



# EMPLOYEE HANDBOOK

WELCOME TO CEDONIX

2025 / 2026

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# WELCOME MESSAGE



Dear Friends and Colleagues,

It gives me great pleasure to welcome you on behalf of Cedonix. At Cedonix, we believe in building a future shaped by innovation and integrity. Our journey has always been about creating solutions that make a real impact, and each step we take is guided by our vision to empower people and businesses.

We are proud of the trust our clients and partners place in us, and that trust inspires us to deliver excellence in everything we do. None of this would be possible without the dedication of our talented team, who continue to challenge limits and embrace new opportunities with passion and commitment.

The road ahead is filled with possibilities, and we are excited to walk it with you. At Cedonix, we value relationships as much as results, and your support and collaboration continue to drive our growth. Together, we strive to create a future where ideas turn into achievements, and innovation becomes a reality.

Thank you for trusting Cedonix. We look forward to building stronger partnerships, achieving new milestones, and shaping a brighter tomorrow together.

Warm regards,

David Savage  
CEO, Cedonix



# BUSINESS AND OPERATIONAL MODEL

## CODE OF ETHICAL CONDUCT

Cedonix prides itself on the high standards of excellence embodied by our operating principles. We expect our employees to personify these ideals in their dealing with persons both inside and outside the Company. The following code of conduct is intended to provide guidelines for the professional, ethical, legal, and socially responsible behavior we expect of our employees.

While it is impossible for this code to cover every situation that may arise. If you have a question, ask your supervisor or a human resource representative. In circumstances where you are unable to consult with an appropriate person in the Company, use your common sense and good judgment.

### **Professional Integrity**

Consistent with our operating principles, employees should strive to conduct all business dealings and relationships with integrity, honesty, and respect for others. Employees should loyally and faithfully serve our principles and always deal fairly and honestly with customers and others with whom we do business. No employee should knowingly permit any transaction to occur that is not fair to our principals and customers alike. Relationships with customers, manufacturers, suppliers, competitors, and employees are to be based on fair dealing, on fair competition in quality, price, and service, and on compliance with applicable laws and regulations.



# BUSINESS AND OPERATIONAL MODEL

## **Accurate and Complete Accounting**

Employees should use a manufacturer's funds and other property solely for the benefit of that manufacturer. All disbursements must be lawful and consistent with instructions provided by the manufacturer. Transactions concerning the account, including the purchase and distribution of premiums, should be clearly authorized and properly and promptly recorded.

Employees are responsible for accurate and timely record keeping for all Company assets, liabilities, revenues, and expenses. Compliance with accepted accounting rules and controls is required. All books, records, and documents must accurately and completely describe the transactions they represent.



# BUSINESS AND OPERATIONAL MODEL

## Bribes and Kickbacks

- The Company does not permit or condone bribes, kickbacks, or any other illegal, secret, or improper payments, transfers, or receipts. This prohibition applies to both the giving and the receiving of payments or gifts.
- All payments and transfers of premium and other items of value to employees of other business entities or to such entities themselves shall be made openly and must be disclosed and authorized in advance by the principal, the customer, and the Company.
- No employee shall offer, give, or transfer any money or anything else of value for the personal benefit of any employee or agent of another business entity for the purpose of:
- Obtaining or retaining any business that the business entity itself would not otherwise provide
- Receiving any kind of favored treatment that the business entity itself would not otherwise provide
- Inducing or assisting such employee or agent to violate any duty to his employer or to violate any law.



# BUSINESS AND OPERATIONAL MODEL

- No employee shall assist in the misuse of manufacturers' or Company funds, including, without limitation, the misappropriation of such funds for the personal benefit of employees of the manufacturer, the Company, or customers.
- No outside agent of any kind shall be used to circumvent the prohibition against bribes, kickbacks, and other illegal, secret, or improper payments. Fees, commissions, and expenses paid to outside agents must be based on proper billings, accurate recordkeeping, and reasonable standards for services rendered.

## **Gifts and Entertainment**

- Except in connection with and specifically pursuant to programs officially authorized by our principals, employees may not accept, directly or indirectly, any money, objects of value, or premiums from any person or Company that has or is doing or seeking business with the Company. All employees must disclose authorized transactions of this nature to the ethics officer. Providing excessive gifts or entertainment to others who may represent potential business is prohibited.
- Employees may accept only business-related meals, entertainment, gifts, or favors when authorized by management and when the value involved is not significant and clearly will not create an obligation to the donor.
- Any payments or transactions must be accurately recorded in the Company's books and records and must be consistent with applicable law and accepted practice in the community.





# BUSINESS AND OPERATIONAL MODEL

## Conflicts of Interest

- No employee should use his or her position with the Company or information acquired during employment in a manner that may create a conflict, or the appearance of a conflict, between the employee's personal interest and those of the Company.
- All activities conducted as an employee of the Company should always place the lawful and legitimate interests of the Company over personal gain.
- Absent written authorization by the Company, no employee shall be affiliated with any buyer, purchasing agent, or provider of goods or services to the Company. Such affiliation generally is inconsistent with the employee's capacity to deal equitably with all buyers, to fairly and honestly service principals, and to discharge his or her responsibility to the Company.
- If an employee has any reason to believe there may be a conflict of interest, he or she should immediately disclose the matter to an immediate supervisor or Human Resources.

## Diverting

- Cedonix practices a zero tolerance regarding all diverting activities. Diverting is "a process in which a product is sold by a manufacturer to a specific customer in a designated market, who subsequently transfers product ownership, distribution and retail control to a different customer and/or marketing area." Employees shall not knowingly assist or otherwise be involved with the diverting of any products.



# BUSINESS AND OPERATIONAL MODEL

## Confidentiality

- Except as properly authorized by the Company, it is the responsibility of all employees to maintain the confidentiality of:
  1. Proprietary information of the Company
  2. Information entrusted to the Company by principals or customers that is otherwise not readily available to the public
- Employees should refrain from discussing confidential Company business with outsiders and with anyone else who does not have a legitimate need to know the information. Employees should refer outside inquiries regarding the Company to the persons in the Company authorized to respond to the particular inquiry.

## Political and Charitable Contributions

Although employees are encouraged to be socially responsible and politically active, employees may not contribute the Company's or any principal's funds or assets to any political candidates, party, charity, or similar organizations, unless such contribution is expressly permitted by law and has been preapproved by the appropriate, authorized representative of both the Company and the principal.



# BUSINESS AND OPERATIONAL MODEL

## CODE OF ETHICS – ADMINISTRATION AND ENFORCEMENT

All employees who suspect violations of the letter or spirit of this code have an obligation to report their concerns to the Company's designated Executive leadership and Human Resources. Matters of concern include pressure exerted by manufacturers, customers, Company personnel, or others to utilize accounts in an unauthorized manner or to take or enable other actions inconsistent with authorized Company procedures and policies of this code.

All allegations of improper or illegal behavior will be investigated promptly and thoroughly. The investigation shall remain as confidential as practicable, and those conducting the investigation shall respect the privacy of all persons involved. No adverse action shall be taken or permitted against anyone for communicating legitimate concerns to the appropriate persons. While an investigation will be facilitated if the employee identifies himself or herself, the Company will accept and investigate matters submitted anonymously.

Violations of this policy may lead to discipline which may include immediate termination of employment. This code is subject to amendment and may be reviewed and updated periodically. It will be applied in accordance with all applicable laws. All employees must certify annually their compliance with it.



# EMPLOYMENT COMPLIANCE

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) / AFFIRMATIVE ACTION PLAN (AAP)**

It is the Company's policy to comply with nondiscrimination laws and regulations under Title VII of the Civil Rights Act of 1964, Vietnam-Era Veterans Readjustment Assistance Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, Uniformed Services Employment and Reemployment Rights Act (USERRA), Executive Order 11141, the Equal Pay Act, the Genetic Information Nondiscrimination Act, the New Jersey Labor Code; and other applicable statutes, ordinances, and regulations. The Company complies with affirmative action regulations under Executive Order 11246, as amended, the Vietnam-Era Veterans Readjustment Assistance Act, the Veterans Employment Opportunities Act of 1998, the Jobs for Veterans Act of 2002, the Federal Rehabilitation Act, and other applicable statutes, ordinances, and regulations.

The Company will recruit, hire, train, and promote people in all job classifications without regard to race, color, religion, national origin, sex, age, physical or mental disability or history of disability, genetic information, status as a veteran, uniformed service, or other protected characteristics.

Managers and supervisors of the Company will base decisions on employment to further the principle of equal employment opportunity under the training, guidance, and evaluation of the Human Resource Department and Executive Leadership. The Company is pledged to develop and support an environment of affirmative action toward this policy, including affirmative action recruitment of candidates for positions at all levels. This policy applies to all employees and applicants for employment.



