



EMPLOYEE HANDBOOK

CURTIS INSTRUMENTS, INC. – CALIFORNIA



CURTIS

1960
2020

**INNOVATION
& EXCELLENCE**

www.curtisinstruments.com

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Welcome

Welcome to Curtis California. We are pleased to have you with us and sincerely hope you will find the opportunities, satisfaction and friendships that others have found within Curtis. Your individual contribution and the team spirit with which you perform are fundamental to success—both yours and Curtis’.

About This Handbook

This Employee Handbook has been prepared to inform you of Curtis’ history and assist you with the various benefits and programs offered and other information related to your employment. This Handbook is intended to serve as a quick reference and to give you a clear understanding of what is expected from you as an employee and what you may expect from Curtis with regard to our employment practices. You should read and become familiar with the policies and procedures described in this Handbook. If you believe anything is unclear or if you have questions, please contact your human resources representative.

Curtis hopes through these policies and procedures to promote a safe, equitable, friendly, effective and enjoyable working environment that is in compliance with federal and state and local laws and regulations. Failure to comply with these policies and procedures may result in disciplinary action, up to and including termination from employment.

Please understand that this Handbook cannot anticipate every situation or answer every question concerning human resource issues. Curtis may from time to time, at its sole discretion, add to, alter or delete any of its policies, practices, or benefits described in this handbook. In any situation concerning benefit plans, the terms of the plan supersede any contrary statements contained in this document. This employee handbook replaces and supersedes all prior handbooks and policies of Curtis.

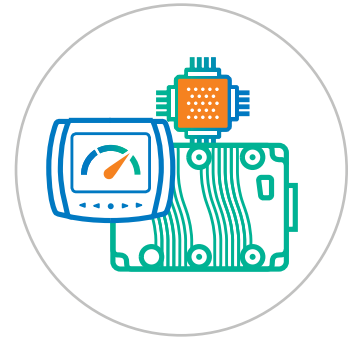
Nothing in this handbook is intended to preclude or dissuade employees from: (a) reporting possible or suspected violations of law or regulation to any governmental agency or entity, cooperating with any such agency in an investigation, or making other legally protected disclosures; or (b) engaging in any other activity protected by federal, state or local law.

Individual contribution and the team spirit with which you perform are fundamental to success – both yours and Curtis’.



Employment at Will Policy

It is the goal of the Company to provide a positive work environment and a solid economic foundation upon which all employees may build a future. However, the Company is also aware that personnel changes are sometimes initiated by employees and management alike. In this regard, it is expressly understood that employment at Curtis is for no specific duration, and shall continue only so long as it is mutually agreeable to you and the Company. Either you or the company may terminate employment for any reason whatsoever, with or without cause or advance notice, and at any time. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship within the meaning of California Labor Code Section 2922, nor does it limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. Moreover, no one in the organization, other than the President, has the authority or legal ability to modify the at-will nature of the employment relationship. The President can do so only if it is clearly set forth in a written agreement that is signed by both the President and the employee in question.



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1. About Curtis Instruments, Inc

Curtis Instruments, Inc. is a world-leading provider of instrumentation and control products for equipment and vehicles used in a number of industries.

For electric vehicles (EVs), Curtis designs, manufactures and markets battery monitors, speed controllers, battery chargers and power converters. These products can be found in forklift trucks, golf cars, wheelchairs, ground support equipment, aerial work platforms, sweeper scrubbers, and many other off-road EVs. Curtis electronic gauges for internal combustion engines are designed for tough off-road applications. Fuel, temperature and pressure gauges, as well as other types of instruments developed by Curtis, are programmable and provide signal outputs.



1.1 Brief History of Innovation and Excellence

Curtis Instruments

In 1960, Edward Marwell and his then partner Curtis Beusman founded Curtis Instruments, Inc. With fewer than 10 people working in a small Mt. Kisco storefront, Curtis produced highly accurate timers, which NASA built into every major electronic system of Lunar Landing Modules, starting with the first moon landing in 1969.



The small business quickly earned a reputation for innovation and excellence. Over the next forty-seven years, Curtis developed into a world leader in electric vehicle technology and established a global subsidiary network.

One of the hallmarks of the Company success is its unique “10 points” philosophy, the operating principles by which Curtis employees serve customers, commit to product quality and interact with one another and their communities. Curtis is likewise committed to its customers and employees and its role as a corporate citizen.

In 2001, Stuart Marwell took over as President & CEO of Curtis and has continued to strengthen the Company’s global competitive position. Under his leadership, the Company introduced ground-breaking products and positioned the Company for on-going success by solidifying Curtis’ global brand recognition.

Today, Curtis is a world leader in electric vehicle technology, primarily in off-road and industrial applications. Curtis technology is installed in millions of vehicles, such as forklifts, aerial lifts, neighborhood electric vehicles, personal transporters, golf cars and wheelchairs.

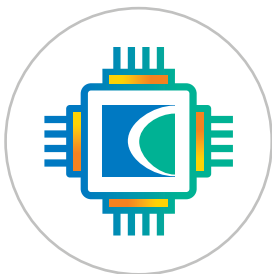
Curtis products contribute to clean, environmentally-friendly transportation, and Curtis is equally committed to a high quality work environment for its employees.



1.2 Curtis Sales and Support

Curtis has 11 subsidiaries and one (CA) division: including three flagship manufacturing sites and five engineering centers. The Company has created a worldwide sales, support and distribution network in order to enhance its ability to serve customers in local markets. The subsidiaries around the world include:

	organized in
· Curtis Instruments (UK) Ltd., Northampton, England	1974
· Curtis Instruments SAS, Paris, France	1978
· Curtis California, Livermore, California	1985
· Curtis Instruments (Puerto Rico) Inc., Carolina, Puerto Rico	1986
· Curtis Instruments GmbH, Paderborn, Germany	1989
· Curtis/Balkan Ltd., Sofia, Bulgaria	1989
· Curtis Instruments (Pacific), Inc., Tokyo, Japan	1992
· Curtis Instruments (China) Company, Limited, Suzhou & Beijing, China	1995
· Curtis Instruments AB, Stenkullen, Sweden	1995
· Curtis Instruments SRL, Milano, Italy	1995
· Curtis Instruments AG, Biberist, Switzerland	1996
· Curtis Instruments (India), Pune, India	1997
· UK Engineering Center (UKEC), Sunderland, England	2019



For details, please visit the Company's website at: www.curtisinstruments.com



2. Employment Policies

2.1 Ethics at Work

Curtis is committed to the highest ethical and professional standards and fosters a culture of integrity and accountability. We promote the highest standards in supplier relationships, product development, controllership, customer service, and all employment related practices. We practice these commitments by supporting our employees' families, our local community, and the environment we all live in. It is the responsibility of each employee within the Company to conduct himself or herself in a manner that will reflect the Company's commitment of acting with the highest ethical and professional standards in every aspect of the Company's operations.

At Curtis, we are all leaders - responsible not only for our own actions, but for fostering a culture in which compliance with Curtis policy and applicable law is at the core of business-specific activities. It is expected that employees will act with absolute integrity in their daily activities and decisions.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct can lead to disciplinary action, up to and including termination of employment.



2.2 Curtis 10 Points

- 1 | Our people are our most important resource.
- 2 | Our customers are the source of our well-being; every person in the company is responsible for exceeding customer expectations.
- 3 | Our products must embody the best technology that is available, while meeting the needs of our markets.
- 4 | We strive to design and manufacture only one level of quality — the highest.
- 5 | Each person in the Company is responsible for its progress, and each person must share in its success.



2.2 Curtis 10 Points (cont.)

- | | |
|----|--|
| 6 | As a global company, we recognize that strength comes from the diversity of our culture. |
| 7 | We believe in a work environment which encourages and permits each person a sense of his/her own worth. |
| 8 | Relations with colleagues, with customers, and with vendors must be conducted with integrity and fairness. |
| 9 | Creativity in our engineering and in all aspects of our activities is the most essential ingredient of our progress. |
| 10 | Curtis companies are citizens of the larger community and we have a responsibility to contribute to its well-being and progress. |

2.3 Reporting a Concern

It is the responsibility of each Curtis employee to conduct himself or herself in a manner that will reflect the Company's commitment to the highest ethical and professional standards. Therefore, the Company has established the following monitoring system which is designed to ensure absolute compliance with our policy of business ethics and conduct.

Questions or concerns about what is proper conduct for you or anyone else should be promptly raised with your manager and/or the Human Resources department, or personally or anonymously. Your manager and/or Human Resources department will ensure employees' concerns about appropriate conduct are promptly investigated with care and respect. Do not allow anything such as not "making the numbers," competitive instincts or even a direct order from a supervisor compromise your commitment to integrity. Information received will be treated confidentially to the extent practicable and in no event will any retributive or retaliatory action be taken against any employee who discloses information in good faith.



2.4 Conflict of Interest

Curtis expects its employees to conduct business according to the highest ethical standards. Employees are expected to devote their efforts to the interests of the Company. Business dealings that create or appear to create a conflict between the interests of the Company and an employee are unacceptable. Curtis recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, a potential or actual conflict of interest occurs whenever an employee is in a position to influence a business decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse, registered domestic partner, mother, father, sister, brother, stepmother, stepfather, stepsister, stepbrother, stepchild, niece, nephew, cousin, uncle, aunt, grandparent, grandchild and in-laws) or friends or acquaintances as a result of the Company's business dealings. The employee must disclose any possible conflicts so that the Company may assess and prevent potential conflicts of interest from arising.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth those which most frequently present problems. If an employee has any questions whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Human Resources department to obtain advice on the issue.

A violation of this policy will result in immediate and appropriate discipline, up to and including termination of employment.

2.5 Corporate Gifts

Curtis Instruments has the following corporate policy for personnel regarding receipt of gifts or other considerations from vendors:

It is the responsibility and duty of anyone purchasing goods or services for Curtis to maintain an independent relationship with the providers of these goods and services, so that negotiations for obtaining the best possible pricing, quality and service are never influenced by the receipt of gifts or other considerations.

In general, Curtis Instruments, Inc. personnel are not permitted to receive cash, gifts, travel costs, vacations or outings, meals or other considerations from those with whom the Company is conducting business.



2.5 Corporate Gifts (cont.)

Promotional material with a value less than \$25.00 such as a coffee mug, pen, tee shirt, tie, calendar, calculator, etc. are permitted as long as they are clearly marked with the logo of the company making the gift. Gifts of food, with the exception of liquor, are acceptable as long as they are shared with the general employee population or given to local food pantries.

All other gifts are prohibited and should either be declined, or if this is not possible due to extenuating circumstances, the gift should be reported to the next level of management and returned with a letter of explanation; destroyed; or given to charity.

Travel costs including transportation, lodging and meals are the responsibility of Curtis and offers to pay for these by suppliers should be declined. If the supplier provides accommodations at a supplier-owned facility, the employee should report this to their supervisor who must request that the Accounting department send payment to the supplier. This includes non-work related extensions of business travel arrangements.

Attendance at the invitation of a supplier to a holiday party, open hours, or other supplier-sponsored event is permitted as long as it is reported to your supervisor and approved in advance.

When dining out with a supplier, Curtis personnel should pay for their share of the meal. If the supplier provides a meal during a meeting this can be accepted. In cases where meetings are taking place frequently, Curtis and the supplier are expected to take turns with the cost of the meals. Taking meals at a supplier's home is generally not acceptable.

2.6 Relationships with Public Officials

When dealing with public officials, employees must avoid any activity that is, or is likely to be perceived as, illegal or unethical, or that reflects favoritism or undue influence. The appearance of impropriety is as damaging to our Company as an actual misdeed.

Employees must exercise caution to prevent relationships and dealings with public officials from becoming subject to question.



2.7 Company Information and Property

The protection of Curtis business information, property and all other Company assets is vital to the interests and success of Curtis. Accordingly, no Curtis-related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of Curtis) may be removed from the Company's premises.

In addition, when an employee leaves Curtis, the employee must return to the Company all Curtis-related information and property, including without limitation, documents, files, records, manuals, information stored on a personal computer or on any removable storage drives, office supplies, and equipment.

2.8 Agreement to Maintain Company Information Confidential

In the course of your work it is likely that you will have access to information and material that the Company considers to be proprietary and confidential and highly valuable to the Company.

"Confidential Information" includes non-public, proprietary information relating to the company's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, blue prints, manufacturing processes, inventions, formulas, vendor agreements, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information, customer databases and other lists and databases of actual and potential customers, non-public information of the company's customers that has been provided to the company in confidence, whether in written form, oral, recorded, electronic or other medium, and other information that derives economic value by being protected. Confidential Information does not include information which: (1) is or becomes generally available to the public other than as a result of your direct or indirect unauthorized disclosure, or the disclosure of another in violation of any existing confidentiality obligation; (2) becomes available from a third party source which is authorized to disclose it to you and such disclosure is not in breach of any existing confidentiality obligations; or (3) was known to you prior to its disclosure to you by the company.



2.8 Agreement to Maintain Company Information Confidential (cont.)

In addition, your employment activities may relate to, and contribute to, the development and/or manufacture of various inventions, discoveries or improvements with respect to Curtis products. You are advised that ownership of such inventions, discoveries and improvements shall at all times belong to the Company.

Confidential Information does not include information pertaining to the terms and conditions of an employee's employment, including wages. Nothing in this policy or in this Handbook is intended to preclude or dissuade employees from: (a) reporting possible or suspected violations of law or regulation to any governmental agency or entity, cooperating with any such agency in an investigation, or making other legally protected disclosures; or (b) engaging in any other activity protected by federal, state or local law.

Additionally, notwithstanding any other provision of this policy, pursuant to the Economic Espionage Act of 1996, as amended by the Defend Trade Secrets Act of 2016, an employee will not be held criminally or civilly liable under any federal or state trade secret law for any disclosure of a trade secret that: (i) is made in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; or (ii) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. If an employee files a lawsuit for alleged retaliation by the Company for reporting a suspected violation of law, the employee may disclose the Company's trade secrets to his or her attorney and use the trade secret information in the court proceeding if the employee: (i) files any document containing the trade secret under seal; and (ii) does not disclose the trade secret, except pursuant to court order.

All employees will be given upon their first day of work a copy of the "Proprietary Information and Inventions Policy" for review and signature of agreement to the terms described within. Any questions regarding the content described, please contact a member of your HR department.



