials, the Company's logo, trademark, or proprietary graphics for commercial or competitive purposes.

Associates will be held accountable for engaging in social media activity that violates this policy. Failure to comply with this policy may lead to discipline, up to and including termination of employment and, if appropriate, the Company will pursue all available legal remedies. The Company also may report suspected unlawful conduct to appropriate law enforcement authorities. The Company will not construe or apply this policy in a manner that interferes with Associate's legally protected social media discussions regarding wages, hours or working conditions. If you have any questions regarding this policy, contact your supervisor or Human Resources.

SAFETY AND SECURITY

Workplace Safety

The health and safety of Associates and others on Company property are of critical concern to the Company. The Company intends to comply with all health and safety laws applicable to our business as we strive to attain the highest possible level of safety in all activities and operations.

The Company relies on our Associates to help ensure that work areas are kept safe and free of hazardous conditions. Associates should carefully observe their work areas and immediately report any unsafe conditions or potential hazards to their supervisor. Additionally, any workplace injury, accident or illness must be reported to a supervisor immediately, regardless of the severity.

The Company has developed a written Injury and Illness Prevention Program in support of workplace health and safety. This program can be found in the Safety and Workers' Compensation section on the Company intranet. Associates must observe the Injury and Illness Prevention Program provisions, as well as all health and safety guidelines related to their position, as strict compliance is required of all Associates.

Workplace Violence Prevention

The safety and security of Associates is of vital importance to the Company. Therefore, the Company has adopted a zero-tolerance policy concerning workplace violence. Threats or acts of violence—including intimidation, bullying, physical or mental abuse and/or coercion—that involve or affect company Associates or that occur on the Company's premises, will not be tolerated.

The prohibition against threats and acts of violence applies to all persons involved in the operation of the Company, including, but not limited to, Company Associates and other personnel, contract and temporary workers, consultants, contractors, customers, vendors, visitors and anyone else on the Company's premises.

Violations of this policy by an Associate will result in disciplinary action, up to and including termination of employment.

It is our goal to have a workplace free from acts or threats of violence and to respond effectively in the event such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, abusive or intimidating to cause an individual to reasonably fear for their personal safety or the safety of their family, friends and/or property such that employment conditions are altered, or a hostile, abusive or intimidating work environment is created for one or several Associates.

Examples of workplace violence include, but are not limited to:

- Threats or acts of violence occurring on Company premises, regardless of the relationship between the parties involved in the incident;
- Threats or acts of violence occurring off Company premises involving someone who is acting in the capacity of a representative of the Company;
- Threats or acts of violence occurring off Company premises involving an Associate if the threats or acts affect the business interests of the Company;
- All threats or acts of violence occurring off Company premises, of which an Associate is a victim, if the Company determines that the incident may lead to an incident of violence on Company premises; and
- Threats or acts of violence resulting in the conviction of an Associate or agent of the Company, or an individual performing services for the Company on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence when that act or the conviction adversely affects the legitimate business interests of the Company.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical contact directed toward another individual;
- Threatening an individual or their family, friends, Associates or property with harm;
- The intentional destruction or threat of destruction of the Company's or another's property;
- Menacing or threatening phone calls;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and/or
- Communicating an endorsement of the inappropriate use of firearms or weapons.

Workplace violence does not refer to workplace arguments or debates that are zealous or impassioned, provided there is no resort to any form of coercion. Discussions about sporting activities, popular entertainment or current events are not considered workplace violence when there is no threat of violence being directed to the workplace or any individual connected with it. Rather, workplace violence refers to behavior that demonstrates an intention to engage in violence, condones violence in the workplace, or targets any individual with acts or threats of violence.

Associates should help maintain a violence-free workplace. To that end, Associates are encouraged to immediately report any incident that violates this policy to a supervisor or manager or Human Resources.

No provision of this policy statement or any other provision in this policy alters the at-will nature of employment with the Company, unless applicable state law provides otherwise. The Company will make the sole determination of whether and to what extent, threats or acts of violence will be acted upon by the Company. In making this determination the Company may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

Foodborne Illness for Associates Handling Food

It is the intent of the Company to foster Associate and public health and wellness and maintain compliance with all federal, state and local laws on the prevention of foodborne illness. As such, the Company requires Associates whose job duties include handling food, to act in accordance with the following procedures:

- Associates must inform their supervisor when they have symptoms of an illness that can be spread through food handling. Symptoms which must be reported include but are not limited to diarrhea, vomiting, fever, sore throat with fever, etc.
- Associates must inform their supervisor if they are diagnosed with, have been exposed to, or are the suspected source of a confirmed outbreak of any disease transmittable through food. This includes the symptoms and conditions identified and posted on the websites for the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention and the U.S. Food and Drug Administration.

