

Marth Group, LLC

and its affiliated companies



EMPLOYEE HANDBOOK

Dear Team Member,

We are pleased and proud that you've chosen to be part of Marth Group — a company driven by innovation, excellence, and an unwavering commitment to our customers. As a member of our team, you play a vital role in our continued success, helping us deliver exceptional service and high-quality solutions across everything we do.

This handbook has been created to help you better understand the policies, procedures, benefits, and expectations that guide your employment with Marth Group. Whether you're a long-standing employee or just joining us, this resource is designed to support your experience here and set the tone for a positive, productive workplace.

Now operating under the ownership of Marth Group LLC, ENPOINTE and Digital Lizard remain committed to fostering a strong, collaborative culture while embracing opportunities for growth and operational excellence. While our company has evolved over time — adapting to industry changes, expanding capabilities, and modernizing processes — the guiding principles of respect, accountability, and teamwork continue to define who we are.

Please note that this handbook reflects our current policies and procedures. As we grow and evolve, updates may be necessary. Any changes will be communicated through written notices, Paycor, the company Intranet, or official bulletin boards. We encourage you to stay informed and engaged with these updates to ensure a clear understanding of your responsibilities and rights as an employee. We expect all employees to be familiar with the contents of this handbook and to apply these policies consistently and fairly in day-to-day operations. If you have questions or need clarification on any topic covered here, your supervisor is always available to assist.

Thank you for being a valued part of the team. We're excited to have you with us and look forward to the great work we'll accomplish together.

Warm regards,

Barbara & Mark Marth

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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 Marth Group 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, Marth Group 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 Marth Group.

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 is the 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. Marth Group 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.

BACKGROUND AND MOTOR VEHICLE RECORD (MVR) CHECKS

As part of our ongoing commitment to safety, compliance, and due diligence, Marth Group conducts background checks at the time of hire. Motor Vehicle Record checks are run on all drivers of company vehicles, Executives and Sales Account Executives.

MANAGEMENT RIGHTS CLAUSE

Marth Group, 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 workforce. The company will not use these rights for the purpose of discriminating against any employee.

CODE OF CONDUCT / ANTI-CORRUPTION

By accepting employment with Marth Group, you have a responsibility to the company and your co-workers to always observe the highest standards of professionalism 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 Marth Group, 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 Marth Group. MARTH GROUP will compete lawfully and ethically in the marketplace and expect every employee to conduct all business with integrity.

WORK SCHEDULE

The standard work week at Marth Group varies with department, shift, and position. Supervisors will inform employees of their scheduled hours.

Rest Breaks Non-exempt employees are authorized and allowed a paid rest break of fifteen (15) minutes or enough time to use the nearest convenient restroom, whichever is longer, within each four (4) consecutive hours of work.

Employees do not need to obtain approval from or notify their supervisor when taking a rest break. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with each other or with a meal period. In addition, rest breaks may not

be taken at the beginning or end of the workday to arrive late or leave early. Each rest break should be a separate break, meeting the requirements described above.

Meal Periods Non-exempt employees who work six (6) or more consecutive hours on a workday are provided an unpaid, off-duty and uninterrupted meal period of at least thirty (30) minutes.

Employees are responsible for scheduling their own meal period but should confirm them with their supervisor(s). When scheduling meal periods, employees should try to anticipate their workflow and deadlines. During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least thirty (30) minutes. Employees are prohibited from working “off the clock” during their meal period.

Those employees who use a time clock must clock out for their meal periods. Employees are required to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Meal periods are scheduled by your supervisor and can only be changed in writing. Employees are to immediately notify Human Resources and/or their supervisor if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

Meal and Rest Period Waiver Non-exempt employees may voluntarily waive their rest and/or meal periods in writing. See Human Resources to obtain this waiver form.

