



**Lion Outsourcing
Management, LLC**
Team Member Handbook

Lion Outsourcing Management, LLC

Team Member Policies and Handbook

This handbook was created and implemented in order to promote and maintain an environment of understanding and cooperation among and between team members and management. This handbook does not create an employment contract with Lion Outsourcing Management, LLC (hereafter identified as "Lion Outsourcing Management", "Lion Outsourcing", "The Company", or "LOM") or with any of its clients (hereafter identified as "The Client", "The Client Company"). Your employment is for no specific period; the handbook does not limit any right on your behalf or the Company's to terminate the employment relationship at any time. The handbook does not contain any offer or intent to offer permanent employment or employment for any designated term. Revisions to the policies and procedures indicated in the handbook may be implemented at any time as deemed solely by the Company. Although the Company will make every effort to notify team members of any modifications, the Company reserves the right to make these changes without notice. The date of the last revision appears below.

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Glossary of Frequently Asked Questions

How can I receive copies of my pay stubs?

- ≥ See page 17; "Pay Stubs"

How do I change my tax filing status?

- ≥ See page 17; "Updating Payroll Information"

How can I get more uniform shirts?

- ≥ See page 20; "Purchasing Uniform Items"

Can I be issued a letter that says I work or no longer for the Company?

- ≥ See page 18; "Wage and Employment Verifications"

Can I wear a skull cap to work?

- ≥ See page 19; "Uniform and Dress Code – Clothing"

My hours are not correct on my check.

- ≥ See page 17; "Payment for Missing Hours"

Can I change shifts?

- ≥ See page 6-7; "Position Duration Information"

Can I transfer to another position?

- ≥ See page 6-7; "Position Duration Information"

Introduction to Lion Outsourcing Management, LLC

Welcome to Lion Outsourcing Management, LLC. We are pleased to have you as part of our team and hope that you find your period of employment with us to be a rewarding occasion of professional enlightenment and development in the constantly expanding automotive industry. We want to build a long, successful association with our team members and for each member of our team to flourish. Lion Outsourcing Management is a small company with big dreams of growth which begins with our team members. In order for the Company to grow and reach its goals for the upcoming years, we must continue to provide superior service to our clients; this means hiring the best individuals. Needless to say our team members are our priority as we succeed through your dedication, creativity, and hard work.

Once again, welcome to Lion Outsourcing Management and our best wishes for accomplishment and prosperity. We appreciate your confidence in our future. Let's succeed together!

Regards,

Myungjun Kim
President

Equal Opportunity Employment Policy

Lion Outsourcing Management, LLC, prides itself on being an equal opportunity employer with regard to all terms and conditions of employment, including but not limited to hiring, compensation, benefits, bonuses, hours of work, the issuance of disciplinary action, promotion, transfer, work assignments, and termination. As such, the Company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, sex, citizenship status, disability, veteran status, and age. Furthermore, the Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Throughout the handbook, the term “discrimination” includes but is not limited to taking any adverse employment action due to a team member’s sex, religion, race, color, age, national origin, veteran status, disability, citizenship status, and other factors protected by law. This policy applies to all employment actions taken by any person at the Company including but not limited to compensation, transfer, termination, promotion, recall, lay off, and all other employment decisions and/or actions at the Company.

Standards of Conduct

Team members of Lion Outsourcing Management represent not only themselves but also their fellow team members as well as the Company’s values. The reputation of the Company and its team members is largely based on the manner in which our team members conduct themselves.

Behavior of exceptional team members include:

- Promoting work place safety
- Displaying honesty and respect for management and fellow team members
- Demonstrating team work capabilities including assisting team members with problems
- Presenting themselves as professionals while at work
- Attending work as scheduled, on time for each shift
- Complying with the uniform regulations daily
- Demonstrating the ability to assume greater responsibility

Position Duration Information

Lion Outsourcing Management, LLC, offers a range of manufacturing positions with varying duration and shift hours. Due to specific client needs, positions range from assignments in which work is only available for a limited, short amount of time to positions which may have the opportunity to become full time employment with the Client hosting the work assignment. This handbook does not limit any right on behalf of the Company or its team members to terminate the employment relationship at any time. The handbook does not contain any offer or intent to offer permanent employment or employment for any designated term. Promotion and transfers from

one assignment to another are conducted at the discretion of the Company and its clients and are not guaranteed. Likewise team members who accept work assignments with set shift hours will not be able to transfer to another shift at a later time. Shift transfers are only conducted at the discretion of the Company and its clients under extraordinary circumstances or due to production needs.

New Hire Probation

Newly hired team members are on probation for the equivalent of ninety (90) calendar days. The purpose of this period is to enable the Company and its client(s) to carefully evaluate new team members' performance, professionalism, and ability. This period is also set to allow new team members to determine their own suitability for their respective jobs.