# EMPLOYMENT COMPLIANCE

The Company strictly prohibits harassment of its employees that is based on sex, race, disability, genetic information, national origin, age, veteran status, uniformed service, religion, or other protected characteristics; whether it is by a co-worker, a manager, a customer, or a vendor. Sexual advances, requests for sexual favors, sexual or racial jokes, racial, ethnic, religious, or national origin slurs, and other harassing language or conduct have no place in our business. It is expected that employees will treat one another with mutual respect for their dignity. Harassment of any type by any employee is grounds for discipline, up to and including immediate termination.

The Cedonix Human Resources Department has overall responsibility for this Equal Employment Opportunity Policy. Implementation of the policy in this establishment is the responsibility of both the Human Resources Department, as well as Company Leadership.

Any person who believes he or she may have been discriminated against in violation of these principles or who observes any discrimination in violation of these principles or who needs a reasonable accommodation should discuss the matter with a Human Resources representative or the local manager. If for any reason you do not want to discuss the matter with these individuals, you may discuss the matter with any senior manager or officer of the Company.



# EMPLOYMENT COMPLIANCE

The CEO, local managers, and leadership in the Company fully support this equal employment opportunity policy and specifically require each employee to act in accordance with its principles.

The Company will reasonably accommodate the religious observances and practices of an employee or prospective employee unless such accommodation creates an undue hardship on the conduct of the business.

Any employee with a disability who requires accommodation should speak with a human resources representative. Generally, disability refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. The Company will seek to reasonably accommodate qualified individuals with a disability. The employee has the responsibility to provide adequate information to the Company as part of the accommodation process. A qualified person with a disability means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position. Such reasonable accommodation may take the form of making existing facilities readily accessible to or usable by individuals with a disability, restructuring jobs, modifying schedules, acquiring or modifying equipment, adjusting training materials, adjusting employment policies, and the like. Generally, such reasonable accommodation will be made unless it creates an undue hardship for the Company.



# EMPLOYMENT COMPLIANCE

## IMMIGRATION LAW

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), Cedonix only employs individuals who are legally authorized to work in the United States. Cedonix will not employ any individual whose legal right to work in the United States has been terminated.

CIS Form I-9 is used to verify your identity and employment eligibility. You must complete the employee section of Form I-9 and provide the required documentation supporting your identity and employment eligibility before you may begin working.

## AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Americans with Disabilities Act (ADA) prohibits employment discrimination against individuals with disabilities who are qualified for the position in question. An individual with a disability is qualified if he or she:

- Meets the skill, experience, education, and other job-related requirements for the position, and
- Can perform the essential functions of the job, with or without reasonable accommodation

The Company supports the advancement of employees with disabilities at all levels for which they are qualified. The Company recognizes that traditional methods, programs, and services may not accommodate the needs of some persons with disabilities. The Company seeks to provide reasonable accommodation necessary to ensure that a person with a disability will have equal access to employment, training opportunities, advancement, and activities in the most integrated setting appropriate.



# EMPLOYMENT COMPLIANCE

Requests for accommodations should be made at the earliest possible date, in most instances no later than three business days prior to the date by which an accommodation is needed.

## **Disability**

Disability refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A “qualified person with a disability” means an individual with a disability who has the requisite skills, experience, and education for the job in question and who can perform the essential functions of the job with or without reasonable accommodation.

## **Reasonable Accommodation**

The Company will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for jobs and perform the essential functions of their jobs without any reasonable accommodations. However, there are situations in which a workplace barrier may interfere. A “reasonable accommodation” is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.





# EMPLOYMENT COMPLIANCE

## **Requesting a Reasonable Accommodation**

An employee with a disability is responsible for requesting an accommodation from the Human Resources department, or his or her supervisor, and engaging in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability.

The employee should describe the problem created by a workplace barrier so that an appropriate accommodation may be considered. Typically, the Human Resources department will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job.

A request for reasonable accommodation may be denied if it would create an undue hardship for the Company. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the organization's overall financial resources, the financial resources of the particular facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees of the organization, and the type of operation.



# EMPLOYMENT COMPLIANCE

## **PREGNANCY DISCRIMINATION ACT (PDA)**

The Pregnancy Discrimination Act (PDA) forbids discrimination based on pregnancy when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, such as leave and health insurance, and any other term or condition of employment.

### **Pregnancy Discrimination & Temporary Disability**

If a woman is temporarily unable to perform her job due to a medical condition related to pregnancy or childbirth, the employer or other covered entity must treat her in the same way as it treats any other temporarily disabled employee. For example, the employer may have to provide light duty, alternative assignments, disability leave, or unpaid leave to pregnant employees if it does so for other temporarily disabled employees.

### **Pregnancy Discrimination & Harassment**

It is unlawful to harass a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.



# EMPLOYMENT COMPLIANCE

## **Pregnancy, Maternity & Parental Leave**

Under the PDA, an employer that allows temporarily disabled employees to take disability leave or leave without pay, must allow an employee who is temporarily disabled due to pregnancy to do the same. An employer may not single out pregnancy-related conditions for special procedures to determine an employee's ability to work. However, if an employer requires its employees to submit a doctor's statement concerning their ability to work before granting leave or paying sick benefits, the employer may require employees affected by pregnancy-related conditions to submit such statements.

## **Pregnancy & Workplace Laws**

Pregnant employees may have additional rights under the Family and Medical Leave Act (FMLA), which is enforced by the U.S. Department of Labor. Nursing mothers may also have the right to express milk in the workplace under a provision of the Fair Labor Standards Act enforced by the U.S. Department of Labor's Wage and Hour Division.



# CEDONIX EMPLOYMENT

## **“AT-WILL EMPLOYMENT”**

As an employee of Cedonix, you are an “employee at will.” This means that either you or Cedonix may choose to terminate the employment relationship at any time, with or without cause, and with or without advance notice. We request that whenever possible, as a courtesy, you provide two weeks’ advance notice of your intention to resign your position so that we may plan accordingly.

Any information outlined in this Handbook or in any other Cedonix document, except a written employment contract executed by the parties there to (in which case, how and when a termination or resignation may occur will be controlled by the terms of such employment contract), does not modify the employment at will policy and should not be interpreted to mean that termination will occur only for “just cause.”

This Handbook does not create an express or implied contract of employment for a definite and specific period of time between you and Cedonix, or otherwise create express or implied legally enforceable contractual obligations on the part of Cedonix concerning any terms, conditions, or privileges of employment. Except for an employment contract, any documents or statements, written or oral, prior, current, or future that conflict with the employment at will policy are void.



# CEDONIX EMPLOYMENT

## EMPLOYMENT STATUS

Regular Full-Time is an employee who has no pre-determined termination date and who is regularly scheduled to work (forty) 40 or more hours per week. Regular full-time employees may be either non-exempt (hourly) or exempt (salaried) employees.

- **Regular Part-Time** is an employee whose position has no pre-determined termination date and who is scheduled to work (ten) 10 or more hours, but less than (forty) 40 hours per week.
- **Temporary Employee** is an employee who is hired for a certain length of time and who is paid only for their hours worked. A temporary employee will not receive any benefits. Holiday, or vacation pay.
- **Provisional Employee** is an employee who has not yet completed the provisional training and/or probationary period after first being hired, as detailed in this Employee Handbook.
- **Exempt Employee** is generally an employee who is an executive, professional, administrator, outside salesperson, or manager. Exempt employees are generally paid a salary, without overtime.
- **Non-Exempt Employee** is an employee who does not qualify for exempt status and is generally paid on an hourly basis, including overtime.

Any concerns about your employee classification should be addressed to your manager



# CEDONIX EMPLOYMENT

## OPEN DOOR POLICY

The Company recognizes that in any employee group, problems, difficulties, and misunderstandings may arise. It is the desire of the company to see that every problem is handled promptly. To this end, the Company will endeavor:

- To invite employees to talk frankly with their supervisors, or to anyone else in authority, when they have a problem of any kind, with the assurance that it will not be held against them by their supervisor or anyone else in management
- To provide an open door at all times for employees to discuss with upper management any decision they feel is unfair.

## WORK CLASSIFICATION, OVERTIME, AND BREAKS

### Nonexempt (Hourly) Employees

The normal work-day is eight (8) hours; Forty (40) hours represents a normal work week. While you are generally expected to work the number of hours stated above, Cedonix does not guarantee that you will actually work that many hours in any given day or week.

For hourly employees, overtime work is only performed when approved in advance by your manager. You are expected to work necessary overtime when requested to do so, and you will receive time and one-half (1.5) regular pay for time worked exceeding forty (40) hours in any given work week.



# CEDONIX EMPLOYMENT

When computing total hours worked in a work week for purposes of calculating overtime pay, only hours actually worked are counted. Time off from work, such as holidays, jury duty, and reporting time pay is not counted as hours worked even if you are paid for such time off.

## **Exempt (Salaried) Employees**

The normal workday is eight (8) hours; forty (40) hours represents a normal work week. While you are generally expected to work the number of hours stated above, Cedonix does not guarantee that you will actually be able to perform all of your work duties in this amount of time. You are expected to put in the amount of time over 40 hours per week necessary to complete your job duties and occasionally, substantial extra work may be required. If you are overburdened with work and unable to complete your assignments with a moderate amount of additional work each week, please speak to your manager; however, with more responsibility and increased pay, usually comes a greater work-load and more time spent working. Exempt employees are not paid overtime for hours worked above 40 hours per week; some amount of expected work over 40 hours per week is built into your compensation package as a salaried employee.

