



EMPLOYEE HANDBOOK

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Dear Employee,

We are sincerely pleased and proud that you have decided to join us at ENPOINTE. As an employee, you play an important part in the operation and success of the company's business: serving our customers by efficiently producing high quality products.

This handbook has been prepared so that you may be better informed about policies, procedures, benefits and other issues concerning your employment here. We appreciate the service of those of you who have been with us for some time and welcome our new employees.

To a very large extent, we have operated on the principles in this handbook for a long time. Our working conditions and some things about our jobs have changed over the years, as our company has grown and as things have changed in our industry. These facts have necessitated changes in company policies and practices from time to time. This manual contains information that will insure the smooth operations of our company and your well-being as an employee here. *This company reserves the right to delete, amend, or modify these policies and practices as the need dictate.*

From time to time, some of the policies included in this booklet may be changed. When such changes have been properly determined, they will be brought to your attention through written communications, bulletin board announcements, Paycor or the Intranet. Our bulletin boards, Paycor and Intranet are also used to communicate other matters of importance. All employees are expected to be familiar with and abide by the policies in this manual, administer these policies fairly and consistently and enforce them when necessary. If you have questions about anything presented here, please see your supervisor for clarification and/or explanation.

Again, we are proud to have you as a fellow employee and wish you success in your job.

Gary Garner
Chairman

ABOUT THIS HANDBOOK

This handbook is intended to provide you with a general understanding of our personnel policies and to answer frequently asked questions. Of course, an employee handbook cannot address every problem or situation, so if you have a question about the policies or how to handle a particular situation, you should talk to your manager or Human Resources. The policies in this handbook replace and supersede all previous policies and handbooks.

This Handbook is not a contract. It does not guarantee any person continued employment. All employees of ENPOINTE are employed at-will. This means that you have the right to terminate your employment whenever you choose, for any reason or no reason. Similarly, ENPOINTE has the same right to terminate your employment whenever it chooses, for any reason or no reason. This also means that job title, duties, and responsibilities, compensation, benefits and other employment terms are subject to change at the discretion of ENPOINTE.

The Company has the right to change, eliminate, or depart from any policy contained in this Handbook, except changes to an employee's at-will status may only be made in a separate writing, signed by the President/CEO or his/her designee. Oral promises of continued employment or other terms and conditions of employment will not be binding upon the company.

POLICIES

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

It always has been and continues to be ENPOINTE policy to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, familial status, amnesty, military status or status as a cover veteran in accordance with applicable federal, state and local laws. ENPOINTE complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

MANAGEMENT RIGHTS CLAUSE

ENPOINTE, as with any other business, must retain the right to manage its business. These rights include the right to decide all matters in the conduct of the business and direction of the work force. The company will not use these rights for the purpose of discriminating against any employee.

CODE OF CONDUCT / ANTI-CORRUPTION

By accepting employment with ENPOINTE, you have a responsibility to the company and your co-workers to observe the highest standards of professionalism at all times and to be sensitive to situations which are or might appear to be unethical, illegal, or otherwise improper. This not only involves sincere respect for the rights and feelings of others but also demands that you refrain from any behavior that might be harmful to you, your co-workers and/or ENPOINTE, or that might be viewed unfavorably by customers or the public at large.

This includes bribery or corrupt conduct, Bribery or engaging in corrupt conduct is never an acceptable business practice and is not tolerated by ENPOINTE. ENPOINTE will compete lawfully and ethically in the marketplace and expects every employee to conduct all ENPOINTE business with integrity.

WORK HOURS

The standard workweek at ENPOINTE varies with department, shift, and position. A lunch or dinner break taken while working ("on the fly") is paid. Lunch or dinner breaks taken away from production are unpaid and you must punch out. No predetermined time will be established for this break, it is expected that employees will pick a natural breaking point in production to eat lunch or dinner. Every effort should be made on the two person machines to split the lunch or dinner break in order to keep machines running.

All employees are encouraged to take a lunch or dinner break during their shift.

Restroom breaks are taken as needed and are paid. Breaks should not disrupt production. Managers must evaluate if production output is adversely affected by individual employee break practices.

OVERTIME

All employees will be expected to work a reasonable amount of overtime. Typically, employees selected will be those who would normally do the work. In an effort to make the selection as fair as possible some departments use a rotating extra shift system. The schedule is posted in advance.

Non-exempt (hourly) employees earn overtime compensation for each hour worked in excess of 40 per week. Paid Holiday time will count as hours worked when calculating overtime. The overtime rate will be at time and one half. All overtime must be pre-authorized by your manager.

TIME RECORDS

Production employees are paid on an hourly basis; hours worked will be determined directly from the computerized time sheet (end of shift report).

Each employee will keep his/her own daily work record. Under no circumstances should an employee make an entry for another employee. Any employee punching the timecard or recording in the name of another employee will be subject to immediate dismissal, as will employees requesting that another employee punch them in or out. All overtime must be pre-authorized by your department manager.

Each employee is responsible for using the computerized data collection system for punching out and in for lunch, personal business or leaving the building for anything that is not directly work related. Hand entries on end of shift reports are unacceptable for payroll purposes without the initialed approval of your manager.

No employee shall punch in prior to six minutes before the beginning of the employee's shift. Timecards must be noted and authorized by the department manager for any deviations from normal starting time.

In the event of a power outage or computer system failure employees must make a written record of production activities. Such written records (include start and stop times) must be signed by your Department Manager.