Upon completing the probationary period, the client may have the opportunity to hire the team member with their company at the status of a full-time team member. This opportunity is designated for team members who have completed their probationary periods and are working temporary-to-hire assignments. The client does have the right to not hire a team member at the end of the probationary period; promotion is not guaranteed. In those cases the team members are to continue working for the client until the client chooses to promote the team members or the assignments end.

Sexual Harassment Policy and Procedures

It is the duty of Lion Outsourcing Management, LLC to provide and maintain a working environment free from sexual harassment. Sexual harassment, in any form, will not be tolerated. Any team member found to have engaged in any form of sexual harassment will be subject to termination of employment. This applies to all team members including non-managerial team members and managerial and administrative staff.

Sexual harassment includes but is not limited to unwelcome sexual advances; requests for sexual favors as well as other conduct of a sexual nature when the submission to or rejection of such conduct is made a condition of a team member's continued employment or is used as the basis for any employment related decisions affecting the team member; or the conduct, if unwelcome and severe or pervasive, creates a working environment that is offensive, hostile, or intimidating, or otherwise negatively and unreasonably interferes with a team member's working environment.

Sexual harassment can be overt or subtle. Some behaviors which are found to be acceptable in social environments may not be found acceptable in professional working environments. Sexual harassment does not encompass socially acceptable behaviors which are harmless to the work environment and well-being of team members such as occasional compliments. Sexual harassment is considered as acts which are offensive, unwelcome, threatening, and adversely affect an individual's working environment, employment, or well-being.

Aside from blatant sexual advances and requests for sexual favors, the following are examples of what may (if unwelcome and severe or pervasive) constitute sexual harassment: sexually suggestive physical contact or behavior such as groping; grabbing; kissing; fondling; rubbing or massaging someone's neck or shoulders; stroking, tugging, or playing with someone's hair; unwelcome leering or whistling; pinching; brushing against another's body; suggestive, insulting, or obscene comments or gestures; the display in the workplace of sexually suggestive or explicit objects, cartoons, posters, or pictures including but not limited to offensive electronic communications or voice mail messages; access to pornographic images through the internet including email; verbal abuse of a sexual nature including the use of foul or obscene language; lewd, off-color, sexually-oriented comments or sexual jokes or any graphic verbal commentary regarding an individual's body.

In the event a team member feels that he/she has been sexually harassed, the team member is strongly encouraged to contact his/her LOM supervisor as soon as possible in order to report the occurrence. The LOM supervisor is then responsible for reporting the incident to his/her reporting manager as soon as possible. In the event a team member is not comfortable disclosing such an incident to his/her LOM supervisor, the team member is welcome to instead report the incident to an administrator who will report the claim to an appropriate managerial member. Upon receiving such a report, the Company will conduct a prompt and confidential investigation of the complaint while, to the extent possible, protecting the identities of the complaining party, reporting party if different from the complaining party, as well as witnesses and the individual alleged to have performed the misconduct. Harassment or retaliation against any individual making a claim of harassment will not be tolerated. Any team member accused of harassment will remain innocent until proven otherwise through investigation. Cooperation by all parties involved in the claim including the team member(s) making the claim, the accused team member(s), and witness(es) are necessary and expected in order for management to thoroughly and promptly investigate the claim. Failure to cooperate or withholding information vital to the investigation will be treated with disciplinary action, up to and including termination of employment.

Once an investigation has been concluded, appropriate action will be taken in the event a violation of this policy has been found to have occurred. Disciplinary action may include action up to termination of employment. Likewise appropriate action will be taken against any individual who retaliates against anyone who makes a complaint under this policy. Disciplinary action may include action up to termination of employment.

Anti-Harassment Policy and Procedures

Lion Outsourcing Management, LLC, is committed to courteous and considerate treatment of its team members at all times as a standard of behavior. Consequently the Company is committed to a work atmosphere that is free from harassment based on or motivated by religion, race, ethnicity,

disability, age, or sex. It is the obligation of any team member who has witnessed or is aware of any conduct that violates this standard to report it regardless of whether the individual reporting the misconduct is the victim or not; whether the perceived perpetrator or victim is a supervisor or other member of management, a fellow team member, customer, vendor, business invitee, or client; and regardless of the other individuals allegedly involved.