## **OVERTIME**

### **As Approved by Management ONLY**

The Company pays hourly and nonexempt employees at the rate of time and one-half for all time actually worked in excess of 8 hours per day or 40 hours per week (based on local state labor legislation and regulations). For computing overtime, the workweek begins on Monday morning at 12:01 a.m. and runs through Sunday night at 12:00 p.m.



# CEDONIX EMPLOYMENT

Part-time employees who work more than 40 hours in one (1) week are eligible for overtime pay, but not for any premium pay, e.g., holiday or Sunday pay. Salaried employees, such as managers and administrative assistants, exempt from overtime rules under the Fair Labor Standards Act (FLSA) and state law, will not receive overtime pay.

## **SAFETY AND ACCIDENT PREVENTION**

Safety is a priority at Cedonix. The Company strives to provide a clean, hazard-free, and safe environment in accordance with the Occupational Safety and Health Act of 1970. All work-related accidents are covered by Worker's Compensation Insurance pursuant to the laws of the state(s) in which we operate.

### **Accident and Injury Reports**

All Company facilities are required to submit information on work-related injuries and accidents to the Operations Manager and Human Resources department. This includes any incidents involving personal injury to an employee or damage to Company property. If you are a remote worker, please reach out to Operations for coverage criteria.

Specific reporting procedures are as follows:

- All information pertaining to work-related injuries and accidents must be reported to Executive leadership and your immediate manager, within 24 hours. Verbal notification must be issued to the executive team and human resources within an hour of the incident.
- Any serious incidents involving personal injury to an employee or damage to buildings, equipment, or property must be reported by telephone or e-mail immediately and followed by a written incident report form within 48 hours.





# CEDONIX EMPLOYMENT

- Less serious incidents must be reported on a written incident report form within 5 days.
- All medical records are to be maintained in confidence according to the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws.

The Operations Manager should initiate an immediate investigation of a fatality or severe injury and submit a written report of the investigation to the Human Resources manager within 24 hours of the fatality. Should circumstances require an extension of time, the Human Resources manager should be so advised by telephone or e-mail. If the department manager or the Human Resources manager believes litigation is possible, they should contact the general counsel's office for instructions before preparing any written report.

## **Worker's Compensation**

Cedonix is committed to meeting its obligations under applicable workers' compensation acts which provide medical, rehabilitation, and wage-replacement benefits to individuals who sustain work-related injuries or illnesses while working. All work-related accidents, injuries, and illnesses must be reported immediately to your reporting manager. The failure to promptly report an accident, injury, or illness may result in the loss of coverage under workers' compensation insurance.

The Company adheres to all State and Federal guidelines stipulated by the Occupational Safety and Health Act (OSHA) Administration and regulatory advisory boards.

# CEDONIX EMPLOYMENT

## Accident/Injury Reporting Instructions

### 1. Telephone or e-mail reports:

- Reports must be submitted directly to Human Resources ([hr@Cedonix.com](mailto:hr@Cedonix.com)) within 24 hours of an incident and include all the important details that are available. The following items of information are essential:
- Name(s) and job title(s) of employee(s) involved
- Date and time of accident
- Location of accident
- Brief description or summary of what happened
- List of all potential witnesses/technological recordings

### 2. Written incident or injury reports:

- Should be sent to the Operations Manager and Human Resources immediately according to timetable previously described (email to [hr@Cedonix.com](mailto:hr@Cedonix.com))
  - Name(s) and job title(s) of employee(s) involved
  - Date and time of accident
  - Location of accident
  - Brief description or summary of what happened
  - List of all potential witnesses/technological recordings
- Should be addressed according to previous instructions
- Should be sent under the designation of "Confidential"
- Supervisors are responsible for making sure that an adequate number of these forms are on hand at all times.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

## **PROBATIONARY PERIOD – NEW HIRE**

Cedonix has a probationary introductory period for newly hired employees. The introductory period is a “get acquainted” period during which the employee’s supervisor and the Human Resources manager generally will determine whether the employee has the job skills, knowledge, abilities, performance, cooperativeness, dependability, and other factors (i.e., capable and willing to perform up to standards and expectations) that make a good and valuable employee. It is also an opportunity for the employee to experience the job, to adjust to required standards and expectations, and to decide if he or she would like to continue the employment.

Employees are not eligible for employee benefits, unless otherwise required by law, until their probationary period expires.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

The fact that an employee is in an probationary period does not alter the employment-at-will relationship. All employees at all times may quit their jobs, with or without notice, and with or without cause. Similarly, the Company has the right to terminate the employment of any employee at any time with or without notice and with or without reason, as long as it does not unlawfully discriminate against the employee.

Employees who are rehired after an absence of 6 months or less are not necessarily subject to a probationary period (however the Company reserves the right to implement a probationary period, dependent on the work history of the returning employee, as well as the new position and/or description of duties).

## **CONFIDENTIALITY OF INFORMATION**

As the result of your employment at Cedonix, you will acquire and have access to confidential information of special and unique value belonging to Cedonix. This includes such matters as Cedonix's personnel information, suppliers, procedures, merchandise cost, sales data, price lists, financial information, records, business plans, prospect names, business opportunities, confidential reports, customer lists and contracts, as well as any other information specific to Cedonix. As a condition of employment, you must and hereby agree that all such information is the exclusive property of Cedonix, and you will not at any time disclose to anyone, except in the responsible exercise of your job, any such information whether or not it has been designated specifically as "confidential."



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

Signing a separate confidentiality agreement further clarifying this policy at Cedonix's request is also a condition of your continued employment with Cedonix. If you are ever unsure of your obligations under this policy it is your responsibility to consult with your manager for clarification.

## **Guidelines:**

1. Confidential information and records include but are not limited to:
  - Personnel records encompassing employee-specific information such as social security numbers, background criminal checks, drug tests, bank account information for direct deposit and other similar information. Wages and other conditions of employment are not included within the scope of the definition of "personnel records"
  - Computer system passwords and security codes
  - Research results not yet published including manuscripts and correspondence
  - Proprietary information and trade secrets, such as budgetary, departmental, Company planning information, client lists or sales leads. Trade secrets may also include information regarding the development of systems, processes, products, know-how and technology
  - Attorney/client privileged information regarding the Company's litigation strategy for any pending or potential litigation
  - Employee medical records, including medical benefit claims
2. Managers and supervisors are expected to identify confidential information and material, and to instruct their employees on how to handle such information and material.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

3. Employees who are hired into positions that require the handling of confidential information are expected to use discretion when dealing with such information. Improper disclosure of such information by a person responsible for its safekeeping is not only a violation of Company policy but could also be a violation of state and federal laws. Violators of the Company Confidentiality Policy will be subject to Company, state, and federal punitive measures, as applicable.
4. All employees are expected to respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.
5. Do not post internal reports, policies, procedures or other internal business-related confidential communications to any external or unauthorized sources.
6. Employees should not speak to the media on the Company’s behalf without contacting the Company Press Relations Officer. All media inquiries should be directed to them.
7. While employees are not prohibited from speaking to attorneys regarding work-related matters, the Company needs to be aware of any potential legal issues as soon as possible. Therefore, all inquiries from attorneys should immediately be referred to the Human Resources Office.
8. Inquiries from other outside agencies regarding confidential information and Company Employees should be referred to the Human Resources Office. Such agencies include but are not limited to:
  - Government agencies (for example, the FBI, Social Security Administration, Equal Employment Opportunity Commission (EEOC), etc.);



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

- Police or other law enforcement agencies; and
- Credit bureaus.

While employees are not prohibited from speaking to these agencies about their wages and working conditions, it is imperative that the Company become immediately aware of any potential legal issues.

9. Confidential information must be kept in safe and secure places and not accessible to public view. Paper files should be kept in secured file cabinets. Computerized records should have limited user access, and computer terminals should not be accessible to other than authorized users.

10. Unauthorized disclosure of confidential information may lead to disciplinary action, including immediate termination.

11. Employees should consult with Human Resources Management when in doubt about the handling and disclosure of confidential information. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state or local laws, including your rights under the National Labor Relations Act.