PAY PERIODS

Each pay period consists of two weeks with payday being the Thursday following the end of the pay period. The workweek is a fixed duration of seven consecutive days beginning at 12:00 am on Sunday and ending 11:59 pm on Saturday.

If a payday falls on a holiday, payday will be the following day.

Direct Deposit is offered. Information and authorization agreement forms are available from the Payroll/HR Department and on the intranet.

ATTENDANCE

Each employee is vital to the smooth flow of work, activity and production at ENPOINTE. Because of this ENPOINTE is counting on you to come to work regularly and on time. The absence of even one employee can put extra demands on an entire department or work group. Contact your Manager/Lead at least one hour before you are scheduled to work if you will be absent or late due to an illness or emergency.

When illness prevents you from working, you are to maintain daily contact with your manager. For all absences of 3 days or more, you will be required to provide a fitness for duty certificate before returning to work.

You must obtain a time off slip and fill it out for every absence. If you neglect to do this, your absence will be considered unexcused. Absenteeism, including late arrival and leaving early, that is unexcused or excessive in the judgement of ENPOINTE is grounds for disciplinary action, up to and including termination. An employee who is absent for three (3) consecutive working days without notifying the company shall be considered to have voluntarily terminated your employment.

PHOTOS

ENPOINTE may from time-to-time take photographs at the workplace and at work-related events that may picture employees. You understand and agree that ENPOINTE may post these photographs, which may include a picture of you, on the ENPOINTE social media pages and website. If you would prefer not to have a picture of you included on our social media pages or website, please contact Human Resources.

CELL PHONE AND MOBILE DEVICE POLICY

In the interest of safety and productivity, cell phone/mobile device use is restricted to talk and text only (no videos or music). This usage must be kept to a minimum while in ENPOINTE manufacturing and warehouse areas, and while operating any equipment. These areas are defined as any location where material processing or storage occurs.

Employees must not use these devices while operating forklifts, clamp trucks or electronic pallet jacks or when performing any tasks which require their full attention.

Employees in our office areas may use their mobile devices to listen to music but must not interfere with their own productivity or the work of others and must not disrupt the work environment.

Employees must follow all laws regarding mobile device usage while driving personal or company vehicles for company business.

This policy helps ENPOINTE maintain a safe and productive working environment for all employees and our visitors.

RADIOS

Radios are permitted in the office areas.

HEADSETS AND EARBUDS

Employees are not allowed to have headset or earbuds while operating machines. This includes forklifts and pallet jacks.

SEVERE WEATHER

Days missed due to storms, floods, or other natural disasters will not be paid. At the employee's discretion, any unused PTO may be used.

PERSONNEL FILES

Employee files are maintained by Human Resources and are considered confidential. The personnel file contains information you supplied at your time of hire, changes in your personal status and a record of your work performance. It is important to always keep the information in your personnel file up to date. Therefore, we ask that you keep the Human Resource department informed of changes in your work status or changes in personal status such as marriage, divorce, death of a spouse, change of address or telephone number, number of dependents, beneficiary information, educational/training courses completed, etc.

In the state of Minnesota, employees have various legal rights and remedies related to the contents of their personnel files; these rights extend to you and include:

- The opportunity to review the contents of your personnel file, upon written request to Human Resources, once every six months as an active employee and once each year after termination of your employment for as long as the record(s) are maintained.
- The opportunity to receive a copy of the contents of your personnel file, upon written request to Human Resources and upon receipt of a written request. Human Resources will comply within seven working days.
- The opportunity for you to dispute information that is contained in your file and request that the information be removed. If we do not agree with your request to have the information removed, you have the opportunity to include a statement that outlines your position.

Under this law, ENPOINTE may not:

- Use information from your personnel file that was intentionally omitted during your review in a civil or administrative proceeding.
- Retaliate against you for exercising your rights with respect to your personnel file.

The Minnesota Department of Labor and Industry enforces this law. If it is determined that the company has not acted in good faith in complying with the provisions of this law, various remedies for violations and retaliation may be available to you.

If you have any questions about this law or would like to request a review of your personnel file, please contact Human Resources.

LOCKER INSPECTIONS

Company lockers, which have been installed for the convenience of employees, are subject to inspection at any time at the discretion of management. These lockers are the property of ENPOINTE. Do not keep valuables in your employee locker. ENPOINTE is not responsible for the loss of any personal item from lockers.

HOUSECLEANING / WORK AREAS

Good housekeeping is a safety measure; a clean plant is a safe plant. See that your workplace is clean and orderly. Keep aisles clear, and do not block exits. Stack materials in an orderly and safe manner. Employees will be judged by the way their work area is maintained and their good housekeeping practices of cleaning up after each job. Housekeeping (whether good or bad) creates a lasting impression to company visitors. Our daily visitors include: customers, prospective customers, suppliers and representatives of other business concerns. The courteous reception they receive from employees and neat appearance of the office or plant greatly influences the impressions and opinions they form. Neat, orderly work areas are necessary for the efficient operations of your department. Employees are responsible for the day to day appearance of their area.

Signs, pictures, any objects, etc. are not permitted to be attached to walls or any company property unless approved by management.

OFF-DUTY EMPLOYEES

Employees are discouraged from entering the plant or remaining on the company premises unless they are on duty or scheduled for work. Exceptions will be allowed for the purpose of attending to company business in the Administrative and Managers offices. Picking up pay checks, submitting insurance forms and attending safety meetings are examples of these exceptions.