No Working During Rest Breaks and Meal Periods Non-exempt employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside employees’ work areas, such as in a break room. Employees should not visit or socialize with employees who are working while taking their rest break or meal period. Employees are required to notify Human Resources immediately if they believe they are being pressured or coerced by any manager, supervisor, or other employee to forego any portion of a provided rest break or meal period. Additionally, employees are required to notify Human Resources immediately if they believe their workload, schedule, deadline, or other quota make rest break or meal periods infeasible.

OVERTIME

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

Non-exempt (hourly) employees earn overtime compensation for each hour worked, more than 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 request 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 initial approval of your manager.

No employee shall punch up 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 (including start and stop times) must be signed by your Department Manager.

PAY PERIODS

Each pay period consists of two weeks with payday being 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 Marth Group. Because of this, Marth Group 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 Marth Group 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

Marth Group may from time-to-time take photographs at the workplace and at work-related events that may picture employees. You understand and agree that Marth Group may post these photographs, which may include a picture of you, on the Marth Group 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 strictly prohibited anywhere within the production and warehouse facilities unless you are a supervisor and/or your mobile phone is needed for company business. Cell phones should be placed in your company-provided lockers during work hours.

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 Marth Group maintain a safe and productive working environment for all employees and our visitors.

RADIOS

Radios are not permitted in the office areas.

HEADSETS AND EARBUDS

Employees are not allowed to have headsets or earbuds while operating machines and/or within the production & warehouse areas. 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.

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, Marth Group 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.

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 Marth Group. Do not keep valuables in your employee locker. Marth Group 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 on 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 hours, 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 prior approval.

COMPLAINT AND SUGGESTION PROCEDURES

It is the policy of Marth Group 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 act 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 or a Vice 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 Marth Group 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 because of hiring, promotion or employees becoming members of the same household after hiring, Marth Group will attempt to find a suitable position within the company to which one of the affected employees may transfer. If accommodation of this nature is 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 Marth Group that the job performance of each employee should be evaluated periodically by the employee's manager.

Managers will complete performance appraisals on 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 at the beginning of the pay period near your performance appraisal date. Wage increases are discretionary.

PROMOTIONS AND TRANSFERS

Operating a successful business requires having qualified dedicated employees. As new opportunities become available within Marth Group, 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.

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 ensure 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 Marth Group 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 commonsense 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

Marth Group is committed to a professional work environment in which all individuals are treated with respect and dignity. Marth Group 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 Marth Group employees to perform their expected job duties is absolutely not tolerated. Marth Group 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 Marth Group but who is indirectly connected to Marth Group (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, Marth Group 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, Marth Group 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, Marth Group 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.

Marth Group 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. Marth Group 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:

Marth Group 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 Marth Group 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 Marth Group 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 Marth Group's property shall be removed from the premises as quickly as safety permits, and shall remain off Marth Group's premises pending the outcome of an investigation. Marth Group 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 Marth Group 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 or a Vice President.

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.

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

Weapons are prohibited on Company premises and in Company vehicles unless such prohibition is restricted by applicable law.

DRESS CODE

At Marth Group, we maintain a professional yet comfortable work environment through a business casual dress code. All employees are expected to dress appropriately for their roles and represent the company in a clean, neat, and respectful manner.

Office Employees

Office employees are expected to wear business casual attire. Acceptable clothing includes:

- Collared shirts, blouses, or sweaters
- Dress pants, khakis, non-worn jeans or skirts (knee-length or longer)
- Closed-toe shoes, flats, loafers, or clean dress sneakers

Not Permitted:

- Ripped or distressed clothing
- Torn or worn T-shirts or tank tops
- Athletic wear, flip-flops

Production Employees

Production employees must wear attire appropriate for safety and function while maintaining a neat appearance. Acceptable clothing includes:

- Company-provided uniforms (if applicable) or clean work shirts
- Durable work pants, shorts or jeans (no rips or excessive wear)
- Closed-toe, slip-resistant shoes or boots

Not Permitted:

- Loose or dangling clothing or accessories that could pose a hazard
- Open-toe shoes, or tank tops
- Clothing with offensive language or graphics

General Guidelines:

- Clothing must be clean, in good condition, and appropriately fitted
- Personal grooming and hygiene are expected to be maintained
- Marth Group reserves the right to address any attire that is deemed inappropriate or unsafe for the workplace

Please direct any questions about appropriate attire to your supervisor or HR.