## UNAUTHORIZED RECORDINGS

Cedonix prohibits the unauthorized or secret recording of confidential, proprietary and/or personal information and personal images or voices during business hours, and while on Company property/project sites for the purposes of business endeavors without the express written approval of executive management and/or all parties involved with said recording (audio and/or video surveillance). This policy is applicable to all employees, clients, vendors, suppliers, visitors, etc.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

## Policy Details

- **Consent Required for Audio Taping.** While some states permit audio recording by one party to a conversation (New Jersey and Maryland), this policy prohibits such recordings during business hours and while conducting business related activities, without the consent of all parties to the conversation, regardless of the location of each party. In the event of a business meeting where a participant at a meeting or conference speaks directly into or at a recording device (such as a microphone or video camera) or a recording light is activated, then the Company considers that participant had advance notice of the recording and consented to it. In situations where it may not be obvious or apparent to participants that the meeting is being recorded (such as, no recording light exists or participation is by telephone), then the facilitator/person recording should notify all participants when they join the meeting that it will be recorded.
- **Recorded Lines.** In certain business environments, a recorded line device may be used to monitor or record telephone calls. The purpose is to ensure employees interact with customers in a manner that supports business goals. Under these circumstances, the business must notify employees and callers in advance that this type of monitoring may occur, either by use of an audible beep at periodic intervals during the telephone call or advance audio or written notice.
- **Surveillance Cameras.** The use of web cameras, spy or surveillance cameras in any of the Company's facilities during business hours is prohibited without prior, written authorization from Executive Management and all parties who will be a part of the recording (whether audio, video, or written).
- **Data and Call Centers.** No recordings (video, audio, or written) will be made in data or call centers during business hours without the prior, written permission of senior management of such centers due to the confidential, proprietary nature of said client and Company data.





# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

- **Corporate Communications.** This policy does not prohibit the Marketing & Communications Department from creating recordings (audio or video) within the Company's premises or during special events that take place during business hours, however express permission must be granted by all employees whose images and/or audio recordings will be utilized. Projects using outside vendors to record such images must be directly supervised by the Marketing & Communications Department or a senior Company manager responsible for the area involved to ensure that no recording of confidential, proprietary, and/or personal employee/Company information occurs.
- **Exceptions.** The sole exception to this "Unauthorized Recordings" policy concerning audio/video/written recordings of work areas would be to document any activity that is protected by the NLRA, specifically concerning issues regarding health, safety, and/or working condition concerns, or regarding strike, protest and work-related issues and/or other protected employee activities.
- More restrictive practices may be imposed by local management as deemed necessary to ensure the protection of Company proprietary information, client data, and employee personnel information, in accordance with state and federal legislation, and under the guidance of the NLRA.

## OFFICE SECURITY

It is the responsibility of the Company to provide all employees with a safe, secure, and hazard-free work environment. It is the intention of our management team to establish and instill safe practices at all times by all employees. In pursuit of this endeavor, the Company has identified the following policies, resources, and tools to ensure a secure office environment.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

## INTERNET USAGE

As the Company maintains its own website and Internet account, employees are not to use their personal accounts during work hours or use Company equipment to reach personal sites. Anonymous messages are not to be sent. Aliases are not to be used. All material downloaded from the Internet or from computers or networks must be scanned for viruses and other destructive programs before being placed onto the Company's computer system. All documents with personal information or containing proprietary information sent over the Internet to others must be encrypted.

**The Company monitors employee use of the Internet. The Company also monitors use of our network and computer systems. Any data on Company facilities or its premises may be viewed at any time. Employees have no ownership or privacy expectations in such data. All work created using Company equipment or facilities belongs to the Company.**

Employees are expected to comply with the Company policy regarding confidentiality, solicitation, moonlighting, business ethics, and harassment when using the Internet.

Employees are not to place personal copies of software or data on any Company equipment. This especially includes games or pornographic materials. Employees who discuss Company products or services on any Internet site must clearly and conspicuously state that they are employed by the Company.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

Please be advised that your use of Internet access on the laptop provided by the Company expressly prohibits the following:

- Game playing
- Distribution of destructive programs such as viruses and/or self-replicating codes
- Intentional damage or interference with others including hacking and distributing viruses
- Creating obscene files
- Solicitation
- Commercial use for non-Company business
- Downloading, dissemination, or printing of copyrighted materials (including articles, music, movies, and software) in violation of copyright laws;
- Sending, receiving, printing, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the Company in violation of Company policy or proprietary agreements
- Discriminatory or harassing statements based on race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs
- Sending or soliciting sexually oriented messages or images
- Operating a business, usurping business opportunities, soliciting money for personal gain, or searching for jobs outside the Company, and/or
- Sending chain letters, gambling, or engaging in any other activity in violation of the law

## **Waiver of Privacy**

The Company has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to monitoring sites employees visit on the Internet, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.

This policy may be amended or revised from time to time. Employees will be provided with notice of all amendments and revisions to this policy.

Violation of this Company policy may lead to discipline, including discharge.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

## **DIGITAL COMMUNICATIONS, DATA STORAGE, AND ELECTRONICS USAGE POLICY**

### **Telephone Usage and Recording**

As the telephone system is to be used for business purposes, the Company regularly monitors local and long-distance calling patterns, and all phone calls may be recorded and stored for up to a minimum of two years.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

Employees may use the phones for personal use during their Company approved breaks, however all phone calls made on the Company phone system are recorded. Employees who utilize the Company phone for personal usage acknowledge the Company phone system recording policy, and do not hold the Company responsible for personal information the employee chooses to share on the Company phones.

## **Cell Phones**

Please note, however, that personal calls on cell phones may be made only during breaks and lunch periods and in a manner that will not disturb other employees. Employees who abuse the privilege of having a cell phone will be subject to discipline.

## **Security of Classified Data**

Proprietary, confidential Company data exists in several forms and include design and product data, blueprints, standard operating procedures, financial reports, etc. Classified data shall be secured at all times when not in use. Furthermore, such data shall not be made available to unauthorized personnel.

## **Computer Security**

- All material downloaded from the Internet or an electronic device from outside the Company is to be scanned for viruses.
- No personal or illegally copied software is to be placed on any Company computer.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

- All material sent via the Internet, e-mail, or text messaging device is to be encrypted.
- All computers, hard drives, zip drives, e-mail, Internet accounts, etc., are subject to inspection to ensure compliance with these policies.

## **External Electronics Equipment**

Externally issued cameras, camera phones, tablet computers, tape recorders, etc. (any audio/visual/digital recording devices of any kind) are EXPLICITLY restricted while on office premises. Employee violations may result in immediate termination. In the event a visitor or employee is caught with unregistered/unknown audio/visual recording device(s), the equipment will be seized, law enforcement will be contacted, and the Company will pursue any and all options available to pursue legal and/or punitive measures. Any costs associated with the permanent removal and/or diagnostics of suspected proprietary information will be the sole responsibility of the offender in question.

## **Removal of Material**

Materials may not be removed from Company property without permission. In order to remove physical property, a written authorization must be provided by the CEO and/or another senior executive manager. The material to be removed must be described on the computer log and approved by the employee's supervisor or department manager. A pass must be obtained for any personal belongings that could be mistaken for Company property, such as tools.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

## DRESS CODE

All Cedonix staff members are expected to present a professional, businesslike image to clients, visitors, customers and the public. Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. All staff members must carry or wear the Cedonix identification badge at all times while at work and at Client locations.

### **Reasonable Accommodation of Religious Beliefs**

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

The following guidelines apply to business casual attire:

- For men, business casual attire includes a polo, crew neck, collared dress shirt, sweater, non-torn jeans, corduroys, khakis, cargo shorts/pants.
- For women, business casual attire includes dresses, skirts, dress pants, non-torn jeans, khakis, corduroys, knit separates, dress sandals, boots, dress shoes, flats, heels.



# CORPORATE EMPLOYEE POLICIES, DEFINITIONS, AND REQUIREMENTS

If you have a question regarding appropriate attire, please address the concern with Human Resources PRIOR to wearing the item in question to avoid having to go home and change.

## **Addressing workplace attire and hygiene problems**

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

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





# CORPORATE WORK ENVIRONMENT

## DRUG FREE WORKPLACE

- Cedonix is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.
- This organization encourages employees to voluntarily seek help with drug and alcohol problems
- Seek out assistance through Human Resources, or our Employee Assistance Programs

Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes but is not limited to all employees.

### **Applicability**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization and while on organization property. This includes all business-related travel.

### **Prohibited Behavior**

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

### **Smoking and Vaping**

Smoking and vaping during client interactions, is prohibited.

### **Notification of Convictions**

Any employee who is convicted of a criminal drug violation while under the employ of the Company must notify the organization in writing within five calendar days of the conviction.



# CORPORATE WORK ENVIRONMENT

## Searches

Entering the organization's property as an employee or independent contractor with the Company constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and workstations and vehicles and equipment.

## Drug Testing

Pre-Employment drug screening, if needed will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

- All drug-testing information will be maintained in separate confidential records.
- Cedonix reserves the right to request the completion of a random drug test for all employees (in the event there is reasonable suspicion of drug or alcohol use that can impact business activities or the safety of others).
- Any employee who tests positive will be immediately removed from duty, and additional follow-up steps may be required including but not limited to the following: referral to a substance abuse professional for assessment and recommendations, requirement to pass a Return-to-Duty test and sign a Return-to-Work Agreement and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.
- An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.



# CORPORATE WORK ENVIRONMENT

## **Consequences**

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

- In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.
- If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

## **Return-to-Work Agreements**

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

## **Assistance**

Cedonix recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.