2.9 Employment Eligibility

In accordance with the Immigration Reform and Control Act, Curtis is committed to employing only individuals who are authorized to work in the United States.

All new employees are required to complete an Employment Eligibility Verification form (form I-9) and produce documents establishing identity and authorization to work no later than the third day after starting employment.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility no later than the day on which the current work authorization expires in order to remain employed by the company.

2.10 Minors

A “Permit to Employ” is required for minors under 18 years of age who are not high school graduates. A permit can be obtained from the minor’s junior high or high school and is issued by the superintendent or the superintendent’s authorized representative of the school district in which the minor resides.

2.11 Equal Employment Opportunity

Curtis maintains a firm commitment to equal employment opportunity and affirmative action. To ensure that this commitment is carried out in practice, Curtis shall:

- Administer all personnel actions including, but not limited to, recruiting, hiring, training, compensating, providing benefits, promoting, laying off, termination, recalling, and all other terms and conditions of employment without regard to race, color, marital status, registered domestic partner status, sexual orientation, religion, national origin, ethnicity, ancestry, age (over 40), sex/gender (including gender identity, gender expression, pregnancy, child-birth and related conditions), physical disability, mental disability, medical condition, genetic characteristics/information, uniformed service member or veteran status, status as a victim of domestic violence, sexual violence, or stalking, or any other characteristic protected by law, in a fair and equitable manner. Actions shall also not be influenced by a perception that an individual falls within any of these categories or is associated with someone who falls within any of these categories. This policy applies to every aspect of employment, including, but not limited to: hiring, advancement, transfer, demotion, lay-off, termination, compensation, benefits, training and working conditions.



2.11 Equal Employment Opportunity (cont.)

- Provide a work environment that is free of unlawful harassment, including sexual harassment, intimidation or coercion for all employees.
- Seek out and employ disabled veterans, disabled persons, and veterans of the Vietnam era; and provide all disabled employees with reasonable accommodations.
- If you have any questions or concerns, please let your supervisor, a manager, or Human Resources know.
- Any individual at any time, even after separation from employment, who feels this policy has been violated, should immediately contact his/her immediate supervisor or the Human Resources department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any violation of this policy will be subject to disciplinary action, up to and including suspension without pay and/or termination of employment.

2.12 Disability, Pregnancy, and Lactation Accommodation

In furtherance of our society's commitment to end discrimination against qualified disabled individuals, it is Curtis' policy that no program or activity administered by the Company shall exclude from participation, deny benefits to or subject to discrimination any individual by reason of their disability as defined under state and federal laws.

Curtis provides accommodation to the disabled to the full extent required by law. Requests for Accommodation should be made in writing to Human Resources. Curtis may require medical certification of both the disability and the need for accommodation. Keep in mind that Curtis can only seek to accommodate the known physical or mental limitations of an otherwise qualified disabled individual. Therefore, it is your responsibility to come forward if you are in need of an accommodation. We further recognize that employees with life-threatening illnesses, including but not limited to cancer, heart disease and AIDS, may wish to continue engaging in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards with or without reasonable accommodation, and medical evidence indicates that their working does not present a significant threat (as defined by law) to themselves or others, they will be permitted to do so.



2.12 Disability, Pregnancy, and Lactation Accommodation (cont.)

Curtis may refuse to adopt an accommodation for reasons including, but not limited to, the following:

- the accommodation does not enable the disabled employee to sufficiently perform the “essential functions” of the job position;
- the accommodation poses a significant and imminent risk of substantial harm to the employee or others;
- the accommodation requires that the Company violate safety laws, rules, regulations, or orders under the California Occupational Safety and Health Act or other state or federal laws; and
- the accommodation otherwise creates an undue hardship on the Company.

Also, Curtis will, upon the employee’s request, and on the advice of her health care provider, grant requests for reasonable accommodation (including, without limitation requests for transfer to less strenuous positions) for pregnancy, childbirth or related medical conditions. Curtis may require a doctor’s certification of the condition and need for accommodation.

Further, Curtis complies with all applicable law pertaining to lactation accommodation.

Curtis will not retaliate or otherwise discriminate against an individual for requesting a reasonable accommodation relating to disability, pregnancy or lactation, regardless of whether the request is granted.

Finally, Curtis is committed to not discriminating against any employee or applicant because they are related to or associated with a person with a disability.



2.13 Policy Prohibiting Unlawful Harassment and Retaliation

Curtis is committed to providing a work environment free of unlawful harassment. We do not take this commitment lightly. In keeping with this objective, Curtis maintains a strict policy prohibiting unlawful harassment, including harassment based on any of the following categories: race, color, national origin, ancestry, sex/gender (including gender identity, gender expression, pregnancy, childbirth, and related medical conditions), sexual orientation, age (40 and over), religion/religious creed (including religious dress and grooming practices), physical or mental disability, medical condition, genetic characteristics/information, marital status, registered domestic partner status, military and veteran status, or any other status protected by applicable state or federal law, or local ordinance. Employees, applicants and unpaid interns are also protected if they associate with a person who is, or is perceived to be, in one of those classifications. All such harassment is prohibited.

The Company's policy prohibits all employees (including co-workers, supervisors and managers) from engaging in harassment whether directed toward other employees or non-employees with whom the Company has a business, service or professional relationship (including unpaid interns, volunteers, and persons providing services pursuant to a contract). Similarly, all non-employees are prohibited from engaging in harassment at the Company. Employees who engage in unlawful harassment may be held personally liable for their conduct.

2.13.1 Prohibited Harassment

Prohibited behaviors include, but are not limited to, the following:

- Verbal conduct; e.g., suggestive, insulting or derogatory comments, epithets, innuendoes, sounds, jokes, teasing or slurs based on any of the above categories, and sexual propositions or threats.
- Physical conduct; e.g., assault, impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, or brushing the body, when directed at an individual because of any of the above categories.
- Use of computers and any other electronic device, including the Internet and the email system, to transmit, communicate or receive sexually suggestive, pornographic, or sexually explicit pictures, messages or materials.



2.13.1 Prohibited Harassment (cont.)

- Visual conduct; e.g., derogatory posters, cartoons, graffiti, e-mails, blog or social media website postings, suggestive objects, pictures, letters or drawings; also such actions as leering, whistling or obscene gestures based on any of the above categories.
- Unwanted sexual advances; threats or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment or some other contract benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.

In particular, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which (1) has been made either explicitly or implicitly a term or condition of an individual's employment (or other contract or internship relationship), (2) is used as a basis for employment (or other contract or internship) decisions such as promotions and benefits affecting such individual, or (3) substantially interferes with an individual's work (or contract or internship) performance or creates an intimidating, hostile, or offensive working environment.

In addition, conduct based on any of the categories listed above, or any other characteristic protected by law, is not appropriate for the workplace and is prohibited, regardless of whether an individual makes a complaint of prohibited behaviors.

The Company encourages applicants, employees, unpaid interns and non-employees to report any incidents of behaviors forbidden by this policy immediately so that complaints can be quickly and fairly resolved. (Please refer to the "Complaint Procedure" within this Policy, below.)

All employees will be provided with harassment prevention training in compliance with the law.



2.13.2 No Retaliation

The Company will not retaliate against any employee, applicant, or unpaid intern for making a complaint of harassment, discrimination, or retaliation or for participating in any harassment, discrimination or retaliation investigation, proceeding or hearing. Any employee, applicant, or unpaid intern who believes they have been retaliated against should immediately notify their supervisor, a manager, or Human Resources so that a fair, impartial, timely and thorough internal investigation can be conducted. Supervisors must refer all complaints of retaliation to their supervisor or Human Resources. If the Company reasonably concludes, after investigation, that a violation of this no-retaliation policy has occurred, effective remedial action will be taken, up to and including termination of employment.

2.13.3 Complaint Procedure

Any employee, applicant, or unpaid intern who believes they have been subjected to or witnessed prohibited conduct in violation of this Policy should immediately report the facts of the incident or incidents, the names of the individuals involved, and the names of any witnesses to their supervisor (if not the wrongdoer), a manager, or Human Resources. Supervisors must immediately report any complaint they receive from an employee, applicant, unpaid intern or non-employee to their immediate supervisor or Human Resources for follow-up.

After a report is received, qualified personnel will conduct a fair, impartial, timely and thorough internal investigation, given the individual circumstances of the complaint. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigation process to the extent practicable, i.e., to the extent consistent with adequate investigation and appropriate corrective action.

If the Company concludes, after investigation, that a violation of this policy has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any supervisor, employee or agent of the company who has been found by the Company to have violated this policy will be subject to discipline and/or other sanctions. Discipline may range from a warning up to and including termination (even for a first offense). Non-employees may be warned and could lose their business, service or professional relationship with the Company.



2.13.3 Complaint Procedure (cont.)

The Company will notify the complaining individual in a timely manner of the outcome of the investigation and any action taken to correct the situation. The Company encourages employees, applicants, unpaid interns and non-employees to report any incidents of behaviors forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

If the internal investigation does not remedy the illegal discrimination, harassment or retaliation to the employee's satisfaction, the employee may file a charge with the local office of the Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). Remedies available include back pay and reinstatement, as well as civil penalties. The law prohibits any employer from retaliating against any employee, applicant or unpaid intern for filing a charge with the DFEH or EEOC or for cooperating in any manner with the DFEH or EEOC in its investigation of the charge. Contact information for the DFEH and EEOC may be found on the Internet or at the number listed in your local telephone directory.

If you have any questions concerning this policy, please feel free to contact Human Resources.

2.14 Workplace Violence Policy Statement

Curtis is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, customers, visitors, or anyone else on Company premises or engaging in a Company- related activity from behaving in a violent or threatening manner. As part of this policy, Curtis seeks to prevent workplace violence before it occurs.

Workplace violence includes:

- Threatening or violent behavior, such as intimidation of or attempts to instill fear in others.
- Theft, sabotage or defacing of Company or employee property.
- With the exception of security personnel, bringing weapons or firearms of any kind on Company premises, in Company parking lots, while conducting Company business, or participating in Company-sponsored events.



2.14 Workplace Violence Policy Statement (cont.)

If any employee observes or becomes aware of such actions or behavior by an employee, customer, consultant, visitor, or anyone else, they should notify Human Resources immediately. In case of emergency, dial “911”.

Further, an employee should notify Human Resources if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Curtis will inform the reporting individual of the results of the investigation. To the extent possible, Curtis will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances in order to protect individual safety. Curtis will not tolerate retaliation against any employee who reports workplace violence in good faith.

If Curtis determines that workplace violence has occurred, Curtis will take appropriate corrective action and will impose discipline upon offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension without pay, and/or termination. If the violent behavior is that of a non-employee, Curtis will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

2.15 Open Door Policy

Direct and open communication is fundamental to Curtis’ culture. Curtis makes an ongoing effort to treat its employees fairly and considerately. Good communication means that a healthy environment of mutual trust and respect exists in which employees and managers can comfortably discuss work issues or employment concerns. However, in any large group of employees, disagreements and misunderstandings do happen and dissatisfaction can occur. Curtis wants to know about these problems when they first occur so that they can be resolved as soon as possible. Curtis’ open door policy encourages open communication, feedback, and discussion about matters of importance to an employee. This means that employees may discuss any problem or area of concern or ask any question of any member of Management. If you have a problem, a complaint, a suggestion, or an observation, your supervisor and Human Resources department are committed to listening and responding to you.



2.16 Personal Property and Workplace Privacy

Employees should have no expectation that their workplace and/or materials contained within their workspace are private and not subject to disclosure. From time to time, supervisors and other authorized persons may have a legitimate business need to enter an employee's workspace including, but not limited to, offices, computers, cabinets, and desks, to search for documents, files, and other work-related items. In addition, in cases of suspected employee misconduct or criminal activity, Curtis, along with law enforcement may search the workplace for evidence of such misconduct and will cooperate with law enforcement officials in any criminal investigation.

The Company has the right to inspect employee workplaces. The Company understands and respects the privacy interests of all of its employees. We hope that our employees will also understand and respect the Company's obligation to provide a safe, effective and productive working environment. To ensure that the Company fulfills this obligation and has the ability to enforce the policies set forth in this Handbook, the Company must have the authority to conduct inspections of items in areas that an employee may otherwise consider personal or private. Consequently, the Company reserves the right to inspect personal packages or other articles brought to the Company, all desk and work areas, and all Company equipment.

Personal Packages and Articles: Management has the authority to inspect packages or other articles entering or leaving Company's premises in the possession of any employee. If employees desire to avoid such inspections, they should refrain from having packages or other articles on Company's premises. The Company is not responsible for lost, damaged, destroyed or stolen personal items that are on the premises.

Work Area Inspection Policy: Keep in mind that desks, file cabinets, work areas and offices are made available for the convenience of employees while at work and remain the sole property of the Company. The Company reserves the right to inspect desks, file cabinets, work areas and offices, as well as any contents, effects, or articles that are in those areas. Such an inspection can occur at any time, with or without advance notice. An inspection may be conducted before, during, or after working hours by management.

Vehicle Inspection Policy: All Company owned or leased vehicles are subject to inspection by management at any time without notice.



2.16 Personal Property and Workplace Privacy (cont.)

Prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications (excluding over the counter medications), may not be brought into or left on Company premises. Perishable items also should not be stored in work areas for prolonged periods. Employees who, if requested, fail to cooperate in any inspection will be subject to disciplinary action, including termination. The Company is not responsible for any personal articles that are placed or left in work areas that are lost, damaged, stolen or destroyed.

2.17 Request for Information Regarding Current or Former Employees

All requests from prospective employers or others for references for current or former employees should be directed to the Human Resources department. The Human Resources department is the only entity authorized or permitted to release references for a current or former employee. A written disclosure authorization and release, available from the Human Resources department, may be required before any information is furnished.

Unless there are exceptional circumstances, such as a request from a government agency, auditor, or subpoena, Curtis will respond to all reference requests by providing only dates of employment and positions held.

2.18 Recruitment

Curtis may communicate job opportunity openings by utilizing the Company shared drive, employee email and the Curtis website.



2.19 No Solicitation/Distribution

The following policy has been created in order to avoid interference with work.