In the event a team member feels that he/she has been harassed, the team member is strongly encouraged to contact his/her LOM supervisor as soon as possible in order to report the occurrence. The LOM supervisor is then responsible for reporting the incident to his/her reporting manager as soon as possible. In the event a team member is not comfortable disclosing such an incident to his/her LOM supervisor, the team member is welcome to instead report the incident to an administrator who will report the claim to an appropriate managerial member. Upon receiving such a report, the Company will conduct a prompt and confidential investigation of the complaint while, to the extent possible, protecting the identities of the complaining party, reporting party if different from the complaining party, as well as witnesses and the individual alleged to have performed the misconduct. Harassment or retaliation against any individual making a claim of harassment will not be tolerated. Any team member accused of harassment will remain innocent until proven otherwise through investigation. Cooperation by all parties involved in the claim including the team member(s) making the claim, the accused team member(s), and witness(es) are necessary and expected in order for management to thoroughly and promptly investigate the claim. Failure to cooperate or withholding information vital to the investigation will be treated with disciplinary action, up to and including termination of employment.

Once an investigation has been concluded, appropriate action will be taken in the event a violation of this policy has been found to have occurred. Disciplinary action may include action up to termination of employment. Likewise appropriate action will be taken against any individual who retaliates against anyone who makes a complaint under this policy. Disciplinary action may include action up to termination of employment.

Workplace Violence Policy and Procedures

Lion Outsourcing Management, LLC, is firmly committed to providing a workplace that is free from acts of violence or the threat of violence. In keeping with this commitment, team members are prohibited from threatening or committing any act(s) of violence while in the workplace or on Company property, while on duty, while on company related business, or while operating any vehicle or equipment owned or leased by the Company of the Client. This policy applies to all team members including non-managerial team members and managerial and administrative staff. It also applied to third parties including team member guests who are on Company property. Lion Outsourcing Management will not tolerate individuals including team members who make threats, engage in threatening behavior, or commit acts of violence against fellow team members, guests, visitors, or other individuals. Compliance with this policy is every team member's responsibility.

Team members should immediately report to Lion Outsourcing Management any incident involving the threat of violence or violent behavior. If any team member is confronted with a potentially violent situation, the team member should not attempt to handle the situation but should immediately report it to his/her LOM supervisor or the Company office. Upon receiving such a report, the Company will conduct a prompt and confidential investigation of the complaint while, to the extent possible, protecting the identities of the complaining party, reporting party if different from the complaining party, as well as witnesses and the individual alleged to have performed the misconduct. Harassment or retaliation against any individual making a report of workplace violence will not be tolerated. Any team member accused of workplace violence will remain innocent until proven otherwise through investigation. Cooperation by all parties involved in the claim including the team member(s) making the claim, the accused team member(s), and witness(es) are necessary and expected in order for management to thoroughly and promptly investigate the claim. Failure to cooperate or withholding information vital to the investigation will be treated with disciplinary action, up to and including termination of employment.

Once an investigation has been concluded, appropriate action will be taken in the event a violation of this policy has been found to have occurred. Disciplinary action may include action up to termination of employment. Likewise appropriate action will be taken against any individual who retaliates against anyone who makes a complaint under this policy. Disciplinary action may include action up to termination of employment.

Attendance Policy

All team members are expected to attend work regularly, as scheduled. Failure to report to work as scheduled results in delays in production, increased burden on the team members who are present at work, and will result in disciplinary action, up to and including termination of employment. The Company expects all team members to be present at their designated areas at the start of each shift and to remain in their work areas except during break and meal periods. Failure to arrive to work on time, leaving one's workstation for excessive breaks, and failing to complete scheduled shifts are also grounds for disciplinary action.

In the event a team member is unable to report to work, he/she is required to contact his/her LOM supervisor via telephone call each day that he/she anticipates to be absent. Likewise each day which a team member anticipates being tardy reporting to work, he/she is also required to contact his/her LOM supervisor via telephone call. Attendance infractions are to be reported to the team member's LOM supervisor no later than 30 minutes prior to the start of the shift. Team members are not to report their attendance infractions directly to the Client management. While team members are in the employ of Lion Outsourcing Management, they will report to Lion Outsourcing Management. Failure to properly report attendance infractions will subject team members to disciplinary action, up to and including termination of employment. In the event a team member is unable to reach his/her LOM supervisor via telephone call, he/she must leave the

LOM supervisor a message then call in to the Lion Outsourcing Management office to report the attendance infraction. The Company office is open to receive such calls Monday through Friday from 8:00 am to 5:00 pm.

In the event a team member has prior notice of an absence, period of absences, or period of other such attendance infractions, written notice of the infraction(s) must be given to the Lion Outsourcing Management office as soon as possible following the team member's awareness of the infraction(s) but no later than three (3) days prior to the infraction(s). Written notice will not be accepted except on the Company's Notice of Intended Absence form which may be issued at the request of the team member directly from the Company office or the team member's LOM supervisor. The Company will not excuse or approve time away from work aside from the infractions designated to be calculated on team members' attendance records at a zero points value in accordance with the Company's policy expressed herein.