# CORPORATE WORK ENVIRONMENT

- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

## **Confidentiality**

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

## **VIOLATIONS OF DRUG FREE POLICY**

An employee may be found to have used prohibited substances based on any appropriate evidence, including, but not limited to:

1. Direct observation
2. Evidence obtained from an arrest or criminal conviction
3. A verified positive test result
4. An employee's voluntary admission

## **Mandatory Administrative Actions**

The Manager shall immediately notify Human Resources who will refer an employee found to use prohibited substances to the employee assistance program (EAP), and immediately remove the employee from that position. At the discretion of the Human Resources and Executive Leadership team, however, and as part of an EAP, an employee may return to duty in a sensitive position if the employee's return would not endanger public health or safety.



# CORPORATE WORK ENVIRONMENT

## Range of Consequences

Disciplinary action taken against an employee found to use prohibited substances may include the full range of disciplinary actions, including termination. The severity of the action chosen will depend on the circumstances of each case and will be consistent with prior discipline under similar circumstances. The Manager must initiate disciplinary action against any employee found to use prohibited substances, provided that such action is not required for an employee who voluntarily admits to such use, obtains counseling or rehabilitation, and thereafter refrains from using prohibited substances as long as the employee's admission occurs before use or possession on the job.

Such disciplinary action, consistent with the requirements of any governing collective bargaining agreement and applicable law, may include any of the following measures, but subject to the exception outlined above, some disciplinary action must be initiated:

- Reprimanding the employee in writing
- Placing the employee in an enforced leave status
- Suspending the employee for 14 days or less (with or without pay)
- Suspending the employee for 15 days or more (with or without pay)
- Suspending the employee until the employee successfully completes the EAP or until the Manager determines that action other than suspension is more appropriate
- Terminating the employee



# CORPORATE WORK ENVIRONMENT

## **Immediate Termination**

Employees will be eligible for immediate termination under the following guidelines:

- Refusing to obtain counseling or rehabilitation through an EAP as required by the drug policy after having been found to use prohibited substances
- The repeated or continued use of prohibited substances after initial discovery and reprimand

## **Refusal to Take Drug Test When Required**

An employee who refuses to be tested when so required will be subject to the full range of disciplinary action, including dismissal. No applicant who refuses to be tested shall be extended an offer of employment. Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test required.

## **Drug Screen Retest Request**

In the event of a positive drug test result, employees can request a retest of the ORIGINALLY PROVIDED SPECIMEN. Should the test results be the same, the employee will be responsible for all costs associated with initiating the drug screen retest.



# CORPORATE WORK ENVIRONMENT

## MAINTAINING A SAFE WORK ENVIRONMENT

It is the Company's goal to minimize the opportunities for violence in the workplace. Accordingly, the Company has adopted the following policies:

- **Weapons.** Any use or possession of weapons is prohibited on Company property or while on Company business. This includes knives, guns, martial arts weapons, or any other object that is used as a weapon. Any employee caught possessing a weapon will be disciplined, up to and including termination.
- **Drugs and alcohol.** Employees are not to be under the influence of alcohol or drugs at work, on Company premises, in Company vehicles, or when representing the Company at other locations. This policy will be coordinated with our drug and alcohol policy, as well as our fitness-for-duty policy.
- **Training.** All employees are expected to attend annual training regarding safety and security in the workplace. All employees are expected to be familiar with our alarm system and the steps to maintain their personal safety.
- **Visitors.** All visitors are to sign in. All visitors are to be escorted by an employee while on Company premises.
- **Exterior entrances.** All exterior entrances are to be locked at all times except for the front entrance. No doors are to be propped open. No emergency exits are to be blocked.
- **Alarm systems.** Alarm systems are to be checked at least every 6 months to ensure that they are in working order.



# CORPORATE WORK ENVIRONMENT

- Shelter. In the event of a threat of violence, employees and guests should take shelter when appropriate. Designated shelter areas are identified throughout the building and their locations are noted during annual training. Employees with disabilities and guests will be assisted by designated crisis coordinators. Supervisors should account for employees and guests after arriving in safe areas. All persons must remain in safe areas until notified by management or emergency responders.
- Public announcement emergency code. In the event that an employee believes an individual may become violent or abusive, he or she will notify Human Resources immediately.
- Prosecution. Any individual who commits violence against the Company, its employees, or its property will be prosecuted to the full extent of the law.
- Discipline. Any employee who engages in violence in the workplace, including fighting, loud arguing, or similar actions, is subject to discipline, including immediate discharge.

## **ANTI-BULLYING, INTIMIDATION, AND HARRASSMENT POLICIES & PROCEDURES**

Cedonix is committed to a workplace free of threats, intimidation, violence, and bullying. Bullying is any repeated, negative behavior directed toward an employee, customer, or vendor that is intended to intimidate, creates a risk to health and safety, or results in threatened or actual harm. The following list describes activities that are expressly prohibited and is not exhaustive:

- Intimidating, threatening, or hostile statements, actions, or gestures
- Excluding someone from workplace activities, social isolation
- Falsely accusing and punishing “errors” not actually made; blaming without justification
- Verbal abuse, demeaning comments





# CORPORATE WORK ENVIRONMENT

- Direct, conditional, or veiled threats
- Being treated differently from the rest of your work group
- Intimidation
- Yelling, screaming, and other demeaning behavior
- Being given a disproportionate amount of undesirable assignments
- Public humiliation
- Hostility, such as glaring, clenched fists, or a threatening posture

Cedonix expects employees to behave in a professional manner and to treat colleagues, customers, and vendors with dignity and respect when they are at work.

If you feel you have been bullied, you should immediately contact your supervisor. If you feel you cannot seek help from your supervisor, you should contact his or her supervisor, Human Resources, or higher-level management for assistance. Complaints will be investigated, and the Company will protect the confidentiality of complaints to the fullest extent possible. If the investigation determines that bullying has occurred, the Company will take immediate and appropriate action.

## **ANTI-DISCRIMINATION/ANTI-RETALIATION POLICIES**

Cedonix is committed to providing a work environment free from discrimination, harassment, and retaliation. It is the Company's policy that all employees have a right to work in an environment free of discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other basis protected by federal, state, or local law. The Company prohibits discrimination against its employees, independent contractors, interns, and volunteers in any form — by supervisors, coworkers, customers, or suppliers. No employee is exempt from the requirements of this policy.



# CORPORATE WORK ENVIRONMENT

## **Reporting and Confidentiality**

If you find conduct in the workplace to be unwelcome, offensive, or discriminatory, you are expected to immediately inform the person engaging in the conduct in a clear and unambiguous manner that the conduct is unwelcome, offensive, or discriminatory and that you want the conduct to stop. However, if you are uncomfortable taking this action, or if the conduct does not stop after you have warned the offending person, you should immediately contact your supervisor. If you feel you cannot seek help from your supervisor, you should contact his or her supervisor or the Human Resources department, or higher-level management for assistance.

## **Investigation Resolution and Confidentiality**

Every complaint will be investigated as promptly, thoroughly, and impartially as possible. We will protect the confidentiality of complaints to the fullest extent possible. If the investigation determines that discrimination or harassment has occurred, the Company will take immediate and appropriate action.

## **Non-Retaliation Policy**

The Company will not retaliate against any employee for engaging in “protected activity.” Generally, protected activity consists of either:

Participating in an equal employment opportunity (EEO) process, such as providing witness information, assisting or otherwise participating in any manner in an investigation, proceeding, or hearing under the EEO laws, including making an internal complaint to an employer or union, participating in an employer’s own internal investigation, or filing an administrative charge or lawsuit alleging discrimination in violation of the EEO laws.



# CORPORATE WORK ENVIRONMENT

Opposing a practice made unlawful by one of the employment discrimination statutes (e.g., communicating a reasonable belief that the employer's activity violates the EEO laws) or engaging in nonverbal acts of opposition (e.g., resisting an unwanted sexual advance by a supervisor or refusing to carry out an order reasonably believed to be discriminatory).

To avoid retaliation, supervisors and managers should:

- Avoid publicly discussing the protected activity.
- Be careful not to share information about the protected activity with any other managers or supervisors.
- Be mindful not to isolate the employee.
- Avoid reactive behavior such as denying the employee information, equipment, or benefits provided to others performing similar duties.
- Be careful not to interfere with the complaint investigation.
- Be careful not to threaten the employee, witnesses, or anyone involved in the processing of the complaint.
- Apply policies and practices consistently. If a departure from the usual policy or practice is necessary, document the legitimate, nondiscriminatory reasons for the exception.

The Company will not retaliate against any employee for complaining about discrimination or harassment. If you feel you have been retaliated against, you should immediately contact your supervisor. If you feel you cannot seek help from your supervisor, you should contact his or her supervisor, or the Human Resources department, or higher-level management for assistance.



# CORPORATE WORK ENVIRONMENT

## FRATERNIZATION POLICY

The Company reserves the right to take action when the relationships or associations of an employee may potentially affect the day to day business operations. Employees should become familiar with the Company's policies regarding restrictions on confidentiality, entertainment, travel, and conflicts of interest. In the event of a mutually consensual relationship between employees where ethical or legal concerns could be implied, the Company will require the formal acknowledgement and declaration of the consensual relationship, with a written disclosure statement provided to Human Resources and signed by both parties.