SANCTION POLICY

Marth Group 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 Marth Group to address this issue in a proactive manner through implementation of sanction practice standards.

Sanction Categories

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

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 Marth Group (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
- Marth Group 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
- Day after Thanksgiving (ENPOINTE only)
- Independence Day
- Labor Day
- Christmas Eve Day
- Christmas Day
- New Years Eve Day (Digital Lizard only)

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.

If a Holiday falls on an employee's regularly scheduled workday, the employee will 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 will not receive Holiday pay. Employees cannot request to be paid for Holidays in which they are not regularly scheduled to work.

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

To be eligible for pay on the above holidays, a non-exempt 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 or the absence is otherwise protected by applicable law. The only exception will be a death in the immediate family.

Holidays falling on a Saturday or Sunday will be observed on the nearest workday. Observance dates are determined annually by leadership and announced with the fall holiday schedule.

Marth Group 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 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 employees 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 at the start of employment.
- When an employee's PTO balance reaches the maximum allowed, no additional PTO hours will be accrued. Accrual will resume only after PTO is taken and the balance drops below the maximum.
- 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 base rate of pay and the employee will be paid only for the hours the employee was scheduled to work. Use of PTO is not considered hours worked for purposes of calculating overtime.

- Non-exempt employees may use PTO in 15-minute increments and exempt 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 an employee’s regular workday.
- Should a company holiday fall within a PTO period, the holiday will not count as a PTO day.
- Employees may NOT go into a negative balance of PTO. In the case of creating a negative balance possibility, any leave taken beyond will be unpaid leave.
- No payments will be made in lieu of taking PTO.
- Marth Group does not provide payment for unused Paid Time Off (PTO) upon separation from employment, regardless of the reason for separation (voluntary or involuntary), unless otherwise required by state or local law. Employees are encouraged to use their accrued PTO while actively employed. PTO time may not be used as part of the two-week notice.
- For purposes of this policy, the year is the 12-month period beginning January 1st and ending on December 31st.

PTO Schedule

Full-time employee per pay period (26) accrual awards based on service, unless otherwise required by applicable law:

Tenure (Years)	Per Pay Period Accrual	Annualized in Days	Annualized in Hours	Maximum Accrual
0 - 5	3.0769	10.00	80.00	80.00
5 - 10	4.6154	15.00	120.00	120.00
10+	6.1538	20.00	160.00	160.00

All employees hired after January 1, 2026, use the above grid.

All legacy employees to follow the company’s previous PTO schedule. Please ask HR for the previous PTO schedule.

Part-time employees will accrue PTO hours at an accrual rate of 1 hour for every thirty hours worked. Part-time employees annualized PTO, and max accrual will be pro-rated based on their regular schedule as compared to a full-time employee.

PTO may be used for vacation, emergencies, general personal reasons as well as absences due to:

1. An employee's own mental or physical illness, injury, or health condition, to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, an employee's need for preventive medical care, or an employee’s need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;
2. Care of a family member with a mental or physical illness, injury, or health condition, care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or care for a family member who needs preventive medical care;
3. Absences due to domestic abuse, sexual assault, or stalking of the employee or employee’s family member, provided the absence is for medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; to obtain services from a victim services organization; to obtain psychological or other counseling; to relocate or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or to seek legal advice or take legal action, including preparing for or participating in any civil or criminal proceedings related to or resulting from domestic abuse, sexual assault, or stalking;
4. The closure of the employee’s place of business due to weather or other public emergency;
5. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency;
6. The employee's inability to work or telework because the employee is: (i) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) seeking or awaiting the results of a diagnostic test for,

or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis;

7. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; and
8. Any other reason required by applicable paid sick/safe time/leave or similar law or ordinance.