SOLICITATION/DISTRIBUTION

Solicitation and distribution by employees during working time which in any way interferes with work is prohibited. Distribution of literature in working areas is always prohibited. Working time, for the purpose of this rule, is defined as those periods during the day which are designed for the performance of assigned job tasks by employees. No notices, signs or writing of any kind may be posted on or removed from company property. Non-employees shall not enter nor be invited to enter company premises, and they are not allowed to solicit or distribute any materials on company property at any time.

DELIVERY OF COMMUNICATION

Important information which must reach you quickly will be posted on the official bulletin boards, in Paycor and the Intranet. You are urged to check the bulletin boards, Paycor or the Intranet every day. Nothing may be posted on the bulletin boards without the prior approval.

COMPLAINT AND SUGGESTION PROCEDURES

It is the policy of ENPOINTE to ensure that all employees are free to discuss their problems and suggestions with management. Any employee who has a complaint or suggestion concerning his job or any other matter which affects him should take the matter up with his immediate manager or utilize the suggestion box in either building or on the Intranet.

If the complaint or suggestion is taken to the immediate manager and cannot be handled or settled by the immediate manager, then it should be taken to the Human Resources Manager or Vice President. If the matter is still not settled, the Human Resources Manager will arrange for the employee to talk with the President/CEO, who will, in turn, listen to the suggestions or complaint and attempt to work out a satisfactory solution.

At any stage of the complaint procedure, the employee is free to discuss the matter directly with the Human Resources Manager, Vice Presidents or President/CEO who will listen to the problem, counsel with the employee and, if necessary refer them to anyone who can best take action on the complaint or suggestion involved.

The employee need not go to his immediate Manager -- if the problem is an unusual one, they can choose to take up with the Human Resources Manager, a Vice President, CFO or President/CEO without first going to his immediate Manager.

The Company hopes that both the employee and the management team will utilize this complaint and suggestion procedure as a vehicle by which a better understanding will be accomplished between management and the employee.

We are convinced that problems are minimized by maintaining and utilizing open lines of communication. We are also convinced that problems are best resolved at a personal level and on an individual basis in an atmosphere of fairness and mutual trust. We are strongly committed to maintaining that atmosphere.

NEPOTISM

A member of an employee's immediate family will be considered for full time employment by ENPOINTE if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the ongoing employment would:

- Create either a direct or indirect supervisor/subordinate relationship with a family member.
- Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" includes: spouse, brother, sister, parents, children, step-children, parents-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.

Employees who marry or become members of the same household may continue employment as long as there is not:

- A direct or indirect supervisor/subordinate relationship between the employees.
- An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur as a result of hiring, promotion or employees becoming members of the same household after hiring, ENPOINTE will attempt to find a suitable position within the company to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. A period of 90 days is considered adequate time to accomplish accommodations, transfers or resignations.

Conflict of interest, such as immediate family members working as peers within the same department shall be evaluated on a case by case basis at the discretion of management.

WAGES/PERFORMANCE APPRAISALS

It is the policy of ENPOINTE that the job performance of each employee should be evaluated periodically by the employee's manager.

Managers will complete performance appraisals upon the following occasions:

- At the end of the first three months of employment
- Annually
- Ninety days after an employee is transferred or promoted to a new job.

Wage increases are based on performance and budget considerations. Increases are normally effective on the beginning of the pay period nearest your performance appraisal date. Wage increases are discretionary.

EMPLOYEE REFERRAL PROGRAM POLICY

Purpose

The purpose of the Employee Referral Program (ERP) is to take advantage of the number one source of new hires for ENPOINTE: referrals from current employees. Good employees know other good employees. We want to create a process that will encourage all of us to act as talent ambassadors for ENPOINTE. This program is designed to help source top talent, build diversity, find talented candidates, decrease cost per hire, and decrease turnover.

To encourage employees to refer new talent for positions within ENPOINTE, the referring employee will receive a monetary award of a minimum of \$1,500 for all referrals; less applicable taxes. The award will be paid in two installments after the referred candidate is hired and has started as a full-time employee of the Company: (1) 50% of the award will be paid after the referred candidate has completed 90 days of continuous employment with the Company; and (2) 50% of the award will be paid after the referred candidate has completed 6 months of continuous employment with the Company.

Scope

This program is available to all ENPOINTE full-time and active employees. This revision dated August 1, 2023 is effective as of August 1, 2023. All referrals made prior to August 1, 2023, will be governed by the prior revision of the Employee Referral Program in place at the time the referral was made.

General

Eligibility:

- Active full- and part-time employees at the time of referral and award payment date

Who is not eligible?

- Executive and Senior Leadership team members
- Employees whose job functions include recruiting or Human Resources

Supervisors and managers responsible for managing the position

- Employees on leave of any type
- Interns, temps, vendors, contractors, or consultants

Candidate (Referral)

Candidate must be:

- Submitted through the ERP process by an eligible ENPOINTE employee for a specific job opening, and hired within 12 months of ERP submission

The following candidates are not eligible:

- Individuals with an active resume/profile on ENPOINTE's Applicant Tracking System in the 12 months prior to ERP submission
- Interns, vendors, contractors, or consultants who are currently employed by ENPOINTE or have been employed by ENPOINTE in the past 12 months (unless referred as an intern and converted to full time)
- Former ENPOINTE employees who were terminated for cause or separated from employment due to a divestiture and subject to employment terms in the divestiture agreement

Award for Successful Hire:

- The employee who made the referral and the employee referred must be active at the time of the award payments

- The bonus payout is based on the Referral Program during the month in which the referred candidate's referral form was received by an HR Representative

All payments will be processed through payroll and are subject to withholding taxes.