1. Distribution by Employees:

Employees may not distribute non-work related advertising material, handbills, posters or written literature of any kind anywhere on Curtis' premises during working time. Working time does not include lunch periods or breaks. Employees may not distribute non-work related advertising material, handbills, posters or written literature of any kind in a work area at any time. The term "work area" applies to all places where employees regularly work or conduct business, but does not apply to the employee cafeteria, restrooms, or any other area set aside for exclusive employee non-work use.

2. Solicitation by Employees:

Solicitation of any kind (including but not limited to soliciting for participation, membership, subscriptions, or payment of money) by one employee of another employee anywhere on Curtis' premises is prohibited during the working time of either the employee doing the soliciting or the employee being solicited. Working time does not include lunch periods or breaks.

3. Solicitation and/or Distribution by Non-employees:

Solicitation of any kind and distribution of literature of any kind on Curtis' premises by any person or organization not employed by Curtis is prohibited at all times.

4. The selling or distribution of commercial products on Curtis' premises is prohibited at all times.



2.20 Employment of Relatives

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security and morale, the Company generally prohibits the employment of relatives.

Curtis defines “relatives” for the purposes of this policy as spouse, registered domestic partner, mother, father, sister, brother, son, daughter, stepmother, stepfather, stepsister, stepbrother, stepchild, niece, nephew, cousin, uncle, aunt, grandparent, grandchild and in-laws within these categories.

In the event a relative of an employee is employed within the organization, the relative of the employee may not be employed in the following circumstances:

- Under each other’s direct supervision or in the same department.
- Where the potential for a conflict of interest may exist in the performance of duties.
- Where the potential for creating an adverse impact in the work environment exists, presenting problems in supervision, safety, security or morale.

Employees who become registered domestic partners or marry or become related by marriage may continue their employment if they do not work in a direct supervisory relationship or otherwise present actual or potential problems in supervision, safety, security or morale. If there are problems, they should be reported to the Manager of Human Resources. The Company will investigate and, if necessary, will then attempt to reassign one or both of the employees to available positions for which the employees are qualified in order to eliminate the problem.

If, however, no such position is available, one of the employees may be asked to leave the Company. The employees will have 30 days to decide which of them will leave. If the employees do not decide, one or both may be terminated.

This policy will be applied in accordance with applicable laws.

Questions or comments about the policy and its application may be addressed to the local Human Resources Manager or to the VP of Human Resources.



2.21 Access to Personnel Files

The Human Resources department maintains your official personnel file. Upon request, current and former Curtis employees are generally permitted the opportunity to review the information in their personnel files, accompanied by a staff member in the Human Resources department. Copies of signed documents in the individual's personnel file may be obtained by requesting them from Human Resources. Supervisors may access personnel files only for employees whom they supervise.

2.22 Employee Medical Records

All employee medical records will be held in confidence in order to avoid unauthorized disclosure. In compliance with state and federal laws, the Company shall keep your medical records separate from your personnel files. Access to your medical records shall be limited to those in management on a need to know basis. Information gathered in the course of the administration of benefits will be respected as confidential and will be disclosed only as necessary in the course of the administration of benefits.

2.23 Personal Data Changes

It is important that all employees' personal information be kept current. It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data, such as name, personal mailing addresses, telephone numbers, email addresses, number and names of dependents, marital status, registered domestic partner status (if relevant for benefits), and individuals to be contacted in the event of an emergency. Curtis may communicate job opportunity openings by utilizing Company shared drive, employee email and the Curtis website.



3. Working at Curtis

3.1 Employment Classifications

Curtis has established definitions for employment classifications so that employees understand their employment status and benefit eligibility. Each job is designated as either Full-Time, Part-Time or Temporary, and as non-exempt or exempt for overtime purposes. Each employee will fall into one category in Section A and one category in Section B, as outlined below. Employees are paid overtime in accordance with the provisions of applicable federal and state laws.

3.1.1 Section A

A Full-Time Employees

Full-time employees are defined as those employees who are hired to work and do work on a regularly scheduled basis for forty (40) hours or more a week. They are eligible for all benefits, subject to the terms of the applicable benefit plans.

B Part-Time Employees

Part-time employees are defined as those employees who are hired to work on a regularly scheduled basis for fewer than forty (40) hours a week. Those who work for twenty-five (25) hours a week or more are eligible for all benefits, subject to all applicable rules according to benefit plans. Those that work less than twenty-five (25) hours are not eligible for employer-sponsored benefits such as health insurance, unless otherwise required by law. Part-time employees are eligible for Paid Sick Leave benefits, and other legally required benefits.

C Temporary Employees

Temporary employees are hired for a limited time period or project and are not entitled to employer-sponsored benefits such as health insurance, unless otherwise required by law. An extension of a temporary work classification may be granted where management determines an extension is appropriate. Temporary employees may either work part time or full time and, like all employees, are subject to the Employment-At-Will policy.

D Other Workers

This Handbook and all employee benefits do not apply to any other types of workers (e.g., independent contractors, “leased” workers, workers hired through a temporary employment agency, etc.) with the exception of the following policies: Equal Employment Opportunity, Policy Against Unlawful Harassment and Retaliation.



3.1.2 Section B

A Non-Exempt Employees

Non-exempt employees are those entitled to overtime pay in accordance with applicable law.

B Exempt Employees

This category includes all employees who are not entitled to overtime pay under applicable law.

An employee's classification, in either Category A or B, can only be changed in writing by the Human Resources Department.

3.2 Job Descriptions

Generally, every job at Curtis has a written job description associated with it and job descriptions are reviewed periodically for accuracy and completeness. Job descriptions provide guidance to both employees and managers in assessing and evaluating job performance. Job descriptions are available from Human Resources.

3.3 Hours of Work

The standard workweek at Curtis for regular full-time employees is forty (40) hours worked per week. Hours of work are dependent on the requirements for each department. Managers/Supervisors establish each employee's work schedule. Various factors such as workloads, operational efficiency, and staffing needs may require variations in your working hours and total hours worked each day or week.

At Curtis California we recognize the hours between 9:30 a.m. and 3:30 p.m. as core business hours and we suggest all employees be available during those hours. Exceptions are to be agreed upon by the employee and their supervisor.

3.4 Day of Rest

Employees are entitled to one day of rest each workweek except as otherwise permitted by the applicable California Wage Order or where the employee voluntarily chooses to work.



3.5 Meals and Break Periods

A Rest Breaks

Curtis provides non-exempt employees with paid rest breaks as required by California law. Non-exempt employees receive one 15 minute rest break for each four hour work period or a “major fraction” of a work period (i.e., greater than two hours); however, any non-exempt employee who works less than 3½ hours in a day is not eligible to take a rest break. The number of breaks received is as follows:

- Non-exempt employees who work between 3½ and 6 hours are entitled to one rest break.
- Non-exempt employees who work more than 6 and up to 10 hours are entitled to two rest breaks.
- Non-exempt employees who work more than 10 and up to 12 hours are entitled to three rest breaks.

A rest break is paid time when you are relieved of all work duties and responsibilities. Employees are free to leave the premises during a rest break, but are required to be at their work stations ready to resume work when their rest break ends. Rest breaks may not be combined, added to a meal period, or taken at the very beginning or very end of the day, unless you receive advance permission from your supervisor. To the extent practical, rest breaks should be taken in the middle of each work period. Employees must self-police their rest breaks and ensure that they take their breaks every day. If any employee is unable to take their rest break, the employee must notify their supervisor at the time the employee is unable to take the rest break. Failure to follow this notification requirement may lead to discipline, at Company's discretion.

If an employee responsible for self-policing their rest breaks does not take a full rest break or fails to take a rest break in a timely manner, and fails to notify their supervisor, it will be presumed that the employee voluntarily waived the rest break.

B Meal Breaks

Company also requires its employees in non-exempt positions to take a mandatory 30-minute unpaid, uninterrupted meal break in accordance with California law. A meal break is an unpaid period when employees are relieved of all work duties and responsibilities, generally for the purpose of consuming a meal. Employees may leave Company premises during meal breaks. Employees must clock out when taking a meal break and clock back in when they resume working. During the meal period break, employees may not perform any work-related activities.



3.5 Meals and Break Periods (cont.)

If non-exempt employees work more than 5 hours, they are required to take one unpaid meal break, to begin after working no more than 5 hours. For example, an employee starting work at 8:00 a.m. must begin her meal period by no later than 1:00 p.m. Non-exempt employees working more than 10 hours are required to take a second meal break to begin after working no more than 10 hours of work. Employees working more than 5 hours, but no more than 6 hours, may voluntarily waive their meal period. Employees working more than 10 hours, but no more than 12 hours, may voluntarily waive their second meal period. Any waivers of meal periods must be in writing.

Using meal breaks to start work late or leave work early is not acceptable. Employees must work at least one hour in a workday before taking a meal break, and must begin their meal break after no more than five hours of work. Employees must self-police their meal breaks and ensure that they take their meal breaks every day in a timely manner. If an employee is unable to take their meal break or take it in a timely manner, the employee must notify their supervisor before or at the time the employee is unable to take the meal break. Failure to follow this notification requirement may lead to discipline, at Company's discretion.

If an employee responsible for self-policing their meal break does not take a full meal break or does not take a meal break in a timely manner and fails to notify their supervisor, it will be presumed that the employee voluntarily waived the timely meal break.

3.6 Time Sheets

Curtis complies with all federal and state laws regarding the payment of wages. All employees will be provided with bi-weekly, electronic time sheets to complete and submit at the end of each pay period. Time sheets are Company records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are responsible for calculating their own hours worked on a daily basis. These time sheets must be reviewed and approved for accuracy by the employee's supervisor or manager, before submitting to payroll for processing. All information requested on the time sheets must be complete and accurate (i.e. Job Numbers, GL Codes).



3.7 Overtime Hours

All non-exempt employees will receive overtime pay for hours worked in excess of eight (8) hours a day and forty (40) hours per week and for work performed on the seventh consecutive workday. Overtime must be pre-approved by your supervisor. Because unauthorized overtime is against Company policy, employees who work unauthorized overtime are subject to discipline up to and including immediate discharge.

Overtime is computed on the basis of your total hours worked in a workday or workweek. Hours that are paid for but not worked (e.g., holidays, PTO, Sick Leave, etc.) do not count as hours worked for overtime purposes.

3.8 Garnishments

Curtis is legally obligated to comply with any garnishment order. A garnishment is a court-ordered legal claim against the wages of an employee, such as for nonpayment of a debt. Compliance with a garnishment order means Curtis deducts the required amount from the employee's paycheck.

3.9 Paycheck Deductions

The company is required by law to make certain mandatory deductions from your paycheck each pay period. Mandatory deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

The company will not make deductions to an employee's pay, which are prohibited by state or federal law or regulation, including those established by the United States Department of Labor.

If questions or concerns about any pay deductions arise, discuss and resolve them with Human Resources.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If you find an error, please notify Human Resources as soon as possible. In the event of an improper deduction, the company will promptly reimburse you for the improperly deducted amount.



3.10 Performance Evaluations

Full-time and part-time employees participate in a formal annual goal setting/performance review including a merit adjustment when appropriate. Salary actions at Curtis are based on merit and are intended to recognize the level of employee performance and contribution.

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis. In conjunction with their supervisors, employees establish short and long term goals as part of the annual review process. During the year, employees and supervisors should meet periodically to discuss the performance goals and to identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting the goals.

For additional information on the performance review process, please contact the Human Resources department. The Company reserves the discretion to make personnel decisions before and after evaluations. See Employment At Will policy



4. Employee Benefits

Curtis cares about the well-being of its people and therefore provides a comprehensive employee benefits program. This summary is not inclusive or comprehensive in outlining all benefits, provisions, conditions, limitations and/or coverage. It is designed to give you an overview of the general types of benefits that you receive as a Curtis employee; you should consult the plan documents for more information. In the event of any real or apparent conflict between this Handbook and the terms of any plan documents, the plan documents will govern. Benefit programs, coverage, and eligibility are subject to alteration or elimination by Curtis in its sole discretion.



4.1 Eligibility for Health, Dental, Vision

A Comprehensive Benefits Package is provided to eligible employees and their qualified dependents, who may include spouse, dependent children and registered domestic partner. Employees must regularly work twenty-five (25) or more hours per week to qualify.

Once a year, during the open enrollment period, eligible employees will have an opportunity to review the medical plans offered by Curtis and select the plan that best suits their needs. These plans are governed by ERISA and are available for all eligible employees, their qualified dependents and/or domestic partners.

4.2 Life and AD&D Insurance

Basic Life and Accidental Death and Dismemberment insurance is provided to eligible employees. The amount of life insurance coverage and AD&D coverage is equal to 1 ½ times salary, up to \$600,000.

4.3 Voluntary (Supplemental) Life and AD&D Insurance

Additional Voluntary Life and AD&D insurance is available for eligible employees and their qualified dependents at cost. The maximum employee benefit is the lesser of 5 times salary up to \$500,000. Eligible spouse benefit is the lesser of \$250,000 or 50% of employee's voluntary life insurance amount. The maximum benefit for eligible dependent children under age 19, or 26 if they are full-time students, is \$10,000 per child (birth to six months is \$500). Employees must purchase Voluntary Life and AD&D for themselves in order to cover their eligible dependents.



4.4 Workers' Compensation

Curtis provides a comprehensive workers' compensation insurance program to all employees.

Employees who sustain work-related injuries or illnesses should inform their supervisor and/or Human Resources immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. The Company will direct employees to a physician of its choice for treatment, unless the employee has previously given written notice to the Company of their desire to be treated by a particular physician or health care provider.

After seeing a physician for a work-related injury, you are required to report directly back to your supervisor and/or Human Resources. If your shift has ended and/or the physician sends you home, then you will need to contact your supervisor prior to your return to work. If, at the time of injury, a physician's visit is not required but later you need to see a physician, you will need to notify your supervisor immediately. If you are unable to notify your supervisor, be sure to notify Human Resources or another manager/officer of the Company.

If your work-related injury causes you to be out-of-work for more than three days on an intermittent basis, or on a part-time basis, the Company requests that you complete a "Request for Leave" form, available from Human Resources. You will be permitted to return to work following an injury resulting in an absence of more than three days only upon presenting a sufficient medical release signed by your physician or health care provider.

It is extremely important that you follow these procedures. If you fail to keep your supervisor and/or Human Resources advised, you will be subject to disciplinary action up to and including immediate discharge.