For purposes of this policy, family member means a child (including child-in-law), spouse or registered domestic partner, sibling (including a sibling-in-law), parent, grandchild, grandparent, a child of a sibling, a sibling of the parents of the employee or the employee's spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; or one individual annually designated by the employee. The family members listed above are not limited to biological family members but also include step, foster, adoptive, half relations and those who stand in loco parentis and legal guardians.

An employee's use of PTO will not be conditioned upon searching for or finding a replacement worker.

If the need for the use of PTO is foreseeable, an employee must provide 7 days advance notice to their Department Manager via a request in Paycor unless less notice is required by applicable law. Where the need is not foreseeable, employees should provide notice as early as practicable.

The Company may require supporting documentation if the employee uses PTO for more than two (2) consecutive scheduled workdays. For example, for PTO used for reasons (1), (2), (6) or (7) above, documentation signed by a licensed health care provider indicating the need for the amount of SST taken and that PTO was used for a covered reason under this policy and/or applicable law will be considered reasonable documentation, and such documentation need not specify the nature of the employee's or the employee's family member's injury, illness or condition, except as required by law. Supporting documentation will not be required for the above purposes if it would result in an unreasonable expense on the employee or where the employee did not receive services from a health care professional. In this event reasonable documentation may include a written statement from the employee. For example, for PTO used for reason (3) above, documentation signed by an employee or volunteer of a victim services organization, an attorney, a police officer or an antiviolence counselor will be considered reasonable documentation, and such documentation need not specify the details of the domestic abuse, sexual assault or stalking. If documentation cannot be obtained in a reasonable time or without added expense, then reasonable documentation for reason (3) above may include a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose covered under reason (3) above.

We encourage all employees to monitor their PTO balances and plan accordingly to avoid loss of accrued time.

To the extent any applicable paid sick/safe time/leave or similar law or ordinance provides any greater rights than set forth in this policy, such provisions are incorporated by reference and/or addressed in a supplemental policy for covered employees. To the extent an employee uses PTO for reasons other than those covered by any applicable sick/safe time/leave or similar law or ordinance, the employee will not be provided with additional paid time off for sick/safe time/leave purposes irrespective of any applicable sick/safe time/leave or similar law/ordinance, unless otherwise required by law.

Retaliation against employees who request or use PTO for sick and safe time purposes is prohibited. Employees have the right to file a complaint with your state Department of Labor and Industry or bring a civil action if they believe they have been denied sick and safe time, retaliated against, or that their rights to sick and safe time have been otherwise interfered with or restrained.

Employees with questions regarding this policy can contact Human Resources.

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 Marth Group to provide up to 12 weeks of job protection, 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 for an immediate family member (child, parent or spouse) who has a serious health condition

Duration

- FMLA time that an eligible employee is entitled to cannot exceed 480 hours in "any 12-month period."
- 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.
- The twelve-month period is a "rolling window" measured from the current date, backward for 12 months.
- 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 Marth Group as soon as possible and, in no event, no more than two days after knowing of the need for leave. Notice to Marth Group 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 Marth Group 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 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 cover 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.

MINNESOTA PAID FAMILY MEDICAL LEAVE

The Minnesota Paid Leave Law is a mandatory statewide program administered by the Minnesota Employment and Economic Security Paid Leave Division (“PLD”). Employees may be eligible for Paid Family or Medical Leave (“PFML”) beginning on January 1, 2026.

Eligibility Requirements

Employees are eligible for PFML if they: (i) earned at least 5.3% of the state’s average annual wage over their base period (typically the four most recent completed quarters before the effective date of their application with the PLD) and (ii) work 50% or more in Minnesota or work less than 50% in Minnesota but live in Minnesota and do not work 50% percent or more in any one state.

Entitlement

Employees are eligible for up to 12 weeks of PFML for certain covered family or medical leave reasons during the course of a benefit year, or a combined total of up to 20 weeks if an employee needs leave for both covered medical leave and family leave in the same benefit year. The benefit year is generally the 52-week period beginning the effective date of the leave.