If the candidate is hired into a position other than the one he or she was referred for, the referring employee will still receive the applicable award, less applicable taxes.

Procedure

Before referring a candidate, employees should consider his or her:

- Work experience
- Educational background
- Employment record
- Experience in position being referred to
- Possible fit for position and ENPOINTE's culture

Employees must follow the referral process in order to be eligible for the referral award:

- Complete a form and return it, along with a copy of the prospective candidate's resume (if available) to the Human Resources department
- HR will confirm receipt and notify the employee if the referred candidate is selected, offered a position, starts with the company and the dates when their award will be paid

Only one referral award can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one awarded if the candidate is hired.

Employees must not make commitments or oral promises of employment to the person whom they refer.

Any disputes or interpretations of the program will be handled through Human Resources.

All information regarding the hiring decision will remain strictly confidential.

Responsibilities

Each employee is responsible for accurate and timely information regarding their referral.

Human Resources will interpret and ensure consistent application of this procedure.

PROMOTIONS AND TRANSFERS

Operating a successful business requires having qualified dedicated employees. As new opportunities become available within ENPOINTE, it is our intention to give consideration to current employees whenever possible.

Job openings within a department may be automatically filled by other department personnel. Some positions may not be posted under these circumstances. Most positions are posted on the Intranet. External candidates may be considered along with internal candidates to ensure that the best-qualified persons are selected for the open positions. Interested employees should contact the Human Resources Manager.

An employee's basic eligibility for promotion or transfer will be determined by the requirements of the new job. In addition, the employee must have a satisfactory performance and no adverse disciplinary actions in the last 6 months.

SALES EFFORTS BY EMPLOYEES

Occasionally, an employee will have a chance to assist our sales force in developing business relationships with new clients. We encourage the employee to use whatever influence possible to develop these relationships and assist our sales force to get new business. If the employee comes upon a situation like this, it will be handled as follows:

If an employee secures a project for the company, they will be reimbursed for all reasonable expenses incurred to secure the initial sale. In addition, when the invoice is paid, they will receive a one-time "Finder's Fee" equal to 5% of the net sale. When the initial order is secured, the account will be assigned by rotation to a salesperson for further development. There will be a 2% fee paid to the employee on business developed after the initial order for a one-year period.

Payment of the "Finder's Fee" to the employee will be made only when invoice has been paid in full.* If you have any questions regarding this matter, see Accounting.

**If invoice is paid after 90 days, "Finder Fee" is lost.*

IN GENERAL

The company expects all its employees to observe common sense rules of honesty, good conduct and fair play and to adhere to generally accepted customs of good taste in their relations with each other. Employees are expected and required to conduct themselves in a manner on and off the job that will bring credit to their company. Employees may not engage in conduct that would affect adversely fellow employees or the company.

The following are some of the rules which govern employee conduct at this plant. The purpose of these rules is not to restrict the right and privileges of individuals, but rather to define and maintain the rights of all. These rules are a fair way to protect everyone, and the company will insure that these rules will be enforced fairly and equally with regard to all employees. It is not intended that the following list of rules be all-inclusive. The list merely suggests areas which would be considered misconduct and provide the basis for disciplinary action. Disciplinary action will range from verbal warning to discharge in deciding what action will be taken, the company will, among other things, consider the seriousness and/or frequency of the infraction.

DISCIPLINARY GUIDELINES

It is the policy of ENPOINTE to comply fully with OSHA requirements and applicable state and local health and safety regulations while placing as few restraints and restrictions on personal conduct as possible. However, the company believes that it is the true obligation of employees to maintain, as a condition of employment, the common sense rules of conduct and safe working habits. Since employees who do not do so may impair the operations of the company and cause discomfort to other employees, the company reserves the right to discipline, including discharge, employees who do not abide by them.

When an employee violates a company policy, safety rule or standard operating procedure, disciplinary action can be taken. The disciplinary policy is a guideline and may include one or more of the following:

1. *Oral Reprimand* - at this point, the employee will be given a verbal warning as to what he or she did and why management will not tolerate it.
2. *Written Reprimand* - the employee will be given written notice that it is a repeated offense and the behavior must discontinue. The written reprimand will be placed in the employee's file.
3. *Suspension* - the employee will receive his or her final written warning and will be dismissed for three days without pay. Suspensions will be recorded in the employee's file.
4. *Dismissal*.

Every employee should also be aware that some infractions of the safety and work rules (i.e., fighting, stealing, insubordination, etc.) will automatically be subject to #3 or #4 in the disciplinary action at management's discretion. The level of discipline used, such as dismissal, will be determined by the severity of the violation management's discretion. Management reserves the right to grant a lesser penalty or clemency for any specific case or violation, and such prerogative does not imply the cancellation of a rule but is to be interpreted as recognition of an unusual or specific circumstance.

ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

ENPOINTE is committed to a professional work environment in which all individuals are treated with respect and dignity. ENPOINTE expressly prohibits any form of harassment, including sexual discrimination or harassment and discrimination or harassment based on race, color, creed, religion, national origin, sex, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, age, genetic information, or other status protected by applicable law. Improper interference with the ability of ENPOINTE employees to perform their expected job duties is absolutely not tolerated. ENPOINTE expect that all relationships among employees will be business-like and free of bias, prejudice, and harassment. As such, this policy may be interpreted to prohibit inappropriate conduct more broadly than what the law defines as harassment.

Definitions of Sexual Harassment and Harassment:

- Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of a protected status, and that (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Individuals and Conduct Covered:

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not an employee of ENPOINTE but who is indirectly connected to ENPOINTE (e.g., an outside vendor, consultant, volunteer, or customer).