Associates must notify their supervisor of any of the above conditions prior to reporting to work or, if already at work, immediately following their knowledge of symptoms, diagnosis, or exposure. The supervisor will promptly determine whether to restrict or exclude the Associate from handling food. Associates restricted or excluded from handling food may be placed in a temporary, alternative assignment, may use accrued time off, or may apply for a leave of absence or other accommodation.

To return to work in a position requiring the handling of food, Associates having had a confirmed diagnosis or suspected exposure to any of the highly infectious conditions mentioned above, must provide their supervisor with a letter from a medical provider clearing them for return to work as a food handler, with or without an accommodation. Medical information pertaining to an Associate will be kept strictly confidential and will be maintained in a separate medical file maintained by the Workplace Accommodations and Leave of Absence teams. For additional information and/or to request an accommodation, Associates should visit Advantage Benefits.

Occupational Injury and Illness

The Company seeks to reduce occupational injuries and illnesses through its focus on workplace safety. Through a variety of proactive measures, the Company:

- Seeks to prevent accidents and other situations that may lead to workplace injuries or illnesses.
- Fosters efficient case management of filed claims.
- Endeavors to return Associates to work as soon as possible where they are able to do so.

Occupational accidents, injuries and/or illnesses, no matter how minor, must be reported by the Associate to their supervisor or other member of management within 24 hours of the incident. In addition, within 72 hours of the reported injury or illness, the Associate's supervisor must promptly complete an "Incident Investigation Report Form." Reporting information is located on the Safety and Workers' Compensation page on the Company intranet.

Associates are encouraged to review the Company's Time Away policies to better understand what other types of paid time away may be provided as a matter of Company policy (e.g., vacation, sick time and floating holidays) and/or leaves of absence (under federal or state law or Company policy) that may concurrently apply to any absence due to a workplace injury or illness.

The Company is committed to working together with its Associates to enable those who have incurred a workplace injury or illness to return to work in their previous position. Subject to business needs, applicable law and any restrictions the Associate may have, the Company may place an Associate in an alternative position upon return to work. If an Associate is unable to perform their previous job or an alternative job, with or without an

accommodation, the Associate's employment may be subject to termination, as permitted by applicable law. Associates who believe they may need an accommodation to perform their job duties following a workplace injury/illness are encouraged to access the Workplace Accommodations section on Advantage Benefits to learn more about the process for requesting a reasonable accommodation and to submit a request for review.

Solicitation / Distribution

No Associate may engage in solicitation activities during their working time or during the working time of the Associate or at whom such activity is directed.

No Associate shall distribute or circulate any non-work written or printed material in work areas at any time, or during their working time or during the working time of the Associate(s) at whom such activity is directed. Associates may distribute or circulate any written or printed material only in non-work areas, during non-working times.

Under no circumstances will non-Associates be permitted to solicit or to distribute written material for any purpose on Company property.

Associates should not use Company property to make, distribute, or circulate solicitation. This includes, but is not limited to, Company networks, email addresses, Teams' accounts, computers, phones, etc.

As used in this policy, "working time" includes all time for which an Associate is paid and/or is scheduled to be performing work for the Company. It does not include break periods, meal periods, or periods in which an Associate is not performing services or work for the Company.

Parking

Parking is generally available at each workplace in areas designated for Company parking. The Company will not reimburse Associates for parking tickets. The Company will not be liable for fire, theft, damage, or personal injury involving Associates' vehicles or their contents. Associates are advised to always lock their vehicle doors.

Visitors in The Workplace

To provide for the safety and security of Associates and the facilities of the Company, only authorized visitors are allowed in the workplace. All visitors must enter Company facilities at the reception area and sign-in as directed. Authorized visitors will receive directions or be escorted to their destination. Associates are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Company's premises, Associates should immediately notify their direct supervisor or, if necessary, guide the individual to the reception area.