Under the fraternization policy, the Company strives to avoid the appearance of favoritism and potential problems in the area of supervision, control, and audit. Examples of fraternization that should be avoided include (but are not limited to):

- A supervisor should not have a relationship with a subordinate employee that could potentially appear to create or promote favoritism or special treatment for the subordinate employee.
- A supervisor is not to loan money personally to an employee or the employee's close relatives, and any Company loan must be in strict accordance with Company loan policy.
- Employees are not to rent from their supervisor.
- Purchasing agents are not to accept expensive entertainment from vendors.
- In general, there are not to be personal relationships between employees and their supervisors, between supervisors and employees' close relatives, between employees with purchasing authority and vendors, between employees with sales responsibilities and customers, and between employees with audit functions and the employees they audit.



# CORPORATE WORK ENVIRONMENT

In other words, relationships that call into question your ability to carry out your job functions in the best interest of the Company are not appropriate. Please contact Human Resources immediately if you have questions regarding the Company fraternization policy.

- This fraternization policy does not restrict off-duty conduct, such as religious practices, political activity, or association with protected groups.
- Employees on a leave of absence are subject to the same rules as other employees.
- Employees are expected to cooperate with any investigation of potential violation of this policy.
- Employees who violate this or any related policy may be subject to disciplinary action, which may include termination.

## **NURSING MOTHERS POLICY**

A nursing mother may request a flexible work schedule (FWS) that better accommodates breastfeeding her child. The flexible work schedule policy will be used to determine whether the other criteria for flextime are met, however the Company reserves the right to deny a FWS based on business needs, employee performance (and historical attendance), as well as the length of the FWS requested.



# RECORD KEEPING

The purpose of this policy is to create a standard for recordkeeping to enable the Company to carry out its business and to comply with applicable laws. Records shall be maintained in accordance with the appropriate policies, including:

- Attendance & schedule maintenance
- Discipline and awards/recognition
- Pay increases and performance bonuses
- Benefits administration
- Employee contact information

The Human Resources department is responsible for compliance with recordkeeping regulations.

## **Personal Information**

It is critical to maintain accurate employee/personnel records. In order to avoid problems with your benefit eligibility, tax liability, or our ability to communicate with you regarding shift changes and the like, Cedonix requires that you promptly notify your manager or human resources representative of any change in your name, home address, telephone number, number of dependents, or any other information pertinent to your employment with Cedonix.

## **Maintenance and Storage**

Whenever the Company acts to comply with an obligation under a federal or state law, a record of such action shall be created. For example, sums expended to provide a reasonable accommodation under the Americans with Disabilities Act (ADA) will be recorded. Similarly, alterations to facilities or equipment to comply with the ADA will be recorded.



# RECORD KEEPING

Generally, most records will be maintained for at least 4 years from their creation or from the date upon which the individual's employment ceases, whichever occurs later. Certain records may be maintained for a longer period to comply with specific requirements. For example, if a charge of discrimination is filed, all the records relating to the charge are to be maintained until the matter is concluded.

Records will be reviewed periodically to determine if there is any legal violation. For example, accident reports will be reviewed to ascertain whether there has been any violation of a safety policy or safety standard required by law. To the extent that there are reviews conducted for legal compliance, the general counsel shall be involved to maintain the confidentiality of the review.

## **Investigations**

Whenever there is any subpoena issued requesting documents, it should be directed to the general counsel for review before compliance. When any government entity requests records, the request should normally be directed to the general counsel for review before compliance. With respect to some records, we may have an obligation to provide immediate access to the government. Before refusing access to records, contact the general counsel for guidance.

Records will be maintained in confidence in accordance with the Company's confidentiality policy. For example, all medical information is to be treated as confidential and may be used only as permitted by law (e.g., ADA, FMLA, workers' compensation).

Periodically, employees will be required to confirm the accuracy of the information maintained in Company records. Employees are responsible for the timely and accurate recording of all information as part of their daily duties.



# RECORD KEEPING

Employee records will be maintained in the following files:

- Personnel records—general employee information
- Medical records—all information relating to group healthcare plan coverage, Workers' Compensation, Americans with Disabilities Act compliance, and Family and Medical Leave Act compliance
- Immigration and I-9 Forms—in files separate from all other personnel records
- Equal Employment Opportunity Commission—self-identification forms; other documents (such as complaint investigation documents)
- Safety records—in files separate from all other personnel records.

## TIME AND ATTENDANCE MANAGEMENT

### Attendance

Regular attendance is essential to Cedonix's efficient operation and is a necessary condition of employment. When employees are absent, schedules and client commitments fall behind, and other employees must assume added workloads. Employees are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, employees must call their manager before their starting time. If your manager is unavailable, a voice message should be left. If the absence is to continue beyond the first day, the employee must notify their manager on a daily basis unless otherwise arranged. Calling in is the responsibility of every employee who is absent. Absence for three consecutive work days without notifying the manager is considered a voluntary termination. Excessive absences may result in disciplinary action, up to and including termination.

All time off must be requested in advance and should be submitted in writing as outlined in the appropriate categories, except for sick leave (See Sick Leave and other categories for specific details outlined below).

### Tardiness

The needs of the business dictate that employees be present and ready to begin work at their normal starting time and, except for a scheduled lunch period, remain for their normal hours.





# RECORD KEEPING

## Reporting Absences

- All time off/leave requests and approvals should be made in writing whenever possible, with as much possible notice.  
In the event you need to do a “same day call out” from work, you must do the following:
- Notify your immediate supervisor via phone call/text/email – make sure the notify HR as well
- Make sure your work is covered and/or you have communicated any outstanding issues to your manager/teammates
- A “No Call/No Show” (NC/NS) occurs when an employee does not report to work and does not respond to requests for an attendance/work update. After three consecutive NC/NS instances, the Company will consider the job abandoned and will initiate off-boarding steps
- It is the employee’s responsibility to notify the Company and/or the department manager of any absences.

## PAYROLL

Employees working under the following Company codes are paid on a semi-monthly basis (pay dates are on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Bonuses will be paid as stipulated in your offer letter. Monthly commissions will be issued at the end of month. Employees are eligible for commissions while employed with Cedonix. Should employment with Cedonix end either voluntarily or you voluntarily, commission payment will only be paid through the employee last month of work

Paychecks will be issued via Direct Deposit (DD), which takes one full pay cycle to establish with the payroll system. In the event that a regularly scheduled payday falls on a weekend or holiday, you will receive your pay on the next business day. If there is an error in your paycheck, notify your manager or a payroll representative immediately at [payroll@Cedonix.com](mailto:payroll@Cedonix.com).



# RECORD KEEPING

Cedonix will deduct Federal Social Security and Income Tax and all other legally required deductions from your payroll check each pay period. Upon completion of your probationary period, Employee Insurance Premiums (for dependents/spouse/family) will also be deducted from your payroll check each pay period (if applicable).

## **Business Related Expense Reimbursement**

The Company will reimburse employees for prior approved expenses which are directly business related to include: travel expenses, office supplies, and mileage incurred while traveling on business. Employees must submit receipts for all expenses. Employees should consult with their manager prior to business trips to confirm eligible expenses. Expense reimbursement will be processed with the next pay cycle.

## **REFERENCE AND INFORMATION REQUESTS**

### **References**

- Generally, all inquiries regarding a present or past employee are to be referred to the Human Resources department.
- Only factual information concerning an employee will be released. This information may be confined to confirming that the individual was employed with the Company, the dates of employment, the position held, and the job description. A more detailed response will not be made without a written authorization and release from the employee.
- The only response to a request for wage or salary information that can be made is confirmation of the information that the inquiring individual already has. Also, Cedonix is obligated to preserve the privacy of an employee under the Americans with Disabilities Act) the Genetic Information Nondiscrimination Act, the Family and Medical Leave Act, and state law.



# RECORD KEEPING

- Normally, any caller will be told that a request for information about an employee must be in writing on the Company's letterhead, addressed to the Human Resources department, and accompanied by a signed consent by the employee to release the information along with a prepaid, addressed envelope. Requests that do not meet these conditions are generally ignored. Requests for Financial Information.

Responses to requests for information from financial institutions concerning employees will be made only after employees give written permission to respond to specific inquiries.

## Subpoenas and Government Requests for Information

- Human Resources will respond in a timely manner to all subpoenas for employee records. Before responding, Human Resources will confirm with counsel that the subpoena is proper.
- Furthermore, the Human Resources department will notify the individual employee of the existence of the subpoena in order to provide the individual with an opportunity to retain counsel and oppose it. The Company will not provide any legal advice to an employee in this regard.
- If a request for information is from a government agency, generally it is the responsibility of the Human Resources department to respond. Before releasing any information, however, there must be confirmation that the individual requesting it is actually associated with the government agency and has a proper reason for requesting the information.
- If an employee is under investigation for a criminal act, the employee will not be contacted regarding the request by a government agency. Otherwise, the employee will be asked to consent to the release of information.