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

Reporting Harassment:

When possible, ENPOINTE encourages individuals who believe they are experiencing or witnessing harassment in violation of this policy to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. However, ENPOINTE recognizes that an individual may not be comfortable taking this step, and employees may raise a complaint regarding harassment as described below without first confronting the offender.

If you believe you have experienced or witnessed harassment in violation of this policy, you should immediately report this to your manager or the Human Resources Manager. While there is no fixed timeframe for reporting, ENPOINTE wishes to promptly remedy any harassment in the workplace, and it cannot do so if it does not know about the harassing behavior. Therefore, employees are strongly encouraged to report potential harassment as soon as possible.

ENPOINTE will promptly investigate all complaints made pursuant to this policy. The course and scope of the investigation will vary depending on the circumstances of each case. ENPOINTE will keep complaints as confidential as possible while still enabling an appropriate investigation. Individuals who are found to have violated the Anti-Harassment and Anti-Discrimination Policy are subject to discipline, up to and including termination of employment.

Non-Retaliation:

ENPOINTE will not permit retaliation against anyone who makes a good faith report of a violation of this policy or who participates in good faith in an investigation under this policy. If you believe that you are experiencing retaliation, you should immediately inform your manager or the Human Resources Manager.

WORKPLACE THREATS AND VIOLENCE

Nothing is more important to ENPOINTE than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on ENPOINTE property will not be tolerated. Violation of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent act on ENPOINTE's property shall be removed from the premises as quickly as safety permits, and shall remain off ENPOINTE's premises pending the outcome of an investigation. ENPOINTE will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All ENPOINTE personnel are responsible for notifying the Human Resources Manager of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on a company controlled site, or is connected to company employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat of threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the Human Resources Manager is not available, the employee should report the threat to their Manager, a Vice President, or the CFO.

All individuals who apply for or obtain a protective or restraining order which lists company locations as being protected areas must provide the Human Resources Manager a copy of the petition and declarations used to seek the order which is granted, and a copy of any protective or restraining order which is made permanent.

ENPOINTE understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

DRESS CODE

Manufacturing

We wish to convey a professional and safety conscious image at ENPOINTE. Therefore, all full-time employees in the manufacturing area will be provided with five (5) ENPOINTE Polo shirts upon hire and

annually thereafter, to wear during scheduled workdays. Regular part-time employees will be provided with two (2) ENPOINTE polo shirts annually and will be expected to wear these when scheduled for work. The manufacturing area includes Press, Finishing, Lettershop, Digital, Distribution, Shipping, and Building Services.

Long or short hemmed trousers styles of your choice may be worn as long as they are clean and in good repair. Sweatpants, spandex, cutoffs, and trunks are not allowed.

Open toed shoes are not allowed in any production areas, manufacturing, or light manufacturing. Office and Sales staff should use caution when wearing open toed shoes while passing through production areas.

Employees in manufacturing are reminded to remove jewelry, tie back long hair and avoid excessively loose-fitting clothing while operating machinery.

Production Management and Light Manufacturing

Employees in these areas are expected to wear shirts with collars or blouses and long trouser styles (includes jean in good repair). Tee shirts, sweatshirts, shorts, sweatpants, spandex, cutoffs or trunks are not allowed. "Light" manufacturing staff (office environment production staff) includes Creative, Premedia, Distribution office staff, Lettershop office staff and DP Programmers, Packaging area, Purchasing and Scheduling. Open toed shoes are not allowed in light manufacturing area.

Office, Sales, Creative and Client Services

Monday through Thursday:

Business Style and Business casual is appropriate. This includes shirts with collars or blouses, clean, pressed slacks, dress pants, ties, dress shoes, sweaters, etc. This does NOT include shorts, sweatshirts, and tee shirts.

Friday

Friday is casual day for the Office, Sales, Creative and Client Services, Production Management and Light Manufacturing employees. Please use reasonable judgment and good taste (tee shirts and sweatshirts in good repair are acceptable). No shorts.

** There may be exceptions to casual Friday as dictated by sales meetings, appointments, and guests.

SANCTION POLICY

Introduction

ENPOINTE has ethical and contractual obligations to ensure the privacy and security of all Confidential Information, including PHI and SPII provided to us by our clients. It is in the best interest of ENPOINTE to address this issue in a proactive manner through implementation of sanction practice standards.

Sanction Categories

ENPOINTE defines categories that define the significance and impact of the privacy or security incident to help guide corrective action and remediation.

Class I Offense

- Accessing, sharing, or copying Confidential Information without authorization
- Sharing your computer access codes (user name & password)
- Leaving your computer unattended while you are accessing Confidential Information

Class II Offense

- Deliberate unauthorized use, tampering or disclosure of Confidential Information without malice or personal gain.

- Failure to comply with an ENPOINTE Privacy Officer resolution or recommendation
- Second offense of any class I offense

Class III Offense

- Deliberate unauthorized use, tampering or disclosure of Confidential Information for malice or personal gain
- Third offense of any class I offense or second offense of any class II offense

Factors That May Modify Application of Sanctions

Sanctions may be modified based on mitigating factors. Factors may reflect greater damage caused by the breach and thus work against the offender and ultimately increase the penalty.