Smoke-free Workplace

In keeping with the Company's intent to provide a safe and healthful work environment and in compliance with applicable federal and state laws, smoking is prohibited throughout the workplace. The policy applies to all Associates, clients, customers, consultants and visitors.

Smoking, for the purposes of this policy, is defined as the use or possession of a lighted cigar, cigarette, pipe or any tobacco product or any substance that can be smoked, or the use of an electronic cigarette or other smoking device.

Smoking is only permitted during break times and only in designated areas outside Company buildings. Associates using these areas are expected to dispose of any smoking debris safely and properly.

Hazardous and Toxic Materials

If your job requires that you use hazardous and/or toxic materials, you are expected to comply with all applicable laws, rules and regulations concerning their safe handling and disposal. If you have any questions about the materials you work with or the proper safety procedures to follow, please discuss them with your manager before handling the materials.

Inclement Weather / Office Closure

At times, emergencies such as severe weather, fires, power failures or earthquakes, can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility or a field-based Associate's work territory. Management will determine if the office or territory will be closed.

When hazardous conditions or severe weather occurs during the day, the senior leader or management within the location will decide whether to close early. In the event the Company closes early due to hazardous or severe weather, non-exempt Associates will be paid for hours worked only and will otherwise be paid in accordance with applicable federal and state law.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid, up to a maximum of three days in any calendar year, subject to executive leadership approval.

When the Company is open, but an Associate is unable to report to work because of hazardous or severe weather, the Associate should report any delay or absence to their supervisor at the earliest possible time. Associates will be required to use accrued vacation time on days when the Company is open, but the Associate does not report to work because of inclement weather. For Associates that do not have vacation available, non-exempt Associates will be paid only for time worked and exempt Associates will not be paid for full-day absences due to inclement weather. If the office remains open, Associates must make a reasonable effort to report to work as scheduled. Associates should not take unnecessary risks to report to work in unsafe conditions.

As an additional reference, please contact the Advantage Solutions Emergency Information Hotline at 866-467-7280 in such situations.

Technology Policy

The purpose of this policy is to address computer, email and internet use by Associates of the Company and to provide guidelines for the proper use of Company computer network and communications systems.

- The Company provides Associates with access to its computer system and networks primarily for use in conducting Company business. By using the Company's network and computer systems, Associates are providing their consent to having their activity and accounts accessed, monitored, reviewed, recorded and stored without notice.
- All computers, computer networks and systems provided by the Company are the property of the Company. Associates should not assume emails are confidential or private, even when a password is used to access the account or the term "confidential" appears in the subject line. The Company may access the computer network and systems and review communications within the system for any purpose the Company deems appropriate, with or without providing prior notice to the Associate. The Company will not monitor Associates for any unlawful purpose.
- The use of the internet, email, or any other electronic resource to send, save, access or view obscene,

harassing, discriminatory, violent or threatening material is strictly prohibited by the Company. Prohibited material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments or any comments, jokes or images that would offend someone based on race, color, sex, sexual orientation, gender identity, age, national origin or ancestry, disability, or any other characteristic protected by law.

- Associates' use of email and the internet should be primarily limited to Company business during working time. However, the Company does not prohibit Associates from using their work email system for non-business purposes. Every site visited can determine the identity of the visitor. For this reason, Associates should exercise sound judgment and discretion when accessing the internet.
- Associates should be thoughtful in all their communications and dealings with others on the telephone, email and social media. Associates should not harass, threaten, libel or defame fellow professionals, Associates, clients, competitors or anyone else.
- Computer viruses reside on the internet. Associates should not download unauthorized software, programs or materials without the prior approval of the Information Systems & Technology department. Associates should not open email attachments from recipients they do not recognize. Even if the Associate knows the sender, Associates should not open any attachments that are not referred to in the email or have atypical names, as it may have been transmitted maliciously.
- If an Associate believes that their computer has been affected by a virus, the Associate should contact the Information Systems & Technology department immediately.
- Associates should not share their computer passwords with anyone as this could allow non-Associates to access the Company's sensitive information.
- The Company's electronic communications are the property of the Company. The Company may store electronic communications for a period of time after the communication is created. Communications may be stored in the system, deleted, printed or otherwise used for any purpose. Associates should delete emails on a regular basis, unless instructed otherwise. The Company will purge emails that have not been archived according to the schedule established by the Information Systems & Technology department.
- Company systems shall not be used to send or receive copyrighted materials, software, trade secrets, proprietary information, or similar materials without proper authorization.
- The Company's electronic resources must not be used for solicitation purposes during work time. The Company's non-solicitation rule applies to the use of electronic resources.
- This policy in no way prohibits Associate communications that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of Associates to speak with others about their terms and conditions of employment.