Curtis will not tolerate Workers' Compensation fraud. Workers' Compensation fraud is a felony; and any employee found guilty of such conduct may be subject to fines, imprisonment, and, of course, termination. Any information about workers' compensation fraud should be reported in confidence to Human Resources.

Receipt of workers' compensation benefits may run concurrently with a leave under Curtis' Family and Medical Leave (FML), Extended and Other Medical Leave policy. (See, Family and Medical Leave (FML), Extended and Other Medical Leave policy, below). Additionally, during the time of worker's compensation coverage, an employee will accrue additional PTO hours and time of service credit for a maximum of 12-weeks.



4.5 Paid Family Leave Insurance

Paid Family Leave Insurance (PFLI) will provide up to six (6) weeks (in a 12 month period) of partial wage replacement benefits to employees who take time off work to care for a seriously ill child, spouse, parent, parent-in-law, grandparent, grandchild, sibling, registered domestic partner, or to bond with a new child. All employees covered under California's SDI plan will be eligible for this California program. CA Paid Family Leave Insurance is funded through employee payroll contributions.

A Eligibility

1. Be covered by State Disability Insurance.
2. Have earned at least \$300 in the past 5 to 18 months.
3. Need to take time off from work to care for a seriously ill family member or to bond with a new child.
4. Submit your claim no later than 41 days after you begin your family leave.

B Coordination With Other Leave

An employee may choose to apply PTO during CA PFL but is not required to do so.

An employee may not use CA PFL in conjunction with any other type of paid leave to receive more than his or her full salary.

An employee who is receiving Workers' Compensation benefits will not be eligible for CA PFL for the same period. An employee who is eligible for both disability benefits and CA PFL during the same period of fifty-two (52) calendar weeks shall not receive more than twenty-six (26) total weeks of disability and CA PFL benefits during that period.

CA PFL does not provide job protection or a right to return to work. Job protection may be provided under Family and Medical Leave Act, or California Family Rights Act.

C Other Benefits While on CA PFL

While on CA PFL, employees may continue health insurance. If an employee contributes to the cost of health insurance, the employee must continue to pay the employee portion of the premium cost while on CA PFL.



4.5 Paid Family Leave Insurance (cont.)

D Claims Procedure

When an employee has a foreseeable need for CA PFL, the employee should provide the Company with not less than thirty (30) days' notice of the employee's intention to take leave, before the date the leave is to begin. If the event is not foreseeable, employees must notify the Company as soon as practicable. Additionally, employees taking paid family leave on an intermittent basis (e.g., on certain days, as opposed to a consecutive block of time) must provide the Company with notice as soon as practicable before each day of intermittent leave (or as otherwise agreed to between the employee and his or her supervisor).

Forms for requesting CA PFL can be obtained from Human Resources. Claims can also be filed on line at https://www.edd.ca.gov/disability/paid_family_leave.htm

Please see your local Human Resources Representative for details and requirements.

4.6 CA State Short-Term Disability

Employees are eligible to receive benefits for loss of earnings for non-occupational disabilities due to illness, injury or pregnancy under California state law. Receipt of short-term disability benefits will run concurrently with leave under Curtis' Family and Medical Leave (FML) and Extended Leave policy, to the extent permitted by applicable law. After an initial waiting period of seven days, employees may be entitled to temporary cash benefits with a certain maximum per week. During the time of short-term disability, an employee will accrue additional PTO hours and time of service credit for a maximum of 12-weeks. CA Short-Term Disability is funded through employee payroll contributions.

4.7 Long Term Disability

An employee who suffers six months or more of total disability, under regular care of a legally qualified physician, is eligible for benefits under the Long Term Disability Insurance Plan. During the time of long-term disability, an employee will not accrue any additional PTO or time- of-service credits. You will receive 60% of your basic monthly earnings prior to becoming disabled to a maximum of \$6,000 per month, payable to normal retirement age as stated in the 1983 revision of the United States Social Security Act.



4.8 Flexible Spending Account

As part of the Company's Flexible Benefits Plan, we currently offer two types of employee-funded Flexible Spending accounts to regular full-time employees - one for unreimbursed Health Care expenses and another for Dependent Care expenses. There is a six-month waiting period before a new employee is eligible to enroll in either plan. Existing employees may enroll in an FSA plan during their designated benefits election period, which is just before the beginning of the calendar year or immediately following a qualified life status change. Plan participants may elect an annual amount of flexible dollars (which will be deducted pro rata on a pre-tax basis from each paycheck) to pay for eligible health care and dependent care expenses incurred during the plan (calendar) year that are not reimbursable from any other source.

Eligible health care expenses may include medical or dental insurance deductibles, co-payments, and out-of-pocket costs for vision care, etc. According to IRS regulations, if eligible medical or dental expenses that you incur during the calendar year are less than your elected annual amount of flex dollars for that year, you may carry over up to \$500 of unused money to the following year. Balances over \$500 must be forfeited.

Eligible dependent care expenses include expenses incurred to care for your eligible dependents. Examples of eligible expenses are daycare, after school care, and elder care. There is no rollover available for dependent care.

The administrator of Curtis' Flexible Spending Accounts is guided by specific rules which are covered in the Summary Plan Description. Please contact the Human Resources department for a copy of the Summary Plan Description and additional information on our Flexible Spending Accounts.

4.9 Educational Reimbursement

The tuition reimbursement plan provides eligible employees with the opportunity to maintain or improve job-related skills through participation in course work at accredited colleges, universities, and other educational institutions. As part of this program, Curtis will reimburse you for tuition, books, and registration fees for courses leading to a degree related to your work or for courses relating to your work. The amount to be reimbursed is for tuition and fees only and is grade dependent. Prior approval of the course by your supervisor and the Human Resources Manager is required.

For additional information on the Educational Reimbursement program, please contact the Human Resources department.



4.10 Employee Assistance Program

The Employee Assistance Program (EAP), is a voluntary, confidential, and professional service that provides information, counseling, and referral services to all employees and their dependents who may be experiencing stress or difficulties in their personal lives. Please contact Human Resources for additional information or questions about our EAP program.

4.11 Anniversary Recognition

Curtis recognizes that the continuous service of all employees is an important ingredient for the Company's success. Therefore, in recognition of continued service, each employee receives an extra day of pay on their anniversary hiring date. On the eleventh and subsequent anniversaries, the employee receives an additional \$100 payment.

4.12 Employee Referral Program

Employee referrals are one of the best sources of future Curtis team members. To recognize and encourage these referrals, Curtis offers bonus awards for all qualified referrals which result in successful hires. Please refer to the Refer a Candidate program outline or contact Human Resources for more information.

4.13 Paid Time Off (PTO) Program

The Paid Time Off (PTO) plan is a benefit to provide employees maximum flexibility in using paid time off. PTO replaces vacation, sick/personal time and floating holidays with PTO days that may be used by employees for vacation, illness, emergencies, preventative health or dental care, time off to care for dependents, personal business, or other excused absences.

All regular full-time and part-time employees are eligible to participate in the PTO plan. Temporary Employees are not eligible for PTO benefits. Eligibility begins with the first day of employment. PTO must be accrued before it may be used.



4.13 Paid Time Off (PTO) Program (cont.)

Employees earn PTO based on length of service, as shown on the chart below. PTO is accrued monthly and the employee's account is credited on the first day of the following month for each calendar month. Part-time employees accrue PTO at a prorated rate. During any family or medical leave of absence (i.e. Worker's Comp, Short and Long-Term Disability, FML, etc.) employees will accrue PTO time and time of service credit for a maximum of 12-weeks, unless otherwise required by law. The calculation of PTO will end for any leave of absence that exceeds 12-weeks in a rolling calendar year.

The maximum accrual for each employee is two (2) times the amount of PTO earned per year. Once the maximum has been reached, the employee no longer accrues PTO until the balance has been reduced. Employees are responsible for managing their own PTO balances and ensuring that they do not reach their maximum balance.

PTO will be calculated based on the employee's date of hire and regular work schedule, excluding overtime hours worked. If applicable, annual PTO rates will be increased in the month the anniversary date occurs.

Years of Service	Days Per Yr.	Monthly Accrual Rate	Max Accrual
< 5 yrs.	16	10.67 hrs.	256 hrs.
= or > 5 yrs.	21	14.00 hrs.	336 hrs.
> 6 yrs.	22	14.67 hrs.	352 hrs.
> 7 yrs.	23	15.33 hrs.	368 hrs.
> 8 yrs.	24	16.00 hrs.	384 hrs.
> 9 yrs.	25	16.67 hrs.	400 hrs.
> 10 yrs.	26	17.33 hrs.	416 hrs.

Example based on 40 hour work week.

Planned time off requests must be made to the employee's supervisor/manager for approval as far in advance as possible (no less than 24 hrs). Requesting time off is the responsibility of the employee. Approval and scheduling of time off are the responsibility of the supervisor.

Any unplanned absence, tardiness or early departure must be reported in accordance with the Absentee Procedures and Attendance Standards policy.



4.13 Paid Time Off (PTO) Program (cont.)

Regular attendance is essential to the Company as absences can cause a disservice to our customers and to your fellow employees. Excessive Unplanned PTO may result in discipline and, if the problem continues, may lead to termination of employment unless the time off is protected by applicable law.

PTO is used for full days missed or partial days missed. The minimum amount of PTO that can be taken for a partial day depends on whether you are an Exempt or Non-exempt employee:

Non-exempt employees: Normally, PTO is triggered on any day when fifteen (15) minutes or more are missed. However, in cases where an employee or a family member is ill, PTO is triggered when two or more hours are missed.

Exempt employees: PTO is triggered on any day when eight (8) hours or more are missed. PTO may be triggered for shorter absences when covered by Family and Medical Leave. Please refer to the Family and Medical Leave (FML), Extended and Other Medical Leave policy below.

During periods of operational shutdowns to meet the business needs, the Company reserves the right to require employees to use their accrued PTO to cover time not worked, in accordance with applicable law.

Upon termination of employment, the employee will be paid for all unused, accrued PTO time at the employee's rate of pay at the time of termination. PTO cannot be cashed out during employment nor can the employee's employment be extended by using unused PTO.

4.14 Holidays

The Company publishes a yearly holiday schedule that indicates specific dates for holiday closings, normally equal to (10) paid holidays per year. Holiday pay is prorated for all part-time employees. Temporary employees are not eligible for holiday pay.



4.15 401(k) Plan

Part of the Curtis retirement plan is a tax-deferred retirement savings plan. All full-time and part-time employees are eligible to participate beginning on whichever of the following quarterly dates first falls after the employee has completed six months of employment: March 1, June 1, September 1, and December 1. There is no hours requirement thereafter. As a safe harbor plan Curtis contributes an amount equal to 3% of each participant's eligible bi-weekly earnings, and each year determines additional discretionary contributions of up to 2% for a maximum employer contribution of 5%. Additionally, participants are allowed to contribute up to 50% of their annual base salary up to the annual IRS contribution limit. Participants are 100% vested in employee and employer account balances from their date of entry into the 401(k) plan.

4.16 Time Off to Participate In Activities of Child's School

Under certain circumstances, eligible employees may be entitled to take time off to find, enroll or re-enroll their child in a school or with a licensed child care provider or to participate in activities of their child's school. In order to be eligible for time off under this policy, an employee must be the parent, stepparent, foster parent, guardian, grandparent or person who stands "in loco parentis" (in place of the parent) of a child who is of the age to attend kindergarten, grades 1 through 12, or a licensed child care provider. In addition, the employee must provide reasonable notice of the planned absence to their supervisor before taking the time off.

In addition, an employee may take time off under this policy to address a child care provider or school emergency. For purposes of this policy, a "child care provider or school emergency" means that an employee's child cannot remain in a school or with a child care provider due to one of the following reasons: a) the school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or day care provider; b) behavioral or discipline problems; c) closure or unexpected unavailability of the school or child care provider (excluding planned holidays); or d) a natural disaster, including but not limited to, fire, earthquake or flood.

The employee may not take more than forty (40) hours off for this purpose in any year or more than eight (8) hours off in any calendar month of the year. This policy covers non-exempt employees for any time missed and exempt employees for full days missed.



4.16 Time Off to Participate In Activities of Child's School (cont.)

If more than one parent of a child is employed by the employer at the same work site, only one parent may take time off at a time under this policy (except for emergencies, as defined above). The parent who first gives appropriate notice of the need for time off under this policy will have preference for the time off. In some cases, Curtis may agree to provide both parents the opportunity to take time off at the same time. However, that may occur only with the advance written approval of the Company.

Any employee who takes time off under this policy must utilize any existing accrued PTO for the absence. If the employee does not have any accrued PTO available at the time the time off is taken, or does not have enough accrued PTO benefits to cover the time taken off, the time off will be taken without pay. However, exempt employees need only use accrued PTO for entire days missed and if no accrued time is available will only lose pay for entire days missed.

Any employee who takes time off under this policy must provide documentation from the child's school to substantiate the fact that the employee participated in a school activity or met to find, enroll or re-enroll a child in a school or with a licensed child care provider. The documentation must verify that the employee engaged in child-related activities on a specific date and at a particular time.

Curtis also complies with all applicable laws regarding time off for required appearances at school after a child is suspended.

4.17 Jury and Witness Duty

All employees summoned to serve as jurors in legal proceedings will be given the necessary time off, with pay. Jury duty leave will be granted to any employee who has been notified to serve. Employees pay may be reduced by the amount they receive from jury duty pay. Temporary employees are not eligible for jury duty pay. You are expected to report to work during any regularly scheduled work hours if your jury or witness duty schedule permits. Please present the subpoena or other notice to your supervisor and Human Resources department immediately upon receipt.

Upon the employee's return, the employee must notify Human Resources and must submit a signed Certificate of Jury Service indicating the number of days served in addition to any jury payments that were provided. PTO hours and time of service credits will continue to accrue during Jury and Witness Duty for a maximum of 12-weeks.

An employee charged with a crime, who is required to attend a judicial proceeding relating to that charge, is not covered by this policy.