Factors that could increase sanctioning could include:

- Multiple offenses
- Harm to ENPOINTE (reputation loss, expenses incurred) or the breach victim(s)
- High volume of people or data affected
- Hampering the investigation

Factors that could mitigate sanctioning could include:

- Breach occurred as a result of helping a client or under pressure from an individual in a position of authority
- ENPOINTE and breach victim(s) suffered no harm
- Offender voluntarily admitted the breach, showed remorse, and cooperated with the investigation
- Employee was inadequately trained

Sanction Process

Class I offenses can include, but are not limited to:

- Verbal reprimand
- Written reprimand in employee's personnel file
- Retraining on Security Awareness Training, Company's Privacy Policy, or department processes

Class II offenses can include, but are not limited to:

- Written reprimand in employee's personnel file
- Retraining on Security Awareness Training, Company's Privacy Policy, or department processes
- Suspension of employee (minimum of one (1) day, maximum of three (3) days)

Class III offenses can include, but are not limited to:

- Termination of employment
- Civil and criminal penalties as provided under HIPAA or other applicable Federal/State/Local law

TIME AWAY FROM WORK

HOLIDAYS

The major holidays celebrated are:

- New Years Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Labor Day
- Christmas Day

In addition to the named holidays above, eligible employees will receive two (2) Floating holidays per calendar year.

Eligible employees are compensated for 8 holidays at 8 hours each for a total of 64 hours of holiday pay annually. New full-time employees are eligible for holiday pay on the first day of employment.

Full-time hourly employees will have holiday hours put into a "Holiday Bank". This Holiday balance will print on your paycheck. If a Holiday falls on an employee's regularly scheduled workday, the employee would receive their number of hours (8, 10 or 12 according to the number of hours on their scheduled shift) for that day. If the Holiday falls on a non-scheduled workday, the employee would not receive Holiday pay from their Holiday Bank. Employees cannot request to be paid for Holidays in which they are not regularly scheduled to work. If an employee's Holiday Bank is zero and another Holiday lands on a scheduled workday, they would be able to use PTO time or make up the hours (when work is available). At the end of the year, any balance remaining will be paid to the employee in a separate check. If an employee leaves the company, the payroll department will reconcile their Holiday Bank balance and make any necessary adjustment on the employee's last check.

To be eligible for pay on the above holidays, an employee must be present for work on their regularly scheduled day immediately before and after the holiday, unless prior arrangements have been made with Management. The only exception will be an illness with a doctor's slip or a death in the immediate family.

All salaried employees will receive Holiday pay for the day in which the holiday is observed.

ENPOINTE recognizes that there may be religious holidays (other than those already designated as holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized leave of absences without pay or personal time off. All requests for time off must be pre-approved.

A holiday schedule, including floating holidays, will be posted at the beginning of each year.

PAID TIME OFF (PTO)

Paid Time Off (PTO) provides employees with a periodic accrual of hours to be used as paid time off for vacation, sick leave, emergencies or for any other personal reason.

- Eligible employee will accrue PTO hours on a bi-weekly schedule (per pay period) based on length of service (original date of full-time status). Credited hours will be rounded out four decimal points.
- New employees will begin accruing PTO hours on the first pay period of employment.
- PTO increases upon tenure date will occur on the pay period following the employee's service anniversary date.
- PTO will be paid at the employee's regular rate of pay and the employee will be paid only for the hours he/she was scheduled to work.
- Employees may use PTO in increments of one hour or more per day, but the sum of PTO and work hours for any day may not exceed the number of hours in a regular workday.
- Should a company holiday fall within a PTO period, the holiday will not count as a PTO day.
- Employees may go into a negative balance of no more the 40 hours for full-time employees. In the case of a negative balance, any leave taken beyond 40 hours will be unpaid leave until the leave balance has been brought out of the negative.
- All PTO is paid at an employee's regular base rate of pay at the time it is taken. This does not include overtime, commissions, incentives, bonuses, or any other special compensation.
- No payments will be made in lieu of taking PTO, except for unused earned PTO in the case of separation. In the event of separation of employment, unused earned PTO balances will be paid in full as long the employee has given a two week notice and have completed one year of service. PTO time may not be used as part of the two-week notice. If employment is terminated and the PTO balance is in the negative, the employee agrees to reimburse the company for the cost of the PTO advanced.

PTO Schedule

Full time employee per pay period (26) accrual awards based on service:

Tenure	Per Pay Period Accrual	Annualized in Days	Annualized in Hours	Max Accrual
0.00-4.99	4.6154	15.00	120.00	120.00
5.00-14.99	6.1538	20.00	160.00	160.00
15.00+	7.6923	25.00	200.00	200.00

Regular Scheduled Part time employees working on a reduced work schedule will accrue PTO hours at a corresponding accrual rate of .034 hours per pay period.

Carry Over of PTO

ENPOINTE encourages employees to use available PTO time. While accrual starts at hire date, and number of hours are based on years of service, ENPOINTE uses the first pay period end in August for purposes of PTO balance carryforward. Each year the first pay period end in August will be communicated to employees at the beginning of the year for planning purposes. If the available PTO time is not used by the date communicated, the maximum amount below can be carried over to the next fiscal year period:

8/2024 – 160 hours

8/2025 – 120 hours

8/26 and thereafter – 80 hours

Requesting Paid Time off:

All PTO requests should be done through Paycor, your manager will review your request and approve it through the Paycor system. Time off scheduling is done through your Department Manager, who will consider your preference as much as possible, but must schedule time off in accordance with work schedules. Due to heavy workloads, it may not be possible to honor all time off requests.

If an employee uses more than three consecutive PTO days for sick leave, he/she will be asked to provide reasonable documentation.

Exceptions to this policy must be approved by the Human Resources Manager or the CFO.