PFML may be taken for any one, or a combination, of the following reasons:

- *Up to twelve (12) weeks of family leave:* (1) to care for a family member with a serious health condition or who is a military member (“family care leave”); (2) to bond with the employee’s child after the child’s birth, adoption or placement (“bonding leave”); (3) to respond to certain issues related to domestic violence, sexual assault, or stalking of the employee or a family member (“safety leave”); or (4) for a qualifying exigency arising out of a family member’s active duty service or notice of an impending call or order to active duty in the Armed Forces.
- *Up to twelve (12) weeks of medical leave* for the employee’s own serious health condition or medical care related to pregnancy, including prenatal care or incapacity due to pregnancy or recovery from childbirth, stillbirth, miscarriage, or related health conditions.

A covered-family member includes the employee’s spouse or domestic partner, child, parent or legal guardian, sibling, grandchild, son-in-law or daughter-in-law, the employee or employee’s spouse’s parent or

grandparent, an individual who has a personal relationship with the employee that creates an expectation and reliance that the employee care for the individual without compensation, whether or not the employee and the individual reside together, as defined by applicable law.

A serious health condition is a physical or mental illness, injury, impairment, condition or substance use disorder that involves: (i) inpatient care in a hospital, hospice or residential medical care facility; (ii) continuing treatment or supervision by a health care provider.

Safety leave includes leave from work because of domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the leave is to: (i) seek medical attention related to the physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; (ii) obtain services from a victim services organization; (iii) obtain psychological or other counseling; (iv) seek relocation due to the domestic abuse, sexual assault, or stalking; or (vi) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic abuse, sexual assault, or stalking.

Qualifying exigencies may include providing for the care or other needs of the military member's child or other dependent, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of the military member.

A covered military member includes a current or former member of the United States armed forces, including a member of the National Guard or reserves, who, except for a deceased military member, is a resident of the state and is a family member of the applicant taking leave related to the qualifying exigency.

Except for a claim for benefits for bonding leave, any claim for benefits must be based on a single qualifying event of at least seven calendar days. Bonding leave must be taken within one year of the birth or placement of the employee's child.

Benefits are financed through employer and employee contributions to the PFML program. The total premium is an annually established percentage of gross wages, up to the Social Security cap. Employers can either pay the full premium or withhold a portion of the premium from their employees. Employers who choose to withhold premiums from their employees may withhold up to 50% of the total premium. The employer is responsible for paying the remainder. Employers with fewer than 30 Minnesota employees and whose average employee wage is less than 150% of the statewide average weekly wage are eligible for a reduced premium rate. The Company will calculate and withhold premiums from employees' paychecks and send both the Company's share and the employees' shares, if applicable, to the PLD on a quarterly basis. The PLD is solely responsible for determining whether an employee is eligible for benefits and the amount of any benefits payable.

While on PFML, employees are entitled to partial wage replacement at a portion of their average weekly pay. The PLD calculates weekly benefits as a sum of the following: (i) the portion of an employee's average weekly wage that is equal to or less than 50% of the state average weekly wage shall be replaced at a rate of 90%; (ii) the portion of an employee's average weekly wage that is more than 50% of the state average weekly wage but does not exceed 100% shall be replaced at a rate of 66%; and (iii) the portion of an employee's average weekly wage that exceeds 100% of the state average weekly wage shall be replaced at a rate of 55% up to the applicable weekly benefit limits. The PLD pays benefits directly to employees.

Except for bonding leave, the first seven days of a consecutive leave, or seven consecutive or nonconsecutive or a combination thereof for intermittent leave is considered the "initial paid week period" and is retroactively paid after the employee meets the seven-day qualifying event. The retroactive payment will be included in the employee's first benefit payment.

An employee is not eligible for PFML benefits for any portion of a typical workweek in which they (i) worked for pay; (ii) were incarcerated, or (iii) received or is receiving unemployment insurance benefits. Additionally, an employee is not eligible to receive benefits for any portion of a week in which the employee is receiving or received workers' compensation benefits for loss of wages equal to or in excess of the employee's PFML

benefit. Employees who collect social security disability benefits may be eligible for PFML benefits in certain circumstances.