# RECORD KEEPING

To ensure that employees understand and agree with the performance criteria deemed relevant for their roles, goals, objectives, and measurement factors should be reviewed with employees at the beginning of each review period. All new employees should be given goals and objectives within 90 days of beginning employment.

## PERFORMANCE REVIEWS

Performance reviews are conducted at regular intervals. However, a review does not guarantee an increase. For example, a merit increase may be denied if the employee has recently been awarded a pay increase due to a promotion or has recently been transferred with an increase in pay. In addition, an employee with performance that does not meet requirements of the position will not be eligible for a merit raise.

## Service Letters

Some states require that the Company state the reason for discharging an employee upon the employee's written request. Refer all such requests to Human Resources. Forms will need to be completed within 72 hours of written request for such discharge letter.



# REVIEWS, RAISES, AND ADVANCES

## Performance Appraisal Process

Cedonix provides all employees regular feedback on their performance, and conducts formal performance appraisals of all staff. These appraisals are intended to:

- Provide employees with direction in their jobs and opportunities to discuss job concerns and long-term career plans/goals
- Enhance the probability of achieving both the organization's and the department's objectives by providing periodic feedback and coaching
- Provide a fair, consistent, and uniform way to gauge and improve each employee's on-the-job performance based on a balance of subjective and objective job-related criteria
- Correlate job performance with compensation, promotions, and other advancement opportunities.

## Frequency

- Supervisors should conduct regular, quarterly performance appraisals.
- Formal reviews will be conducted, at minimum, on an annual basis.
- Supervisors may, and should feel encouraged to, review performance more often than is required by this policy.
- These formal performance reviews are meant to occur in addition to the informal meetings supervisors should continue to have with employees throughout the review period.

## Methodology

Employee performance will be measured based on a weighted selection of job-related factors that may include quality and quantity of work and productivity, interpersonal skills, independent judgment and initiative, and problem solving. Low ratings demonstrate a need for improvement and, thus, may accompany performance improvement, discipline, or other actions.



# REVIEWS, RAISES, AND ADVANCES

## **MERIT RAISES AND PAY INCREASES**

Cedonix will establish annual merit increase guidelines during the budget process each year. The guidelines will provide ranges for merit salary increases based on level of performance for the calendar year. Supervisors will be trained and/or retrained in the Company's merit increase policy and other evaluation policies at least every other year. Supervisors will be evaluated based on their application of the merit increase policy.

Pay increases will be granted without regard to sex, race, national origin, religion, or other legally protected characteristics.

The Company, at its discretion, may amend, modify, or discontinue this policy at any time and without notice. Nothing in this policy creates or is intended to create a contract or alter the at-will nature of employment with the Company.

## **PROBATIONARY PERIOD - PERFORMANCE IMPROVEMENT**

An employee may be placed on probation for a designated period of time if it is recognized that serious performance deficiencies exist but are within the employee's ability and desire to correct.

- This is designed as the last step after the progressive disciplinary procedures have been exhausted. It is a course of action which delays or avoids the discharge of the employee.
- It will be used sparingly and only where the supervisor sees evidence of a sincere desire from the employee to try to work things out.
- A form placing the staff member on probation may be given to the employee and filed in the personnel file of the staff member for the time period in question.
- Specific areas of improvement would be delineated in the form and a performance review prepared at the end of the period if the staff member is to be retained.
- Salary increases should not be granted during a probationary period.



# BENEFITS, PAID TIME OFF (PTO) & LEAVE OF ABSENCE (LOA)

PLEASE NOTE: Except where required by applicable state or federal law, the benefits provided to employees by Cedonix are subject to change at any time. Please communicate with your manager or human resources representative if you have any questions concerning the benefits available to you as an employee of Cedonix.

The Company DOES NOT offer encashment of unused PTO upon voluntary or involuntary separation of employment.

## **INSURANCE: Medical/Dental/Vision/Life/401(k)**

Cedonix offers medical, dental, vision and life insurance to all eligible employees and their eligible family members. The Company will cover 100% of the premiums for EMPLOYEE coverage, with the employee sharing the remaining cost of the monthly premium if dependent/spousal/family coverage is required.

Unless otherwise provided in a written employment agreement, eligible employees are regular full- time employees who have completed ninety (90) calendar days of employment. Please contact HR for more details on health or life insurance plans that are being offered.

Employees are also eligible to participate in the Company's 401(k) matching program upon completion of one (1) year of continuous employment, and are eligible to earn equity in the company (see Equity Addendum TBD as of 11/2025)



# BENEFITS, PAID TIME OFF (PTO) & LEAVE OF ABSENCE (LOA)

## **COBRA Coverage**

The Federal Consolidated Budget Reconciliation Act (COBRA) is the legislation that provides employees and their covered dependents the right to continue their group health care coverage after a qualifying event. Upon termination from Cedonix for any reason other than gross misconduct, an employee has the right to continue group medical coverage at group rates as long as the employee pays the required monthly premium. COBRA gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Cedonix's health plan when a "qualifying event" would normally result in the loss of eligibility.

Under COBRA, you will usually pay the full cost of coverage at group rates plus an administration fee. Cedonix will provide you with a written notice describing rights granted under COBRA when you become eligible for coverage under Cedonix's health insurance plan.

## **PAID TIME OFF POLICY (PTO)**

All Cedonix employees are provided unlimited paid time off, sick time, and are provided paid holidays. The Company trusts employees to make sound decisions when requesting time off, and not assume the Company nor their coworkers will cover their workload. Repeated requests for time off that impact productivity, financial stability, or a safe and healthy work environment may result in immediate termination.





# BENEFITS, PAID TIME OFF (PTO) & LEAVE OF ABSENCE (LOA)

## **Requesting Time Off**

Employees are required to notify their manager at least one month in advance of taking vacation time (where practical). All vacation requests are subject to a manager approval through ADP. In addition, employees should directly communicate vacation dates prior to requesting time off in ADP.

Due to the nature of the business, when requesting more than 2 days or more consecutive PTO days, a Senior Manager approval is required.

## **PTO, SICK & HOLIDAY PAY**

The Company's holiday list will be distributed to all employees at the beginning of each year and posted on the bulletin board. The Company offers a total of eight (8) paid holiday days off - seven (7) predetermined days, as well as one (1) floater holiday that they can select from a list of four (4) options.

In the event that one of these holidays falls on a weekend, the Company will observe the holiday on the Friday preceding or Monday following the actual holiday, depending on the circumstances. Regular full-time employees are paid ten eight (8) time hours for each holiday. Regular part-time employees are paid for holidays based upon the number of straight time hours they are normally scheduled. Temporary and provisional employees are not paid for holidays unless they are specifically requested to work on the designated holiday. For exempt employees, this generally means that there will be no deduction from your usual paycheck on account of a holiday occurring during your pay period. Cedonix does not offer encashment of any holidays.



# BENEFITS, PAID TIME OFF (PTO) & LEAVE OF ABSENCE (LOA)

## **SICK LEAVE**

Cedonix offers unlimited sick time. In the event an employee will be unable to perform work duties for longer than three (3) consecutive work days, a medical note may be required

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

The federal Family & Medical Leave Act of 1993 (FMLA) as amended, requires employers with 50 or more employees to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy. In addition to FMLA leave, you may also be eligible for leave under a similar state law. To find out about the availability of state leave, please contact Human Resources.

Employees are eligible for FMLA leave if they:

- Have worked for the Company for at least 12\* months;
- Have worked at least 1,250 hours for the Company during the 12 calendar months immediately preceding the request for leave; and
- Are employed at a work site that has 50 or more employees within a 75-mile radius.

\*Please note: The 12 months of service need not be consecutive. Employment before a break in service of 7 years or more will not be counted, unless the break in service was caused by the employee's USERRA-covered service obligation, or there was a written agreement that the employer intended to rehire the employee after the break in service.

Employees with any questions about their eligibility for FMLA leave should contact Human Resources for more information.



# BENEFITS, PAID TIME OFF (PTO) & LEAVE OF ABSENCE (LOA)

## LEAVE OF ABSENCE (LOA) - Medical

Generally, leave (both paid and unpaid), is limited to 12 weeks in any 12-month period. Unless required by applicable law, return to the same job is not guaranteed. Employees on paid leave are subject to layoff, shift changes, reassignment, and other changes

Pregnancy, childbirth, or related medical conditions will be treated as any other medical condition and will be eligible for paid time off in the same amount and degree as any other eligible circumstance. Employees eligible for FMLA leave or leave under a state law will be treated the same as any other medical leave, except to the extent that applicable law grants greater rights.

- Leave may be taken in increments.
- Any applicable paid leave will be applied to any leave to which the employee is entitled under the FMLA, the ADA, or state law. Additional unpaid leave will be available in accordance with these laws.
- All medical information will be maintained in confidence.
- Employees absent from work due to illness or disability shall notify their immediate supervisor as soon as possible indicating the nature of the illness or disability and the estimated length of absence. Failure to report may be cause to consider the absence as unauthorized and without pay or job abandonment. It is the responsibility of employees to keep their supervisors informed concerning their recuperation. It is the supervisor's responsibility to stay informed and keep others so informed regarding the employee's progress on the basis of reports from the employee and advice received from the attending physician.
- Upon returning to work following a serious or prolonged illness or injury, the employee will be asked to furnish a written statement from the employee's personal doctor concerning any restrictions and for what period of time.
- This policy will be administered in accordance with all applicable laws, including Title VII of the Civil Rights Act of 1964, as amended, the ADA, the FMLA, the PDA; HIPAA, and state workers' compensation law.