4.18 Leave for Victims of Certain Crimes

An employee who is a victim of a certain felony crimes or other specified offenses or who is an immediate family member of a victim (defined as a spouse, registered domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather, or guardian), a registered domestic partner of a victim, or the child of a registered domestic partner of a victim may take time off to attend judicial proceedings related to the crime and/or offense and any proceeding where the right of the victim is at issue. Time off is unpaid unless the employee has available PTO. Exempt employees' pay will not be reduced for partial workdays missed. Prior to any absence, the employee will provide the Company with a copy of the notice of the scheduled judicial proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. When an employee cannot provide advance notice of such an absence, the employee will, within a reasonable time after the absence, provide the Company with documentation evidencing the judicial proceeding.

4.19 Victims of Domestic Violence, Stalking, or Sexual Violence

Curtis complies with applicable law in giving victims of domestic violence, stalking and sexual violence time off to obtain relief or other services provided by law if the employee provides the Company with reasonable advance notice (except if notice is not feasible such as in case of emergency or unscheduled court appearances). Time off from work may be requested for various purposes, including to: (1) seek medical attention for injuries; (2) obtain services from a domestic violence shelter, program or rape crisis center; (3) obtain psychological counseling; (4) participate in safety planning and take related actions (such as temporary or permanent relocation); (5) seek a restraining order to help ensure the health, safety or welfare of the employee or their children. This time off is unpaid unless the employee substitutes accrued PTO or Sick Leave for the absence. The Company will maintain the confidentiality of any employee requesting leave for these purposes as required by law.

Curtis reserves the right to require certification or re-certification for time off in accordance with applicable law. Curtis also will not discharge or in any manner discriminate or retaliate against an employee because of the employee's status as a victim of domestic violence, sexual assault, or stalking, if the employee provides notice to the Company of this status or the Company has actual knowledge of the status.



4.19 Victims of Domestic Violence, Stalking, or Sexual Violence (cont.)

The Company will make reasonable accommodation for employees who are victims of domestic violence, sexual assault, or stalking and who request accommodation to increase their safety at work as required under California law. Reasonable accommodations may include, but are not limited to, safety measures such as transfer, reassignment, modified schedule, changed work telephone, changed work station, or installed lock; assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace; an implemented safety procedure; referral to a victim assistance organization; or other reasonable accommodation that does not create an undue hardship for the Company. Employees who need accommodation should make their requests in writing to their supervisor. The Company may request certification supporting the request for accommodation and/or subsequent recertification. The Company will engage in a timely, good faith interactive process to determine effective reasonable accommodations, and will not retaliate against an employee for requesting a reasonable accommodation under this policy, regardless of whether the request was granted.

4.20 Time Off To Vote

On days when elections for public office (“elections for public office” includes elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled throughout the state, county, city or town in which the employee works or lives, schedules will be adjusted as needed to ensure that all employees have the opportunity to vote. However, if an employee who is a registered voter does not have sufficient time outside working hours within which to vote in a state election because of extraordinary travel to a work site or the employee is working overtime, the employee may take off sufficient time, either at the beginning or end of the shift, to enable them to vote, whichever allows the most free time for voting and the least time off from the regular work shift, unless their supervisor agrees otherwise. Up to two hours of this time-off will be with pay. The employee should provide at least two working days’ notice when time off is required. Employees are reminded of the availability of voting by mail. Employees will not be given time off because personal commitments in their nonworking hours prevent them from voting.

No employee will be penalized or retaliated against for requesting time off to vote.



4.21 Bereavement Leave

In the unfortunate event of death in the immediate family, regular full time employees will be granted a leave of absence of up to three days with pay. Part-time employees will be paid a prorated daily amount. (Immediate family is defined as mother, father, sister, brother, wife, husband, registered domestic partner, daughter, son, grandmother, grandfather, mother-in-law and father-in-law). These days must be taken consecutively within a reasonable time from the day of the death or day of the funeral, and may not be postponed. These days cannot be used for other purposes.

4.22 Bone Marrow and Organ Donation Leave

The Company complies with all applicable leave requirements for employees donating organs or bone marrow. Employees who plan to donate an organ or bone marrow should provide at least fifteen (15) days' notice to the Company. Employees should direct requests for leave to Human Resources. An employee who requests this leave will be required to provide written verification from a health care provider that they are an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

If an employee donates an organ, they may receive up to thirty (30) work days of paid time off in one year. For a donation of bone marrow, an employee may receive up to five (5) work days of paid time-off in a one (1) year period. The one (1) year period is calculated beginning with the date an employee uses this type of leave and rolls forward for twelve (12) months. If the employee taking the leave has any accrued PTO, they must use up to five (5) days of that accrual for bone marrow leave or up to two (2) weeks of accrued time for organ donation leave.

During a leave for organ or bone marrow donation, the Company will continue the employee on its group health plan under the same terms and conditions as if the employee were actively working for the Company for the duration of the approved leave. The employee must continue to pay the share of the health benefit costs that they paid before the beginning of the leave if they wish such coverage to continue during the leave. The employee must pay their share of the premium either through increased payroll deductions before the leave begins (when the need for the leave is foreseeable) or, if the employee prefers, through separate payments that are made to the employer every pay period at the same time as such payments would be made if paid by payroll deductions.

Taking time off for bone marrow or organ donation is not considered a break in service and will not affect an employee's seniority. Employees continue to accrue PTO during this leave. A leave of absence for bone marrow or organ donation does not run concurrently with FMLA or CFRA leave.



4.23 Blood Donation Leave

Employees who work an average of twenty (20) or more hours per week are entitled to up to three hours of unpaid leave in any 12-month period to donate blood.

The 12-month period will be based on the calendar year.

Employees must give “reasonable notice” of their intent to take leave to give blood.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

For more information regarding this leave, please see Human Resources.

4.24 Military Leave

An employee who is a member of the armed forces who needs a leave of absence in connection with military service should notify Human Resources as soon as possible. Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with applicable law.

The time-off will be unpaid, except where applicable law requires otherwise. Exempt employees may be provided time-off with pay when necessary to comply with state and federal wage and hour laws.

Accrued PTO (if any) may be used for this leave if the employee chooses, but the company will not require the employee to use PTO. Military orders should be presented to your supervisor and arrangements for leave made as early as possible before departure.

Employees are required to give advanced notice of their service obligations to the company unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Accrued PTO (if any) may be used for this leave if the employee chooses, but the company will not require the employee to use PTO. Military orders should be presented to your supervisor and arrangements for leave made as early as possible before departure.

Employees are required to give advanced notice of their service obligations to the company unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.



4.25 Military Family Leave

Employees in California who work an average of twenty (20) hours or more per week who are the spouse of a member of the Armed Forces of the United States, National Guard or Reserves who has been deployed during a period of military conflict to a combat theatre or combat zone are eligible to take up to ten (10) days of unpaid family military leave during the military service member's leave or deployment. The employee must provide written documentation certifying that the service member will be on leave from deployment during the time the leave is requested.

4.26 Volunteer Emergency Responder Leave

During the time that an emergency exists following a declaration of emergency under the law, the company will grant a "volunteer emergency responder" an unpaid leave of absence while engaged in the actual performance of his or her duties as a volunteer firefighter or an enrolled member of a volunteer ambulance service unless the company determines that the employee's absence would impose an undue hardship on company business.

The company will only grant leave when it has previously received written documentation from the head of the fire department or volunteer ambulance service documenting the employee's status as a volunteer firefighter or member of a volunteer ambulance service.

Upon request, the employee must provide the company with a notarized statement from the head of the volunteer fire department or volunteer ambulance service certifying the period of time that the employee responded to any emergency.

For more information regarding this leave, contact Human Resources.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave

This policy covers medical leave under the Family and Medical Leave Act (“FMLA”) and California Family Rights Act (“CFRA”) (referred to jointly as “FML”), as well as leave under workers’ compensation law, pregnancy disability leave law and disability accommodation law. Whenever more than one law applies, the laws run at the same time (concurrently) if permitted by the applicable laws.

Under certain circumstances, the Company will grant an employee up to twelve (12) or twenty-six (26) weeks’ of unpaid Family and Medical Leave (“FML”) within a 12 month period, depending upon the reasons for the leave.

A Reasons for Leave

Currently, FML is allowed for five reasons:

1. the birth, adoption, or foster care of an employee’s child (sometimes referred to as “birth bonding” leave); or
2. to care for the employee’s spouse, registered domestic partner, child, or parent who has a serious health condition; or
3. when the employee has a serious health condition (both work-related and non-work related) and is unable to perform any of the essential functions of their job position; or,
4. because of a qualifying exigency arising out of the fact that an employee’s spouse, son, daughter or parent is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Armed Forces in a foreign country; or
5. to care for the employee’s spouse, child, parent or next of kin who is a covered service member with a serious injury or illness (referred to as “Military Caregiver leave”). A “covered service member” is: (a) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or, (b) a veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness who was a member of the Armed Forces (including a member of the National Guard or Reserves) and who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes Military Caregiver leave.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

The Company also will provide leave for any other reason required by law. Notably, some extensions to the FML maximum may be granted when the leave is necessitated by an employee's pregnancy related disability, or a "Disability" as defined under the Americans with Disabilities Act or California law.

B Qualifications for Leave

To be eligible for FML, an employee must satisfy each of the following criteria:

1. Must have an aggregate of at least twelve (12) months' service with the Company at any time;
2. Must have actually worked at least 1,250 hours for the Company within the twelve (12) months immediately prior to the date the FML commences (except as excused by applicable law);
3. With the exception of leave taken for the birth, adoption or foster care of an employee's child, the employee must be employed at a worksite within seventy-five (75) miles of which the Company has employed at least fifty (50) employees. If taking leave for the birth, adoption, or foster care of an employee's child, the employee must be employed at a worksite within seventy-five (75) miles of which the Company has employed at least twenty (20) employees; and
4. Must satisfy Request, Notice, and other requirements set forth in this Policy.

Employees with pregnancy related disabilities or Disabilities need not meet the qualifications set forth in Paragraphs "1", "2" and "3" above. Employees not entitled to a leave under this policy may request a leave for medical or other reasons pursuant to the Company's Personal Leave of Absence Policy in this Handbook.

C Request and Notice Requirements

The employee must provide at least thirty (30) days' advance notice for foreseeable events (e.g., expected birth or adoption of a child, planned medical treatment of employee or a family member, etc.). For events which are unforeseeable thirty (30) days in advance, the employee should normally notify the Company of the need for FML as soon as practicable. The Company requests that the notice be in writing, and contain: 1) the date the FML is to begin; 2) anticipated duration of the FML; and 3) reasons for the FML. The employee may use the "Request for Leave" Forms which are available upon request from Human Resources, and should be returned to the same department.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

The Company will provide an employee with a Response, either granting, denying or delaying the requested leave within five (5) working days following the employee's request. The Company reserves the right to retroactively designate time-off as FML time in accordance with applicable law.

Additionally, employees are required to follow the Company's call-in procedures (See Absentee Procedures and Attendance Standards Policy contained within this Handbook) for calling-in absences and requesting leave, absent unusual circumstances. When an employee does not comply with the Company's call-in procedures, and no unusual circumstances justify that failure, the Company may delay or deny FML leave.

D Medical Certification

When the reason for the FML is based upon a serious health condition of the employee or family member, the employee must also provide a medical certification from a health care provider on a "Medical Certification Form" also available from Human Resources. For serious health conditions of an employee, a statement of the essential functions of the employee's position will be attached to the Medical Certification Form. (The Company uses separate certificate forms for Military Caregiver leave.) The Company requests that the Medical Certification Form be submitted along with an employee's initial FML request. If not submitted along with the original request, the employee must make every practicable effort to provide the Company with their completed Medical Certification form within fifteen (15) calendar days after requested by the Company or leave may be delayed or denied. If the Company does not receive the employee's medical certification along with the employee's initial request form, then the Company may grant FML contingent upon later receipt of the medical certification.

If the Medical Certification form is incomplete or insufficient, the Company may give the employee seven (7) days to cure the problem, unless not practicable under the circumstances. If the deficiencies are not cured, the leave may be denied in accordance with applicable law. The Company reserves the right to contact a healthcare provider to authenticate a medical certification in accordance with applicable law.

For work related injuries or illnesses, the employee also must adhere to the notification requirements set forth in the Workers' Compensation policy in this Handbook.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

If additional FML is required beyond that originally granted, the employee may request such leave, subject to eligibility requirements. The employee must notify the Company of a requested extension as soon as practicable. In such a case, the employee must provide the Company with a new certification by the health care provider, and a new estimate of the duration of the required leave. If permitted by applicable law, a new medical certification may also be requested if circumstances described in the previous certification have changed significantly or the Company receives information that provides a good faith, objective reason to doubt the employee's stated reason for the absence or the continuing validity of the certification, such as if the Company learns that employee is performing work for another employer during their FML which is inconsistent with the leave status.

If the employee requests FML due to the birth, adoption or foster care placement of a child, they must initiate the leave within one year of the birth, adoption or foster care placement of the child. If the employee is pregnant, she has certain rights to pregnancy related disability leave in addition to FML. Please ask Human Resources regarding your particular situation.

The Company reserves the right to verify the determination of the health care provider who submits the medical certification regarding an employee's own serious health condition when the Company has a good faith, objective reason to doubt the validity of the certification by requiring the employee to obtain a second opinion of a health care provider designated by the Company. If there is a difference of opinion between the two providers, a third health care provider – agreed upon by the Company and the employee – will make the binding determination. Both the second and third opinions will be at Company expense.

If the employee's need for FML is foreseeable due to a planned medical treatment, the employee is expected to make a reasonable effort after consultation with the Company to schedule the leave to avoid undue disruption to the operations of the Company, subject to the approval of the health care provider of the individual requiring the treatment or supervision.

Employees also are required to furnish a certification of qualifying exigency for military family leave. Employees must make every practicable effort to provide the Company with the certification within fifteen (15) days of the date of the request or an employee's leave may be delayed or denied.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

Failure to comply with these notice rules is grounds for, and may result in, denial or deferral of the requested leave.

E Duration of Leave

Family and Medical Leave (“FML”)

Normally, a qualified employee may take up to twelve (12) weeks of FML in any twelve (12) month period. If a qualified employee takes Military Caregiver leave, the employee may be eligible for up to twenty-six (26) weeks of FML leave in any twelve (12) month period. Normally, the twelve (12) month period is a “rolling” period, measured backward from the date on which an employee would begin their leave. For Military Caregiver leave, the twelve (12) month period begins when the employee starts using their leave, in accordance with applicable law.