Use of PFML

An employee does not need to use this PFML entitlement in one block. PFML can be taken intermittently in increments of 1 hour. Please note that the PLD only permits employees to apply for payment of benefits associated with intermittent leave once they have eight (8) hours of accumulated leave time, except where more than 30 calendar days has lapsed since the employee initially took such leave. An employee requesting an intermittent leave must make a reasonable effort to schedule the intermittent leave so as not to disrupt unduly the operations of the Company. The Company is not required, but may elect, to provide more than 480 hours of intermittent leave in any 12-month period. If the Company limits hours of intermittent leave, an employee is entitled to take their remaining leave continuously.

Employee Notice to the Company

An employee must provide Human Resources with at least thirty (30) days' notice before PFML is to begin if the need for PFML is foreseeable. An employee must provide the Company notice as soon as is practicable when thirty (30) days' notice is not practicable, such as because of a lack of knowledge of approximately when PFML will be required to begin, a change in circumstances, or a medical emergency. The notice must contain at least the anticipated timing and duration of the PFML.

Whether PFML is to be continuous or is to be taken intermittently, notice needs only be given one time, but the employee must inform the Company as soon as is practicable if dates of the scheduled PFML change are extended or were initially unknown.

Employees must provide the Company with a copy of the certification submitted to the PLD to substantiate their need for leave as soon as practicable.

Employee Application to the PLD

After providing notice to the Company, employees should apply directly to the PLD (online or over the phone through the PLD's contact center) for leave and benefits. Employees are required to use the forms provided by the PLD and their application for benefits may not be processed unless the application for benefits includes *all* information necessary for the PLD's review and processing. Employees will need to provide the PLD with the following information:

- Information about yourself and your job;
- The reason and the type of leave you are applying for;
- The expected length of leave; and
- Certification from a medical professional, service provider or other supporting documentation about the reason for your leave.

It is the employee's responsibility to provide the PLD with timely, complete and sufficient information, certifications or other documents supporting the need for leave. Any time an employee applies for PFML benefits, the application must be supported by documentation or certification as required by applicable law.

The PLD is solely responsible for determining if an employee is eligible for benefits.

Supplemental Benefits During PFML

The Company does not offer supplemental benefits to employees who are receiving PFML.

Job Benefits and Protection

During PFML leave, the Company will maintain coverage under any group insurance policy, subscriber contract or health care plan for the employee and any dependents as if the employee had continued to work. If Company-provided benefits are used as an offset to the PFML benefits or to supplement the PFML benefits, the Company will deduct the employee's portion of any applicable insurance plan premium as a regular payroll

deduction. If the employee is not receiving any Company-benefits during the leave, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable insurance premiums each month.

Unless otherwise provided by applicable law, an employee returning from PFML leave will be restored to their previous or equivalent position with equivalent status, pay, benefits, and other terms and conditions of employment as of the date of the leave.

Interaction with Other Leave Policies

Leave taken pursuant to PFML will run concurrently with leave taken under the federal Family and Medical Leave Act and the Minnesota Pregnancy and Parenting Leave Act, when the leave is for a covered reason under those laws.

Questions and/or Complaints about PFML

If you have questions regarding this PFML policy, please contact Human Resources. For questions about determinations by the PLD on leave eligibility, entitlement, and/or benefits, please contact the PLD directly. The PFML makes it unlawful for employers to discriminate, retaliate, threaten to retaliate or interfere with the exercise of any rights under the PFML. The Company is committed to complying with the PFML and, whenever necessary, shall interpret and apply this policy in a manner consistent with the PFML.

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

Marth Group is committed to providing a safe place of employment for each employee, maintaining a safe place requires the cooperation of each person at Marth Group. 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.

Marth Group has an AWAIR program. A copy is available to you through the Marth Group 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

Marth Group 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 Marth Group and are not deducted for your paycheck.

DRUG AND ALCOHOL POLICY

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

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

Marth Group 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.

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