LEAVES OF ABSENCE

FAMILY MEDICAL LEAVE OF ABSENCE (FMLA)

The Family and Medical Leave Act (FMLA) of 1993 provides a means for employees to balance their work and family responsibilities by taking unpaid leave for certain reasons. FMLA is intended to promote the stability and economic security of families as well as the nation's interest in preserving the integrity of families. It is the policy of this company to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the FMLA.

ELIGIBILITY

Employees will be immediately eligible for up to 12 weeks of (unpaid) leave upon hire date.

BASIC PROVISIONS

The FMLA requires ENPOINTE to provide up to 12 weeks of job protected, unpaid leave during any 12-month period for:

- The birth and care of a child
- Placement for adoption or foster care of a child with the employee
- Care of the employee's own serious health condition if it renders the employee unable to perform the functions of his or her job
- Care of an immediate family member (child, parent or spouse) who has a serious health condition

DURATION

1. FMLA time that an eligible employee is entitled to cannot exceed 480 hours in "any 12 month period."
2. Once granted FMLA leave, employees will be required to use any PTO time currently available to them, except 40 hours, prior to going on unpaid status.
3. The twelve-month period is a "rolling window" measured from the current date, backward for 12 months.
4. It is not a calendar year.

APPLICATION AND APPROVAL

If the reason for FMLA is foreseeable, you must give 30 days notice. If the need for leave is unexpected, you must notify ENPOINTE as soon as possible and, in no event, no more than two days after knowing of the need for leave. Notice to ENPOINTE is accomplished by completing a FMLA request form which is available in the HR Department or on the intranet. If the reason for leave involves a serious health condition, you will be given a certification of Health Care Provider form that must be completed by your physician and returned to HR within 15 calendar days.

MEDICAL CERTIFICATION

Medical certification will be required from a health care provider confirming an employee's serious health condition or the illness of a family member necessitating a leave. Certification of Health Care Provider must be returned to Human Resources within 15 calendar days. If certification is deliberately not provided, the leave may not be job-protected under FMLA. If ENPOINTE has reason to doubt the validity of the certification, the company can require that a second opinion be obtained from a company-designated physician, at the company's expense.

Application and/or medical certification forms can be obtained from the HR Department.

BENEFITS

FMLA is usually unpaid, but you must use earned but unused PTO pay during the absence. Employees who qualify for short term disability (STD), long term disability (LTD) or both will receive pay in accordance with the terms of the plan. Employees who qualify for worker's compensation benefits will receive pay continuation according to the requirements of state law and our insurance plan.

Employee's health and dental plan insurance coverage will be maintained during the leave under the same conditions as if the employee had continued to work. This means that the employee must continue to pay the portion he or she normally pays toward the premium or risk cancellation of health and dental benefits during the leave. If you are on a paid leave, the premiums will be deducted from your pay as usual. If some or all of your leave will be without pay, information on how and when to make premium payments will be provided to you at the beginning of the leave. If necessary, you will be allowed to discontinue coverage and be reinstated to the plan, if you return to work on or before expiration of the FMLA leave. Benefits such as PTO time do not accrue during a FMLA leave. An employee on FMLA leave is not eligible for holiday pay during a FMLA leave.

SUBSTITUTING PAID LEAVE FOR UNPAID LEAVE

Federal FMLA leave is unpaid. The Company requires you to substitute all unused accrued Paid Time Off (PTO) except 40 hours. You may also choose to substitute additional PTO.

When you substitute PTO, the absence will be counted against your entitlement to FMLA leave under this policy and will not extend your leave. In other words, you are using your paid time off concurrently with your FMLA leave.

You may be paid for all or part of a medical leave to the extent you are eligible for benefits such as short-term disability. An employee is not required to substitute paid time off for an absence covered under a disability benefit plan.

RETURN TO WORK

You should notify Human Resources of your intent to return to work, two weeks prior to the anticipated date of return, or of any medically necessary changes in the date of return. If the leave was due to your serious health condition, we will require a "fitness for duty" certification from your health care provider, verifying your ability to return to work, with or without restrictions. If you return to work on or before the expiration of available FMLA leave, you will normally be returned to your former position or an equivalent job.

FAILURE TO RETURN

Employees who do not return prior to the expiration of FMLA leave; there is no guarantee of reinstatement. An absence for FMLA leave is not an “occurrence” for purposes of our attendance policy. If you are medically released to return to work and fail to either report to work or call in with a satisfactory explanation, the company will treat this as a voluntary resignation.

SERVICE MEMBER FAMILY AND MEDICAL LEAVE POLICY

The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces (“Servicemember FMLA”). This policy supplements our FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's right and obligation to Servicemember FMLA Leave are governed by our existing FMLA policy.

EMPLOYEE ENTITLEMENT TO SERVICEMEMBER FMLA

Leave Entitlement

Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

- A “qualifying exigency” arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

Duration of Servicemember FMLA

- When leave is due to a “Qualifying Exigency”: An eligible employee may take up to 12 workweeks of leave during any 12-month period.
- When Leave is to care for an Injured or Ill Servicemember: An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
- Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

If you have any questions regarding servicemember FMLA leave, please contact Human Resources.

PERSONAL LEAVE OF ABSENCE

There may be a rare occasion when an employee is faced with an emergency or special circumstance and needs to take an unpaid personal leave of absence. The employee's Department Manager in conjunction with the Human Resources Manager may grant a personal leave of absence without pay. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration length of service, work record, staffing needs and reason and length of the leave. To qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least 90 days of full-time service at the time of the request.