When the reason for the FML is the birth, adoption, or foster care of a child, any FML must be taken for at least two (2) weeks, except that the employee may request a shorter leave on any two occasions during the twelve (12) month period. When the reason for the FML is to care for a sick family member, for Military Caregiver leave, or for an employee’s own serious health condition, FML may be taken intermittently or on a reduced leave schedule when medically necessary. The Company may temporarily transfer an employee to an alternative position that better accommodates an intermittent or reduced leave schedule (including altering the existing job), in accordance with applicable law.

Spouses (including same sex spouses) or registered domestic partners as recognized under state law who are both employed by the Company and eligible for FML are permitted to take only a combined total of twelve (12) weeks in any twelve (12) month period when they seek leave in connection with the birth, adoption or foster care of a child. Spouses normally are entitled to a combined total of twenty-six (26) weeks of leave if they have taken Military Caregiver leave, or if they have taken a combination of Military Caregiver leave along with birth bonding leave and/or leave to care for a sick family member. If the spouses have taken Military Caregiver leave in combination with other FML leave, the spouses are entitled to a combined total of twelve (12) weeks of leave for the purpose of the birth, adoption or foster care of a child.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

5. Extended and Other Medical Leave

If an employee experiences a pregnancy related disability or a “Disability” as defined under the Americans With Disabilities Act or California law, they may be entitled to greater leave rights going beyond the twelve (12) week maximum to the extent required by law. These other leaves may require additional medical certification as determined by the Company.

a. Pregnancy-related Leave:

In accordance with California law, if the medical leave is requested because of a pregnancy-related disability, the Company will grant up to four months (17 ½ weeks) for all disabilities related to that pregnancy. The entire leave does not have to be taken in one block, but may be spread among different time periods. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth are all covered by pregnancy-related leave. This pregnancy-related leave may be taken before an FML leave for “birth/bonding” leave.

b. Americans With Disabilities Act:

In accordance with the Americans With Disabilities Act and applicable state law, the Company will consider any requests for leave greater than twelve (12) weeks, extensions going beyond the twelve (12) weeks, or time off for non-FML eligible employees on a case-by-case basis as a possible reasonable accommodation. (See Disability/Pregnancy and Lactation Accommodation policy). Time off due to a workers’ compensation injury or illness is eligible for such consideration.

c. Industrial Injury or Illness

Employees suffering an industrial illness or injury are eligible for leave under the terms of this policy. Curtis will designate time off due to a workers’ compensation injury or illness as FML or Extended or Other Medical Leave, provided the workers’ compensation condition meets the qualifications as set forth in this policy. A medical leave for a work related injury or illness will be extended to the employee in accordance with applicable law on a non-discriminatory basis.

d. FMLA and CFRA:

Sometimes, by law, FMLA and CFRA will not run concurrently. Human Resources will provide more information about your particular situation.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

F Benefits

1. Accrued Company Benefits

FML and any extended leave is unpaid unless an employee has accrued benefits under the PTO or Sick Leave policies.

To the extent permitted by applicable law, if the reason for the FML is the employee's serious health condition (except in the case of pregnancy-related disability, industrial injury or when the employee is receiving any wage supplements), the Company requires the employee to utilize their accrued PTO and Sick Leave during FML leave.

To the extent permitted by applicable law, if the reason for the FML is other than the employee's own serious health condition, the Company requires the employee to utilize their accrued PTO benefits during FML leave, and the employee may utilize accrued sick leave if permitted under the Company's Sick Leave policy.

Exceptions: If the reason for the FML is the employee's pregnancy-related disability or industrial injury, then the employee may choose, at their option, whether to utilize their PTO or Sick Leave benefits during their FML. Also, if an employee is on FML for any reason and is receiving any wage supplements (as described below), they may choose, at their option, whether to utilize a portion of PTO or Sick Leave.

Any PTO or Sick Leave utilized will count toward the employee's maximum allowable FML.

Pursuant to Curtis policy, while on family/medical leave, you will continue to accrue PTO and time of service credit for a maximum of twelve (12) weeks in a rolling calendar year. In addition, upon your return to work, you will receive pay for up to three paid holidays that fell during any unpaid family/medical leave. If a bonus is announced while you are on family/medical leave, or you reach a length of service award during your leave, you will receive it upon your return to work. Your next review for a pay adjustment will be postponed for the duration of the leave.

2. Supplementing Leave Time with PTO

If the employee receives workers' compensation insurance, State Disability Insurance or Paid Family Leave, the employee and Company can agree that the Company will reduce the payment amount of any accrued PTO or Sick Leave paid during the leave so that the total amount received by the employee shall not exceed 100% of their regular pay. The employee must immediately notify Human Resources of workers' compensation or California benefit eligibility in order for payments to be coordinated.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

3. Health Insurance

If an employee takes FML for Military Caregiver leave, the Company will continue the employee on its group health plan under the same terms and conditions as if the employee were actively working for the Company for up to twenty-six (26) weeks. If the employee takes Pregnancy-related Leave, the Company will continue the employee on its group health plan under the same terms and conditions as if the employee were actively working for the Company for the period of pregnancy-related disability, up to four (4) months (17 ½ weeks). For the first twelve (12) weeks of a qualifying FML taken for any other purpose [including a CFRA leave for baby bonding after a leave for pregnancy-related disability], the Company will continue the employee on its group health plan under the same terms and conditions as if the employee were actively working for the Company.

The employee must continue to pay the share of the health benefit costs that they paid before the beginning of the leave if they wish such coverage to continue during the leave. The employee must pay their share of the premium through separate payments that are made to the employer every pay period at the same time as such payments would be made if paid by payroll deductions. If an employee does not pay their share of the premiums within thirty (30) days of being due, coverage will cease upon written notice to the employee in accordance with the provisions of the law. The employee may thereafter reinstate coverage immediately following the leave if the employee resumes payment of their share of the premiums in a timely manner.

Under certain circumstances, if the employee fails to return to work following the approved leave, the Company may seek all premiums the Company paid on the employee's behalf for health coverage during the leave. After the maximum amount referred to above, these benefits will cease.

4. Other Benefit Plans

With respect to employee benefit plans other than the Company's group health plan, i.e., 401k Plan, Life & AD&D Insurance, short or long term disability insurance, etc., the employee will continue to be entitled to participate in the plans, subject to the terms and limitations of the respective plans. The Company will pay the premiums associated with the above plans, subject to the terms and limitations of the respective plans, up to a maximum of twenty-six (26) weeks.

Also, FML will not constitute a "break in service" for the purposes of longevity under the plans.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

G Reinstatement and Return to Work

Employees on leave are asked to confirm their return date at least two (2) weeks before they return to work. Any requests for additional leave must be made as soon as practicable. The employee should notify their manager or Human Resources. Employees on leave who do not return as scheduled, and are not granted an extension, will be terminated as of the day the original leave expires. For employees on FML due to their own serious health condition, these employees are required to submit (prior to starting work) their health care provider's certification that they are able to resume work ("Fitness-for-Duty Certification"). A Fitness-For-Duty Certification form is available from Human Resources. The employee's essential job duties must be attached to the certification form, and the certification must address the employee's ability to perform the essential functions of the job. Human Resources may contact the healthcare provider directly to authenticate a Fitness-For-Duty certification. The Fitness-For-Duty Certificate is required solely to release the employee to work (and does not require a fitness-for-duty examination).

Upon their return from FML, the employee will resume employment with the Company at the same or equivalent position to be determined by the Company. The Company may refuse to reinstate the employee on FML under the following circumstances:

1. The employee is a salaried employee who is among the highest paid 10% of the Company's employees who are employed within seventy-five (75) miles of the worksite at which the employee is employed; and
2. The refusal is necessary to prevent substantial and grievous economic injury to the operations of the employer.

All employees on FML or extended leave are subject to personnel actions unrelated to their leave (e.g., termination due to position elimination or reduction in force.)

If an employee receives extended leave going beyond the FML maximum due to a "disability" as defined under law, the Company will not fill the employee's position with a non-temporary employee unless it must do so because of business necessity and if otherwise permitted by applicable law. If this does occur, the Company will first attempt to notify the individual on leave and offer them the opportunity to return to work prior to filling the position. Upon the expiration of the extended leave, the Company will strive to return the individual to the position they held prior to the leave in accordance with applicable law.



4.27 Family and Medical Leave (FML), Extended and Other Medical Leave (cont.)

If the Company filled that position, the employee may be offered any available openings for which they are qualified. If an employee does not accept an available opening, they will be considered to have voluntarily quit employment.

If an employee receives extended leave going beyond the FML maximum due to a pregnancy-related disability, the employee will be returned to the same position or, under some circumstances, to a comparable position, upon her return from leave. The Company may refuse to reinstate the employee from pregnancy-related disability leave under the following circumstances: (a) her employment would have ended had she remained continuously at work during the pregnancy disability leave (e.g., her position was eliminated for reasons unrelated to her pregnancy); and (b) there is no comparable position available or the Company would not have offered a comparable position to the employee if she had been continuously employed during the pregnancy-related disability leave.

H Administration of Policy

This policy is adopted to meet the Company's legal obligations in providing leaves of absences and is not intended to expand employees' legal rights to time-off. All other leaves and time-off not referenced in this policy (e.g. kincare) shall run concurrently with this policy to the maximum extent permitted by applicable law. The Company intends to administer the policy in accordance with applicable legal requirements. Any leave provided by the Company that is not legally required is at the sole discretion of management and does not impose any legal duty upon the Company.

4.28 Paid Parental Leave Benefit Policy

Curtis' Paid Parental Leave Benefit Policy recognizes the needs of both parents to have time to bond with their newborn or newly adopted child. We believe all parents should be given time to care and bond with their new child without additional financial hardship that may result from taking time off. This Benefit is not required by law, and is provided at Curtis' discretion to aid its employees.



4.28 Paid Parental Leave Benefit Policy (cont.)

To this end, the Company provides six (6) weeks of fully paid parental leave Benefits to employees following the birth or adoption of a “child” as defined by the federal Family and Medical Leave Act and its regulations (“FMLA”). The six (6) weeks of Benefits must be used during the sixteen (16) week period immediately following the birth or adoption of the child. For adoption, Benefits may be used before the adoption is finalized if an employee needs to be absent from work for the adoption to proceed (e.g., for travel to another country as part of the adoption process). (Note that an employee who adopts a new spouse’s child or children is not eligible for Benefits under this policy.) Receipt of Benefits under this policy will run concurrently with FMLA, State leave laws and disability leave laws, as applicable.

This Benefit is for mothers, fathers and co-parents, regardless of gender.

4.28.1 Eligibility

Eligible employees must meet the following criteria:

- Be employed with the Company for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) consecutive months immediately preceding the date the leave would begin.
- Be a full-time or part-time, regular employee.
- Experience a qualifying event, including the birth or adoption of a child.

[NOTE: If an employee does not meet the above criteria prior to going out on leave, but does meet the criteria while out on leave, the Benefit will become available once the criteria have been met, but the Benefit must be used within the first 16-weeks immediately following the birth or adoption of the child.]

For example, a full-time employee hired on January 1 becomes a parent on November 30. For December, the employee, who is not yet eligible for the Paid Parental Leave Benefit under this policy, uses a combination of accrued PTO, and/or unpaid time off which means as of December 31, the employee has been off one-month. On January 1 (of the following year), the employee has been employed for twelve (12) months and therefore meets the criteria above and is now eligible for this Paid Parental Leave Benefit. This employee would only be able to utilize the Paid Parental Leave Benefit in the sixteen (16) weeks immediately following the November 30 birth of the child (e.g., up to March 22).



4.28.2 Policy Details

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave Benefits for the birth or adoption of child/children within a rolling twelve (12) month period. A multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the six (6) weeks of total amount of paid parental leave Benefits granted for that event.
- Each week of paid parental leave Benefits are compensated at 100% of the employee's regular hourly rate based on the employee's regular schedule, or regular salary, offset by paid state disability or state parental leave benefits. Paid parental leave Benefits will be paid according to the Company's regular payroll practices at the time.
- Approved paid parental leave Benefits may be used at any time during the sixteen (16) week period immediately following the birth or adoption of the child. Paid parental leave Benefits may not be used or extended beyond this sixteen (16) week time frame or be taken for more than a total of six (6) weeks in a rolling twelve (12) month period. No exceptions.
- Employees may only receive this paid parental leave Benefit during the first 16-week period following the birth or adoption of the child. Any unused paid parental leave Benefits are not provided at the end of the sixteen (16) week period.
- Paid parental leave Benefits taken under this policy must run concurrently with leave under applicable state leave laws and the Federal Family Medical Leave Act. However, this policy does not provide for any leave of absence rights. All requirements and provisions under the applicable state leave laws and the federal Family Medical Leave Act will apply. Please refer to the medical leave policies in your Employee Handbook for further guidance on applicable state or federal medical leave laws.
- Benefits provided by the Company for Short-Term Disability (see Employee Handbook) are separate from the Benefits provided in this Benefit Policy. However, employees are not eligible to receive Short-Term Disability benefits at the same time as Benefits under this policy, and, Short-Term Disability benefits cannot be used to extend the Benefits under this policy beyond the sixteen (16) weeks.
- The Company will maintain all other benefits for employees while receiving this paid parental leave Benefit period, including medical, PTO, etc.
- If a Company holiday occurs while the employee is receiving paid parental leave Benefits, that holiday will be charged to holiday pay; however, this will not extend the eligibility period beyond the first 16-weeks following the birth or adoption of the child. Similarly, PTO may not be taken to extend the eligibility period beyond the first sixteen (16) weeks, following the birth or adoption of the child.



4.28.2 Policy Details (cont.)

- The employee must provide his or her supervisor and HR with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible) to be eligible for Benefits under this Policy. The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- Upon termination of the individual's employment at the Company, he or she will not be paid for any unused paid parental leave Benefits.
- Abuse of any aspect of this policy will lead to disciplinary action, up to termination.
- State laws or regulations may supersede the provisions of this policy.

4.28.3 California State Requirements

In order for California employees to qualify for the Benefits under this policy, Employees must qualify and receive California Paid Family Leave insurance benefits from the State of California, or the California State Disability Insurance benefits from the State of California.