# BENEFITS, PAID TIME OFF (PTO) & LEAVE OF ABSENCE (LOA)

## **LEAVE OF ABSENCE (LOA) – Military/Uniformed Service**

It is the policy of the Company to grant uniformed service leave of absence as required by law and to provide certain benefits to employees granted such leave. Temporary employees are not eligible for this benefit.

### **Long-Term Tour of Duty**

Any employee called to uniformed service duty shall notify supervision immediately and shall be granted a leave of absence from the Company. The leave of absence shall not exceed five years' duration.

### **Short-Term Leave of Absence**

Any employee who is required to report for short periods of uniformed service should submit to the appropriate supervisor a completed form requesting a leave of absence for that purpose. Such leave will be granted.

### **Maternity Leave**

Cedonix employees who work a minimum of forty (40) hours per week and have been employed by Cedonix continuously for twelve (12) months are allowed one (1) month of paid leave after they have given birth to or in conjunction with the adoption of a child. Additional time may be allowed under unusual circumstances and with the permission of your manager.

### **Bereavement Leave**

Cedonix allows up to three (3) days of paid leave for a death in your immediate family. Immediate family is defined as parents, spouse/partner, children, brothers, sisters, mother-in-law, father-in-law, grandparents, and grandchildren.

### **Jury Duty**

Employees will be allowed paid leave (up to one week) to cover jury duty responsibilities. Employees must present a copy of the Jury Summons to their manager or human resources representative to provide documentation for the absences from work. Any additional weeks during which an exempt employee is away from work the entire week shall be unpaid, except to the minimum extent required by applicable state law.



# SEPARATION FROM EMPLOYMENT

## LAYOFF AND RECALLS

There may be occasions when it becomes necessary for management to reduce staff at Cedonix, due to certain business conditions or for other reasons. On such occasions, Cedonix will make decisions on the basis of its business needs related to employee job functions and their performance. Your manager or other Cedonix official will speak to you personally about your employment status as needed.

### Maintaining Benefits

In the absence of applicable state laws, employees on layoff shall be permitted to maintain their health benefits for their total length of service or twelve (12) months, whichever is the lesser amount of time. The employee shall be responsible for submitting the entire premium on a "due date" specified by the employee relations manager.

### Temporary Layoffs

For temporary layoffs (those scheduled to last thirty (30) days or less), seniority shall be the factor in determining which employees shall be retained, providing the employees have clearly demonstrated their ability to perform all phases of the job. In any decrease of the workforce, probationary and temporary employees are the first to be dismissed.

Reinstated Salaried Employees (exempt and nonexempt) will be eligible for coverage on the first day they return to work:

- For benefit purposes, an employee's length of service will be reduced by the length of time the employee was laid off.
- If an employee was paid for earned vacation time when he or she was laid off, the employee will not be eligible for additional vacation time until January of the next calendar year.



# SEPARATION FROM EMPLOYMENT

## RESIGNATION

At-will employees are not subject to an employment contract and may choose to end employment with Cedonix at any time with or without good cause. All employees are requested to submit a notice of resignation in writing to your manager, providing at least two (2) weeks of notice prior to the date you intend your resignation to take effect. This advance notice is a courtesy and will assist the Company in planning for your departure.

In the event that ample notice is provided by the employee, the Company reserves the right to relinquish the employee earlier than the specified end date, due to business needs.

## TERMINATION/ DISMISSAL

As an at-will employee not subject to an employment contract, Cedonix is entitled to terminate your employment at any time and for any reason or for no reason at all, regardless of your work performance or compliance with the rules set forth in this Handbook. In the event of a dismissal/termination, employees will be notified immediately by the Human Resources department, both verbally, and in writing.



# SEPARATION FROM EMPLOYMENT

Upon dismissal/termination, all equipment and Company property must be immediately surrendered to a manager or HR representative. Failure to return Company property will result in a reduction in the final paycheck (for the full amount of value for the missing property), and the withholding of any commissions or bonuses owed. In the event the Company property is worth more than the remaining paycheck, the Company reserves the right to pursue any and all legal/civil options available to receive appropriate restitution.

## **AUTOMATIC DISMISSAL**

The commission of any offense considered serious enough by Cedonix's executive management, without limitation to those outlined below, will, except in extraordinary circumstances in the sole discretion of Cedonix executive management, be followed by the immediate dismissal of that employee:

- Making false statements or omitting pertinent facts on an employment application or in an employment interview
- Threatening, assaulting, fighting with, or harassing another employee or anyone else encountered during the course of business
- Stealing or deliberately damaging Cedonix's or other employees' property
- Disclosing or selling Cedonix confidential information or trade secrets
- Possessing a weapon at work



# SEPARATION FROM EMPLOYMENT

- Reporting to work under the influence of alcohol, narcotics, or other drugs, unless the drug was prescribed for the employee by a physician
- Falsifying or destroying Cedonix documents or computer files
- Conviction of a felony offense and/or imprisonment
- Taking unauthorized leave or failing to show up at work for more than three (3) consecutive days without notifying a manager
- In the case of salespersons: Making false claims about the product or sell unauthorized products on Cedonix time.

Civil and/or criminal penalties may also apply.

## **RETURN OF COMPANY PROPERTY**

Any employee who terminates his or her employment or is terminated by Cedonix shall return all files of any kind, keys, laptops, access cards, tools, and any other materials whatsoever that is the property of Cedonix within 48 business hours of such termination.

Unless otherwise prohibited by applicable state or federal law, final settlement of your pay will not be made until all property owned by Cedonix is returned in satisfactory condition. The cost of replacing any items not returned will be deducted from your final paycheck, or, if this is not possible, due to legal restrictions or otherwise, legal action may be taken to recover any property or monies due to Cedonix.





# ARBITRATION

Any controversy or claim arising out of or relating to the employment relationship created between the employer (Cedonix) and employee (you), including all topics covered in this Employee Handbook, and the interpretation of this Handbook, or any alleged breach of it, shall be settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association, with such arbitration to take place in the County of Monmouth, State of New Jersey with an agreed upon arbitrator.

If the parties cannot agree on an arbitrator, a court of competent jurisdiction shall appoint an arbitrator at the request of either Party. Although the parties shall initially bear the cost of arbitration equally to the extent permitted by applicable law, the prevailing party, if any, as determined by the arbitrator at the request of the parties which is hereby deemed made, shall be entitled to reimbursement for its share of costs and reasonable attorneys' fees, as well as interest at the statutory rate. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The determination of the arbitrator in such proceeding shall be final, binding, and non-appealable.

This Handbook shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of New Jersey.

Please refer to the separate Dispute Resolution Agreement for additional information and stipulations regarding employee-employer dispute resolution guidelines and provisions.



# HANDBOOK MANAGEMENT AND ADMINISTRATION

Any questions with respect to any of the provisions of this Employee Handbook should be addressed to your immediate manager or Cedonix human resources representative.



# CEDONIX HANDBOOK ACKNOWLEDGEMENT FORM

This Employee Handbook has been prepared for your understanding of the policies, practices, and benefits of Cedonix; it is important to read this entire Handbook. We reserve the right to make changes at any time without notice and to interpret these policies and procedures at the discretion of Cedonix. This Employee Handbook supersedes all prior handbooks and previously-issued policies.

After you finish reading this Employee Handbook, please sign, date, and return this Acknowledgement Form and the acknowledgement on the cover page within seven (7) days of your receiving this Employee Handbook to read.

By signing below, you acknowledge that you have read and understood the policies outlined in this Employee Handbook. You agree to comply with the policies contained in this Handbook and to read and understand any revisions to it and be bound by them. You understand this Handbook is intended only as a general reference and is not intended to cover every situation that may arise during your employment. This Handbook is not a full statement of Cedonix policy. Any questions regarding this Handbook can be discussed with your manager or human resources representative.



# CEDONIX HANDBOOK ACKNOWLEDGEMENT FORM

You acknowledge that this Handbook is not intended to create, nor shall be construed as creating, any express or implied contract of employment for a definite or specific period of time between you and Cedonix or to otherwise create express or implied legally enforceable contractual obligations on the part of Cedonix concerning any terms, conditions, or privileges of employment. If you are subject to a written employment agreement, and any terms of that agreement conflict with this Handbook, your employment agreement shall control.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TO BE FILED IN EMPLOYEE'S PERSONNEL FOLDER**



# EMPLOYEE CONTACT FORM

First Name, MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number (cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Emergency Contact #1: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency Contact #3: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**TO BE FILED IN EMPLOYEE'S PERSONNEL FOLDER**