Employees may apply for a personal leave of absence by submitting a request for Leave of Absence Form (HR073) to their Department Manager at least 30 days prior to the start date of the leave requested. If the leave is due to an emergency, the 30 day requirement may be waived by Human Resources.

Generally, a personal leave of absence shall not exceed three (3) calendar weeks. A longer personal leave of absence may be granted only under extreme circumstances. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntary termination of employment.

Unless required by applicable law, employees will not accrue additional paid time off while on an unpaid leave of absence and will not be eligible for holiday pay while on leave.

If an employee is granted and takes a personal leave of absence, his/her other benefits may be affected. The Company cannot guarantee employees their original position or an equivalent position will be available when they return.

JURY DUTY

If you have completed 90 days of employment and are called to service as a juror, the company will reimburse you for the difference between the jury pay you receive, and the amount of straight-time pay for an eight-hour day. This benefit is limited to ten (10) working days per calendar year.

Employees must notify their manager by turning in a copy of the summons notice as soon as possible after receiving it. During the week(s) of actual jury duty, the employee will be assigned to work a special jury duty shift (8:00 a.m.-4:00 p.m.) regardless of their normal day/night shift. If on any day you are not required to report or can complete at least two (2) hours of your new jury shift, you are required to report to work.

Any hours credited while away from jury duty will not be considered hours worked when computing overtime for that work week.

BEREAVEMENT

All regular full-time employees may request up to three days** off from regularly scheduled duty with regular pay in the event of the death of the employee's family member***.

The intent of this leave is to allow the employee to attend the funeral or make funeral arrangements. The Company may require verification of the need for the leave.

The Company understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor for additional days off in the instance of the death of a family member.

Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements or an employee may, with their supervisor's approval, use any PTO for additional paid time.

Bereavement hours do not count as hours worked in the calculation of weekly overtime.

** A day/week is equal to your "typical" working day/week.

***The meaning of "family member" is extensive. It includes an employee's:

- Child, foster child, adult child, legal ward, child for whom the employee is the legal guardian or in loco parentis.
- Spouse or registered domestic partner.
- Sibling, stepsibling, or foster sibling.

- Biological, adoptive, or foster parent, stepparent, or person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparent or step grandparent.
- Sibling's child.
- Parent's sibling.
- Child-in-law or sibling-in-law.
- Family members of a spouse or registered partner.
- Other individuals related by blood or whose close association with the employee is equivalent to a family relationship.

MILITARY LEAVE FOR RESERVISTS AND NATIONAL GUARDS

Any employee who enters the military service will be granted re-employment rights as specified under the provisions of the law. This leave will be without pay. The employee may use remaining PTO for this period.

HEALTH AND SAFETY

EMPLOYEE SAFETY

ENPOINTE is committed to providing a safe place of employment for each employee, maintaining a safe place requires the cooperation of each person at ENPOINTE. Therefore, if you identify a safety hazard, it is your responsibility to notify your manager/lead immediately. All employees are expected to follow the established safety rules and safe work practices. Failure to follow and obey all safety rules will not be tolerated, and is grounds for disciplinary action.

ENPOINTE has an AWAIR program. A copy is available to you through the ENPOINTE intranet system.

If a medical emergency arises, please summon your manager/lead. If necessary, also call the medical emergency number (911) immediately.

INJURY REPORTING

If you are injured on the job, you must notify your manager. All injuries, no matter how serious, must be reported within 24 hours. Any employee who does not report an accident may be subject to disciplinary action.

WORKER'S COMPENSATION INSURANCE

ENPOINTE carries Worker's Compensation Insurance for your protection in case of an accident or injury occurs to you while on the job. You are automatically covered by this insurance as soon as you are hired. Premiums for this insurance are paid entirely by ENPOINTE and are not deducted for your paycheck.

DRUG AND ALCOHOL POLICY

ENPOINTE is committed to maintaining healthy, safe, and productive working conditions for all its Employees, Customers, and Suppliers. ENPOINTE realizes the misuse of drugs and alcohol impairs employee health and productivity. ENPOINTE is committed to maintaining an environment free of unauthorized drug and alcohol use.

As a responsible employer ENPOINTE has recognized the need to take measures to address the issue of drugs and alcohol in the workplace and as such, the ENPOINTE Drug and Alcohol Policy has been introduced to protect the health and safety of employees.

ENPOINTE prohibits reporting for work, working or attempting to work while under the influence of alcohol and/or drugs including prescription drugs, except when under and in accordance with a Doctor's direction and when such use will not affect the Employee's ability to perform their duties safely. Employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs, including marijuana, or alcohol, or both.

ENPOINTE prohibits dispensing, distributing, possessing, using, selling or offering to buy or sell alcohol and/or drugs while at work.

Any Employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Company premises or work sites, or working under the influence

of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

Compliance with this policy is a condition of continued employment.

TOBACCO-FREE POLICY

As part of ENPOINTE's commitment to employee's health and wellness, effective November 1, 2011, ENPOINTE will maintain a 100% tobacco-free environment from consuming tobacco on campus. This policy applies to all employees, visitors, vendors and anyone who enters ENPOINTE properties (owned and leased). Company property includes the parking lots and driveways; Company vehicles (including owned and leased); buildings and anywhere outdoors on ENPOINTE grounds.

Tobacco products include, but are not limited to: Cigarettes, Cigars, Chewing tobacco, Vaping or Pipe smoking

Employees who are found to be in violation of this policy will be subject to discipline, up to and including termination.