Employees will receive a payroll supplement from Curtis equal to the difference between their regular base wages and the "State" Paid Family Leave insurance ("PFLI") benefits they receive through California Paid Family Leave. If an employee is disabled because of pregnancy, but exhausted her benefits under the Company's Short-Term Disability Benefits policy, she will receive a payroll supplement from Curtis equal to the difference between her base wages and California State Disability Insurance benefits she receives. The regular base wages do not include any other compensation (e.g., bonuses, overtime for non-exempt employees, etc.). For example, if an Employee's weekly salary is \$2,000, and receives California Paid Family Leave insurance in the amount of \$1,000 for a week, Curtis will pay the employee the \$1,000 difference (subject to standard payroll withholding). In no case, may Employees receive more than 100% of their normal base wages – when combining the State benefit and this Paid Parental Leave Benefit.



4.29 Personal Leave

A personal leave of absence of up to one (1) month may be granted at the discretion of the department manager with the approval of the Human Resources Manager. Personal leave is “unpaid” leave. Employees will be required to substitute accrued, unused Paid Time Off for any “unpaid” leave. Additionally, the employee will accrue additional PTO hours and seniority credits during personal leave for the first thirty (30) days. While on personal leave, an employee’s job is not protected.

The employee’s benefits will be covered for the first thirty (30) days. Once the employee exhausts the first thirty (30) days of benefit coverage, the employee will have an option to elect continuation of coverage at their own expense under COBRA. Personal leaves of over one month must have the additional approval of an officer of Curtis. Curtis may require that the request for a leave of absence be in writing, stating the reason for the leave and its expected duration. The reason for the leave will be kept confidential.

An employee must have at least six (6) months of service to be eligible for a leave longer than one (1) week, and a year of service to be eligible for a leave longer than one (1) month. The maximum leave that can be granted is six (6) months.

4.30 Accepting Other Employment While on Leave

If an employee accepts any other employment or goes into business while on a leave of absence of any type, the employee will be considered to have voluntarily resigned from employment as of the day on which the employee began the leave of absence.

4.31 Salary Continuation

State Disability, Workers’ Compensation, and Long Term Disability all provide partial salary continuation for eligible employees during times of injury or illness beyond a seven(7) day waiting period.

For any disability related to illness, injury and pregnancy which extends beyond the standard seven-day waiting period, it is the policy of Curtis to supplement the above insurance benefit and continue paying a portion of the employee’s salary up to 100% contingent on the following:



4.31 Salary Continuation (cont.)

1. Certification or notification of the disability by a physician, in writing, to the Human Resources department. Length of payment will be determined by State Disability, Workers' Compensation or the State as appropriate, not to exceed twenty-six (26) weeks.
2. Curtis will pay out the first week of disability to the employee, without using any accrued PTO.
3. Salary continuation for short term disability, Workers' Compensation, etc. will be based on length of service and will supplement benefits paid by any of the above insurances, to equal no more than 100% of the employee's gross salary.

Any insurance benefit payments reported to the company will be included as income where applicable and will be reflected on the employee's W-2 form at the end of the year. Employees will be allowed two weeks supplemental paid short-term disability benefits for every full year (52 weeks) of service, to a maximum of twenty-six (26) weeks. As you are eligible, you will be allowed to utilize the supplemental salary benefits on a "rolling" twelve (12) month basis.

Example

- Salaried employee earns \$1,000.00 per week.
- Length of service is three (3) years (qualifies for six (6) weeks of salary continuation).
- Duration of disability is nine (9) weeks.
- Curtis pays out the first week.
- State Disability Insurance benefits are 55% of salary with a maximum of \$1,104.00 per week. There is a one (1) week waiting period for the Short-Term Disability benefit payments.

Week #	State Insurance Benefit	Curtis Benefit	Total to Employee
1	\$0.00	\$1,000.00	\$1,000.00
2	\$550.00	\$45.00	\$1,000.00
3	\$550.00	\$450.00	\$1,000.00
4	\$550.00	\$450.00	\$1,000.00
5	\$550.00	\$450.00	\$1,000.00
6	\$550.00	\$450.00	\$1,000.00
7	\$550.00	\$0.00	\$550.00
8	\$550.00	\$0.00	\$550.00
9	\$550.00	\$0.00	\$550.00



4.32 COBRA Health Coverage Continuation

4.32.1 Notice of Group Health Coverage Continuation Rights

If you elect coverage for yourself and any family members under one of Curtis' available health plans, then Curtis is required, by a federal law called "COBRA," to offer you and your family the opportunity to elect a temporary extension of health coverage in certain instances where coverage under the plan would otherwise end. This extended health coverage is commonly called "continuation coverage" or "COBRA coverage."

You and/or your covered family members will have the opportunity to continue medical and/or dental benefits for a period of up to 36-months under COBRA when group medical and/or dental coverage for you and/or your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct; or
- Your employment status changes due to a reduction in hours; or
- Your child ceases to be a "dependent child" under the terms of the medical and/or dental plan; or
- You become divorced or legally separated; or
- You become entitled to Medicare.
- In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact Human Resources.



5. Curtis Employment Standards

5.1 Casual Dress Code for Work

As our Company continues to grow, employees need to exhibit an appearance that confirms our professionalism to our customers, our business partners, and our coworkers. The Company's objective in establishing a dress code is to encourage employees to project a professional image while still experiencing the comfort and advantages of more casual and relaxed clothing.

Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that is excessively revealing is not appropriate for a business setting. Additionally, T-shirts, torn, dirty, or frayed clothing is unacceptable.

Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting to other employees.

If you experience uncertainty about acceptable, professional attire for work, please ask your supervisor or your Human Resources staff.

5.2 Standards of Conduct

Curtis has established general guidelines to govern the conduct of its employees. No list can include all types of conduct which can result in discipline, and the examples do not replace sound judgment or common sense behavior. Examples of employee conduct that could lead to discipline, up to and including suspension without pay and/or termination, are listed below:

- Theft or inappropriate removal or possession of property.
- Abusing lunch and break periods.
- Excessive absenteeism.
- Removing, posting or altering notices on any bulletin board on Company property without permission by your manager or Human Resources department.
- Eating food and/or drinking beverages in undesignated areas.
- Failing to report injuries, damage to, or an accident, involving Company equipment.



5.2 Standards of Conduct (cont.)

- Horseplay that results in personal injury or equipment damage.
- Engaging in discriminatory, harassing or threatening language or conduct toward others.
- Copying confidential business related documents for personal use.
- Using facility communication systems inappropriately.
- Treating customers or coworkers in a discourteous, unprofessional, or inattentive manner.
- Fighting.
- Gambling.
- Insubordination.
- Being dishonest, including, but not limited to, deception, fraud, lying, cheating or theft.
- Falsifying Company records including but not limited to time records, applications, or other business documents.
- Sabotaging the facility, grounds or equipment.
- Working or operating Company vehicles under the influence of alcohol or illegal drugs.
- Possessing, distributing, sale, transfer, being under the influence of, or using, illegal drugs or intoxicants while on the job or while operating Company vehicles.
- Sleeping on the job.
- Carrying a weapon on Company property, including the parking lot.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Using the Company's computer systems to access confidential computer files and data, without authorization.
- Negligence or improper conduct leading to damage of employer-owned property.
- Recording conversations with colleagues or supervisors, without the knowledge of all parties.
- Violation of Curtis' Equal Employment Opportunity, Harassment, or Conflict of Interest policies.
- Demonstrating gross misconduct or other serious violations of Curtis Instruments' policies or procedures.



5.3 Absentee Procedures and Attendance Standards

Punctuality and regular attendance are essential to the proper operation of the Company and will be one factor considered during your periodic performance reviews.

- If you expect to be absent from work for any reason other than an unexpected illness or other emergency, please submit a request for authorized time off to your supervisor as much in advance as possible.
- Any unplanned absence, tardiness or early departure must be called in to your supervisor before 9:00 a.m. If your supervisor is unavailable, ask to speak to another supervisor in your work area. If another supervisor is also not available, you may leave a message with the receptionist. Calling and reporting the tardiness, absence or early departure does not mean your absence is automatically excused.
- Unless pre-arranged with your supervisor, you must call in each day of your unplanned absence.
- Any unplanned absences that are not called in will be recorded at the end of the week as an un-excused absence.
- If an employee fails to call in an unplanned absence to their supervisor for three consecutive days, Curtis will presume they have abandoned their job, and their employment will be terminated and processed as a voluntary resignation.
- Any employee absent because of an injury or illness may be required to provide the Company with a signed physician's note verifying the condition and releasing the employee to work, at the Company's discretion. Any absences of three days or more, intermittent absences or ongoing partial day absences may require a medical certification. Physician's notes must be submitted to the Human Resources department. If an absence qualifies for leave under Curtis' Family and Medical Leave (FML), Extended and Other Medical Leave policy, the procedures set forth in that policy shall be followed.

5.4 Alcohol and Drug Free Workplace

We are dedicated to providing a safe, healthy, and efficient workplace for our employees, which is free of illicit drugs and drug/alcohol abuse. The manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on Company premises is strictly prohibited.



5.4 Alcohol and Drug Free Workplace (cont.)

Likewise, being intoxicated at work as a result of excessive consumption of alcohol is strictly prohibited.

These activities constitute serious violations of Company rules, jeopardize the Company and can create situations that are unsafe or that substantially interfere with job performance.

Employees in violation of the policy are subject to appropriate disciplinary action, up to and including termination of employment.

5.4.1 Substance Abuse Policy

In order to protect yourself and other employees, we require that you be able to perform your job safely and unimpaired. If a supervisor believes that you are not working safely and unimpaired, you will be reassigned or suspended for the remainder of the day pending an investigation.

Where an employee is given prescription drugs or advised by a physician to take nonprescription drugs, the employee is required to ask the physician whether such drugs may adversely affect the employee's ability to safely perform assigned duties, thereby endangering others, him/herself or property. If the physician's response is negative, the employee should ask the physician to put his opinion in writing. If the physician's response is affirmative, the employee is required to advise their supervisor or manager that they are taking medication which could impact their ability to perform assigned duties safely. The employee may be requested to provide a release from their physician to the Company that they are able to work safely while taking a prescription or nonprescription drug.

The Company shall keep any information regarding an employee's use of legal drugs as confidential, and will only disclose the recommended work restriction, warranted by the side effects, to the Company officials on a need-to-know basis consistent with business necessity. The Company may observe these recommended work restrictions by assigning the employee to appropriate duties during the time of their medication, or possibly provide an unpaid medical leave of absence to the employee as outlined in this manual if no assignment is available or if it would present an undue hardship.



5.4.1 Substance Abuse Policy (cont.)

Employees must advise Human Resources of any criminal drug statute conviction within five (5) days of a conviction. Law enforcement officials will be informed whenever illegal drugs are found in the possession of any employee during working time or on Company premises. The Company reserves the right upon reasonable suspicion to search all areas of the Company including, but not limited to, offices, work areas, desks, rest areas and lockers.

The only exception to this policy is for Company-sponsored events where alcohol is sanctioned. Even then, employees must use good judgment not to become intoxicated.

It is essential for everyone that all employees comply with this policy. Employees who violate this policy and/or are convicted under any drug statute are subject to disciplinary action up to and including discharge.

When appropriate, Curtis may refer employees to our Employees Assistance Program (EAP). The EAP is a voluntary, confidential, and professional service that provides information, counseling, and referral services to all full-time and part-time employees and their dependents who may be experiencing personal stress in their lives. Please contact Human Resources for questions about our Alcohol and Drug Free Workplace policy and/or EAP program

5.5 Tobacco Free/Smoke Free Policy

It is the policy of Curtis Instruments to be concerned with the health, welfare and comfort of its employees. Smoking or vaping is prohibited anywhere inside the building, including lunchrooms, break rooms, and rest rooms. Smoking and vaping are permitted outside the building at a distance of at least twenty (20) feet from the doorway. However, it is not permitted at all near the front entrance of the building. Cigarette and cigar butts should be disposed of in the provided receptacles and not on the ground.

It will be the responsibility of each employee to make sure that guests are made aware of our policy.

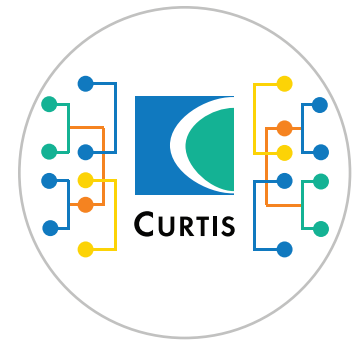


5.6 Safe & Healthy Work Environment

Curtis strives to provide a safe and healthy work environment for its employees which includes a supportive social environment. Curtis strives to maintain and promote a positive work environment that makes employees feel good about coming to work. Curtis encourages self-monitoring and reporting of employee factors such as stress, burnout and emotional duress so that the needs of its employees' health and well-being can be known and addressed.



6. Administrative Policies



6.1 Safety

Maintaining a safe work environment requires the continuous cooperation of all employees. Curtis will take all reasonable steps to assure a safe environment and compliance with federal, state, and local safety regulations. The Company strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues. Employees should contact their supervisor, the nearest supervisor, and/or call 911 in the event of an accident or emergency.

If an employee is injured on the job, Curtis provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to a supervisor, who in turn will notify Human Resources of the incident for proper documentation. The purpose of the accident report is to correct any safety hazards, comply with insurance requirements, and protect employees from future injury. Failure to report accidents is a serious matter, as it may preclude an employee's coverage under Worker's Compensation Insurance and result in disciplinary action. Should you become troubled about the safety of your work environment, discuss your concerns with your supervisor or Human Resources department.

In keeping with this commitment, the Company has established an "Injury and Illness Prevention Program" as part of its safety program. The Facilities and Safety Coordinator has been delegated responsibility for administering and implementing our Injury and Illness Prevention Program.

6.2 Driving Company Vehicles

Curtis vehicles are available for accomplishing specific tasks associated with Curtis business. Only those employees who possess a valid driver's license and who have a business need may use Curtis vehicles for business purposes. When using Company vehicles, employees are expected to exercise care and follow all operating instructions, safety standards, and law. Payment of traffic and parking fines is the responsibility of the operator.

Company vehicles may not be used for personal reasons or activities without the express prior written approval from the Executive Director.



A Driving Licenses and Records – Company and Employee Vehicles

All employees authorized to drive Company or personal vehicles to conduct Company business, must possess a current, valid California driver's license and a driving record acceptable to the Company.