Failure to comply with all aspects of this policy may lead to disciplinary action up to and including termination of employment. For clarification, additional details or further information on this policy, contact your supervisor, Human Resources or the Information Systems & Technology department page located on the Company intranet.

Use of Mobile Phones and Devices While Driving

Associates who drive for business reasons and use a Company or personal mobile telephone or device, are expected to put safety first. Therefore, for your safety, the safety of others and for the safeguarding of Company property, Associates are not to use Company or personal mobile telephones or devices while driving for Company business. This includes all mobile telephone and device functionalities including talking, texting, retrieving or viewing messages or data. If you need to use a mobile telephone or device at a time when you are driving, you must do so when you reach your destination, or pull over and safely and legally park before using the mobile telephone or device. Associates may use a hands-free mobile device while driving where applicable state or local law has a hands-free driving law in place. In such situations, Associates must adhere to the requirements of such laws.

Associates who are charged with traffic violations, or cause accidents or injuries, resulting from their use of personal or Company mobile telephones or personal devices while driving for business will be solely responsible for all liabilities and fines that result from such actions, to the extent permissible under applicable law.

Associates whose job responsibilities do not specifically include driving as an essential function, but who are issued a Company-provided mobile telephone for business use or who use their personal mobile telephone for business use, are also expected to abide by the provisions of this policy.

Unauthorized Recordings

The Company recognizes the need to protect its confidential, proprietary information from unauthorized disclosure while also avoiding deceptive practices that do not promote honest, ethical standards of business conduct. As such, the Company prohibits the unauthorized or secret recording of confidential, proprietary or personal information, images or voices belonging to the Company or its Associates, customers or clients.

While some states permit audio recording by one party to a conversation, this policy prohibits such recordings without the consent of all parties to the conversation, regardless of the primary work location of each party.

This policy is not intended and should not be construed to interfere, infringe, or restrain Associate rights protected by Section 7 of the National Labor Relations Act or by any applicable federal and state whistle-blowing and wiretapping laws.

Clean Workspace

All Associates are expected to keep their work areas clean and organized. Common areas such as lunch rooms, locker rooms and restrooms should be kept clean by those using them. As a common courtesy to others, please clean up after meals and dispose of trash properly.

KEY RESOURCES

Anonymous Reporting Hotline	http://adv.ethicspoint.com or (888) 325-7882
Associate Service Center	https://helpdesk.asmnet.com or call (888) 900-4276
Associate Resources	https://advantagesolutionsnet.sharepoint.com/sites/ConnectsHub/SitePages/AssociateResources.aspx
Benefits	www.advantagebenefits.net/
Company Intranet	https://advantagesolutionsnet.sharepoint.com/sites/ConnectsHub/SitePages/Welcome.aspx?wa=wsignin1.0
Expense Management	https://advantagesolutionsnet.sharepoint.com/sites/ConnectsHub/SitePages/Travel%26Expenses.aspx?web=1
Human Resources	https://advantagesolutionsnet.sharepoint.com/sites/ConnectsHub/SitePages/HumanResources.aspx
Leave of Absence	www.advantagebenefits.net/ Refer to Work/Life, Leave of Absence
Legal Department	https://advantagesolutionsnet.sharepoint.com/sites/ConnectsHub/SitePages/Legal.aspx
Military Leave	www.advantagebenefits.net/ Refer to Work/Life, Leave of Absence
Payroll Services	https://advantagesolutionsnet.sharepoint.com/sites/ConnectsHub/SitePages/Payroll-Services.aspx
Policies & Procedures	https://advantagesolutionsnet.sharepoint.com/sites/ConnectsHub/SitePages/Policies-&-Procedures.aspx?web=1
Safety & Workers' Compensation	https://advantagesolutionsnet.sharepoint.com/sites/ConnectsHub/SitePages/Safety-WorkersCompensation.aspx
Workplace Accommodations	www.advantagebenefits.net/ Refer to Work/Life, Workplace Accommodations