Any change in license status or driving record must be reported to your supervisor or Human Resources immediately. As examples: traffic citations, moving violations, accidents, suspended licenses, revoked licenses, etc., WHETHER OCCURRING ON OR OFF THE JOB, must be reported to Human Resources immediately.

From time to time, the Company or its insurance carrier will request reports from the Department of Motor Vehicles regarding the license status and driving record of employees whose job responsibilities include driving. In the event that the license status or driving record of any employee becomes unacceptable to the Company or the Company's insurance carrier, that employee may be restricted from driving, reassigned, suspended, or terminated, all at management's discretion.

Employees are personally responsible to pay all fines, citations and tickets incurred while on Company business, unless Company reimbursement is required by applicable law.

B Safe Driving Habits – Company and Employee Vehicles

A valid California driver's license must be in your possession while operating a vehicle for Company business. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits and not drive above the speed limit or recklessly.

Employees must follow all cell phone laws. The use of a cellular telephone, smart phone, PDA or any other electronic device while driving on Company-related business is prohibited. Moreover, the use of a cellular telephone, smartphone, PDA or any other electronic device while driving is prohibited if such use is Company-related. If you must make a cellular telephone call or use your email while driving on Company-related business or make/send a Company-related call/email while driving, then you must find a safe place to pull-over and have your conversation or access your email. If you receive a call or email while driving on Company-related business or if the call/email is Company-related, then you must find a safe place to pull-over and have your conversation or respond to the email.



6.2 Driving Company Vehicles (cont.)

Employees are not permitted, under any circumstances, to operate a Company vehicle, or a personal vehicle for Company business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, intoxication, fatigue, etc.

C Safe Vehicle Maintenance

Company Vehicles: The Company takes responsibility for the mechanical and safe condition of Company vehicles. However, any employee noting a mechanical and/or safety problem with any Company vehicle, must notify the Executive Director immediately. If any safety hazard with a vehicle is detected, the vehicle must not be driven until corrected.

D Vehicle Insurance – Employees’ Vehicles

Employees authorized to drive their vehicles for Company business must maintain adequate personal automobile liability insurance, from a reputable insurance company. From time to time, the Company or its insurance carrier will require proof of employees’ personal insurance. Employees must not drive for Company business without current, valid personal automobile liability insurance.

The Company reimburses employees for the use of their personal vehicles at the federal IRS approved mileage rate. This rate reimburses employees for all costs incurred, including insurance, when using their vehicles for Company business.

E Accidents and Accident Reporting – Company and Employee Vehicles

In case of emergency or any injury, phone “911”.

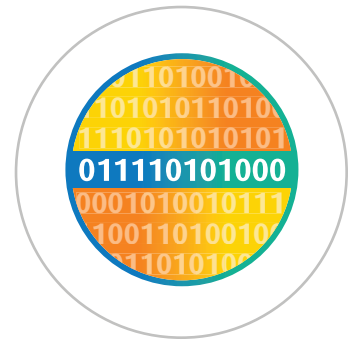
All accidents, no matter how minor, must be reported to the Executive Director immediately regardless of who is at fault. Stop and exchange information with the other driver. Do not admit fault to the other driver or the police. Do not drive the vehicle if it is not in safe condition.

Employees are personally responsible to pay the insurance deductible for all damages incurred while driving (whether when driving a Company vehicle or Employee vehicle), unless Company reimbursement is required by applicable law.



6.3 Electronic Communications

This policy highlights the Company's guidelines with regard to the use of the Company's electronic mail, instant message, text message, voice mail, Internet access and computer systems, as well as Company-issued smartphones and other electronic devices ("Electronic Communications"). The policy also describes guidelines with regard to personal computers, electronic devices, and smartphones used at the Company or for Company business. "Electronic communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including iPhone, iPad or similar devices), telephones, smartphones, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives.



All electronic communications on Company systems, including all individual equipment (e.g., stand-alone computer or hand-held device) are covered by this policy. These systems are important assets of the Company and have been installed/provided at substantial expense to facilitate business communications. The Company respects the individual privacy rights of its employees; however, employee privacy does not extend to the employee's work-related conduct or to the use of Company provided equipment or supplies. The Company operates under this policy for several reasons including: (1) to ensure that these systems are used for business purposes; (2) to follow-up on departing employees' work-in-progress; (3) to ensure that the confidentiality of its trade secrets is being preserved; (4) to monitor employee performance; (5) to maintain the systems; and (6) to monitor our customer service and relations with outside businesses. You should be aware of how the following guidelines may affect your privacy in the workplace.

- The Electronic Communications systems belong to the Company and the contents are to be accessible at all times by management for any purpose, even if password protected. The systems may be subject to periodic unannounced inspections, and should be treated like other shared filing systems. Of course, these systems are intended primarily for business use.



6.3 Electronic Communications (cont.)

- Do not assume that messages and files are confidential. The Company has the capability to access, review, copy and delete any messages sent, received or stored on the systems. (For example, the Company has the capability to access and review e-mails typed on a Company computer even if sent through a private e-mail account. As another example, the Company has the capability to retrieve text messages sent or received on Company-owned phones). The Company reserves the right to access, review, and copy or delete all such messages for any purpose and to disclose them to any party (inside or outside the Company) it deems appropriate. The Company may utilize or override individual passwords or codes. Back-up copies of electronic messages and computer files may be maintained and referenced for business and legal reasons.
- Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management. The Company reserves the right to access and review files and messages and to monitor the use of electronic (e-mail and internet) communications in its sole discretion as is necessary to insure that there is no misuse or violation of Company policy or any law. Employees who misuse these communication systems will be subject to discipline up to and including termination.
- Before using any personally-owned computer or electronic device for Company-related business, you must receive approval from your supervisor. If approval is provided, an employee's personal computer or electronic device is subject to all inspection and Company protection portions of this policy with respect to Company-related information.
- Employees may not use added software or any mechanism available over the Internet in an attempt to permanently delete (or scrub) any file on any Company computer or system, unless authorized in writing by the President of the Company. Employees also may not reformat any hard drive on any device without the written authorization of the President of the Company.



6.3.1 Prohibited Uses of Electronic Communications

- The Company's Electronic Communications systems may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against Company policy or not in the best interests of the Company (unless communications are protected by applicable law). Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of Company policies.
- Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval from a member of management. "Proprietary business information" means confidential and proprietary information related to the Company's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, blue prints, manufacturing processes, customer lists, inventions, formulas, vendor agreements, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on Company systems. Proprietary business information does not restrict employee rights to discuss their wages, hours or other terms of employment.
- Employees may not e-mail Company confidential information to their own or others' personal e-mail accounts. Employees also may not download or transmit Company confidential information to any external media (e.g., memory card, flash drive, employee-owned computer, tablet, cloud storage, CD, DVD, etc.)
- Copying, e-mailing, faxing, uploading to a cloud server, or otherwise transferring or transmitting Company documents for any purpose other than to carry out the Company's business is strictly prohibited. Copying files for personal use, or transferring or transmitting Company files to personal e-mail accounts or personal computers or other data devices is also strictly prohibited as referenced above.

This policy does not apply to any use of the Electronic Communications system that is protected by applicable law, such as lawful information sent to induce or prepare employees for group action, lawful information sent regarding employment and working conditions, lawful complaints about working conditions and information that is not related to the Company and its employees and customers.



6.3.1 Prohibited Uses of Electronic Communications (cont.)

In addition to the terms stated above, every new employee will be provided with, and will be required to sign a copy of the Company's complete "Internet Policy", "Corporate Information Security Policy" and "Security Awareness Training and Testing" upon their first day of work. Please contact your Human Resources department if you have any questions or concerns about these policies.

6.4 Company Telephone

Company phone lines are intended for Curtis business use.

6.5 Social Media

"Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the company.

The company recognizes that social media provides opportunities to participate in interactive discussions and share information on particular topics. Employees' use of social media, however, can pose risks to the company's confidential information, can expose the company to discrimination and harassment claims, can appear to endorse or promote a competitor of the company and can jeopardize the company's compliance with business rules and laws.

Through this policy, the company seeks to minimize these business and legal risks and to ensure that all IT resources and communications systems are used appropriately, as explained below. The company therefore expects its employees to adhere to the following guidelines regarding use of social media, whether via company-owned accounts or personal accounts.



6.5.1 General Guidelines for Social Media

Social media should never be used in a way that violates any of the Company's policies or any other obligations that you may have to the company or third parties. For example:

A Follow Curtis Principles

Public communication concerning the Company must not violate any guidelines set forth in this Handbook, whether or not you specifically identify yourself as an employee of the Company. The same principles and guidelines that apply to Company employees in general apply to your activities online.

B Policies Prohibiting Discrimination, Harassment and Violence

Employees may not use social media to engage in harassing or discriminatory conduct in violation of the Company's policies or to threaten violence. Do not post or send anything through social media that includes racial, sexist or ethnic slurs or any other discriminatory comments or threats of violence. Small missteps in social media can create big problems for the Company.

C Intellectual Property Laws

Employees must obtain appropriate permission to use a third party's copyrights, trademarks, service marks, or other intellectual property. Remember, just because you may have found a photo or an article on the Internet, it does not mean that the material is in the public domain and available for use without permission.

D Treat Confidential Information Confidentially

Do not disclose any of the Confidential Information (defined above in the Agreement to Maintain Company Information Confidential) of the company or its vendors and customers.

E Use Good Judgment

Social media posts can often be created and posted quickly. You should treat social media posts seriously and ensure that you do not say anything in social media that you would not be happy to see in any of the company's other communications. Whether in or outside of the workplace, remember that you are responsible for all content that you post or send.



6.5.1 General Guidelines for Social Media (cont.)

F The Company's Social Media Sites

Employees may not create an official company presence on any social media site or create a company-sponsored site, unless you receive approval from the company. Please be aware that the company retains the absolute right (but not the obligation) to delete or modify any content on its social media accounts that it deems inappropriate at its sole discretion. Further, the company has the right to require any employee involved in posting any such content to stop posting immediately.

G Personal Social Media Sites

As noted above, if you discuss, endorse, or praise the company's products on a private social media account, please be sure to disclose your relationship with the company, particularly when your connection with the company would not otherwise be clear to your audience. Such disclosure may be made in plain language within the text of your post or be in the form of an acceptable hashtag: #employee.

If you identify yourself as a Curtis employee or regularly or substantively discuss Curtis publicly, you should make it clear that the views expressed in the blog are yours alone and do not necessarily represent the views of your employer. Transparency is key.

Personal social media accounts must not be used for internal business-related communications between fellow employees or company-contracted influencers engaged to post on the Company's behalf.

H Employee Rights

Nothing in this policy is intended to preclude or dissuade employees from: (a) reporting possible or suspected violations of law or regulation to any governmental agency or entity, cooperating with any such agency in an investigation, or making other legally protected disclosures; or (b) engaging in any other activity protected by federal, state or local law.

Failure to follow these guidelines may result in disciplinary action, up to and including discharge, to the maximum extent permitted by applicable law. Employees should keep in mind that they may be held legally responsible for any content published on the Internet. Employees should also keep in mind that even if they write anonymously or under a pseudonym, their identity can still be revealed.

If you have questions or need further guidance about the Company's social media policy, please contact Human Resources.



6.6 Protection of Social Security Numbers and Other Personal Information

In compliance with state law, no employee may: (1) publicly post or display an employee's social security number; (2) visibly print a social security number on any identification badge or card, including any time card; (3) place a social security number in files with unrestricted access; or (4) communicate an employee's "personally identifying information" to the general public. For purposes of this policy, "personally identifying information" means an employee's social security number, home address or telephone number, personal electronic mail address, internet identification name or password, parent's surname prior to marriage, or drivers' license number.

6.7 Travel & Expense Policy Statement

If you travel on official Curtis business and your expenses are authorized, you will be reimbursed for expenses in accordance with the Travel & Expense policy. This policy outlines the policies, procedures, and responsibilities related to Curtis travel. Travel costs are generally allowable when they are directly attributed to specific work on a Company event or project. Employees should exercise the same care in expending Curtis funds, as they would exercise with their own money.

For additional information on the Travel & Expense policy, please contact Human Resources.

6.8 Resignation

A voluntary separation from Curtis is generally considered a resignation and is initiated by the employee. When an employee decides to leave for any reason, their supervisor and the Human Resources Department would like the opportunity to discuss the resignation before final action is taken. The Company requests that you provide two weeks advanced written notice of your resignation. The Company retains the discretion to advance the employee's separation date.



6.9 Exit Interview

Human Resources is responsible for scheduling an exit interview with a terminating employee by the employee's last day of employment and for arranging the return of Company property including:

- Company keys.
- Company issued credit cards.
- Company manuals.
- System Passwords.
- Any additional Company-owned or issued property.

Human Resources will provide departing employees with information concerning their benefits.

6.9.1 Final Paycheck

If Curtis terminates an employee, all wages (including accrued but unused PTO) are due and payable, in accordance with applicable law.



Acknowledgment and Receipt Form

I acknowledge that I have received a copy of the 2019 Curtis California Employee Handbook. I further acknowledge that it is my responsibility to read this information, to ask questions of my immediate supervisor if I do not understand any of the information in this section, and to abide by and observe all of the information and rules, policies and procedures explained therein, including future changes or additions to this Employee Handbook. I further understand that, with the exception of the Employment At-Will policy, the Company may change, rescind, or add to any policies, benefits or practices described in the Handbook from time to time in its sole and absolute discretion, but that I will be notified in writing in advance of any such changes.

It is the goal of the Company to provide a positive work environment and a solid economic foundation upon which all employees may build a future. However, the Company is also aware that personnel changes are sometimes initiated by employees and management alike. In this regard, it is expressly understood that employment at the Company is for no specific duration, and will continue only so long as it is mutually agreeable to you and the Company. EITHER YOU OR THE COMPANY MAY TERMINATE EMPLOYMENT FOR ANY REASON WHATSOEVER, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, AND AT ANY TIME. No section of this handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship within the meaning of California Labor Code Section 2922, nor does it limit management's and your discretion to make personnel decisions. Moreover, no one in the organization, other than the president, has the authority or legal ability to modify the at-will nature of the employment relationship. The President can do so only if it is clearly set forth in a written agreement that is signed by both the President and the employee in question.

EMPLOYEE SIGNATURE: _____

DATE: _____





CURTIS

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50352 Rev A 9/19