Please note the following:

- Reporting an absence or tardy does not excuse an absence or tardy.
- Absences and instances of tardiness which are not reported properly in accordance with this policy but are instead solely reported directly to the Client's management will be treated as a "No Call/No Show" offense.
- Receiving permission from a Company or Client management member to leave the job site prior to the end of the shift does not excuse the infraction of not completing a scheduled shift.
- Absences from work for three or more consecutive work dates without properly calling in to report the absences will be considered by the Company as job abandonment.
- Written excuses following attendance infractions are mandatory to be turned in to the Lion Outsourcing Management office directly or to the team member's LOM supervisor. Written excuses validate the attendance infractions; however they do not eliminate the point's value of the time missed unless the excuse is submitted following an infraction designated to be calculated on team members' attendance records at a zero point's value in accordance with the Company's policy below.
- Leaving the job site without notifying an LOM supervisor, the LOM office, a Client manager, or a Client supervisor will be considered by the Company as job abandonment.
- Team members who are absent without calling in to properly report their intended absence (No Call/No Show) within their first 30 days of employment will be released from their assignment with the Company.

Team members' attendance will be monitored by a point based system. In the event a team member exceeds the amount of attendance points designated for his/her tenure within the Company, his/her assignment will end. Newly hired team members may not accrue any attendance infractions within the first 30 days of employment. Team members who are within their

90 day probationary period have a limit of 2 attendance points, meaning these team members cannot accumulate more than 2 attendance points. Team members who have completed their 90 day probationary period have a limit of 4 attendance points but may not exceed the limit of 4 points. For every period of 90 consecutive days a team member completes with no attendance infractions, the Company will deduct one point from his/her attendance record. Team members with a zero point's balance who complete 90 consecutive days of perfect attendance will not have an attendance point removed as the policy does not support negative point's balances. Team members may access their attendance points status by contacting the Lion Outsourcing Management office which is able receive such calls Monday through Friday from 8:00 am to 5:00 pm. Attendance points will be accumulated as follows:

Absence = 1 point

No Call/No Show = 2 points

Tardy = ½ point (*This infraction also includes failing to report back to one's work area from break or lunch on time.*)

Incomplete Shift = ½ point

Absence on a Scheduled End of Week Day (Friday, Saturday, Sunday) = 1.5 points

Absence on a Scheduled Holiday = 1.5 points

No Call/No Show on a Scheduled Weekend or Holiday = 2.5 points

Absence Under a Doctor's Care = 1 point the first day, and ½ point each work date after (*Refer to the Absences Under a Physician's Care section of this policy for full regulations*)

Military Service = 0 points (*Refer to the Military Service section of this policy for full regulations*)

Court Appearances = 0 points (*Refer to the Court Obligations section of this policy for full regulations*)

Jury Duty = 0 points (*Refer to the Court Obligations section of this policy for full regulations*)

Bereavement = 0 points (*Refer to the Bereavement Leave section of this policy for full regulations*)

Military Service

Lion Outsourcing Management, LLC, complies with all legal requirements regarding military leave; however team members who are actively serving in the military are expected to comply with the regulations set forth in this policy in order to promote and maintain a working environment that is well-organized and properly informed. Team members who have military obligations which require time away from work are required to provide written notice of the date(s) of the time missed to the Lion Outsourcing Management office as soon as possible following the team member's awareness of the time to be missed but no later than three (3) days prior to the date(s) of the time missed. Written notice will not be accepted except on the Company's Notice of Intended Absence form which may be issued at the request of the team member directly from the Company office or the team member's LOM supervisor. Likewise team members must submit to the Lion Outsourcing Management office directly or via their respective LOM supervisor documentation that validates the legitimacy of the claimed time away from work for service obligations. For example, in addition to

submitting a properly completed Notice of Intended Absence form, a team member may submit a copy of his/her drill schedule which confirms the date(s) the team member is not going to be present at work. In the event both of these conditions are met, team members will not receive any attendance points for service dates attended which require time away from work. In the event both of these conditions are not met, team members will be assigned the appropriate amount of attendance points for their infractions as outlined previously in the attendance policy.

Bereavement Leave

Lion Outsourcing Management, LLC, will grant a predetermined amount of bereavement leave to team members for whom the need for such time away from work arises provided team members meet the following requirements:

1. Team members must provide written notice of the date(s) of the time missed to the Lion Outsourcing Management office as soon as possible following the team member's awareness of the time to be missed but no later than three (3) days prior to the date(s) of the time missed, if possible. Written notice will not be accepted except on the Company's Notice of Intended Absence form which may be issued at the request of the team member directly from the Company office or the team member's LOM supervisor.
2. Team members must also submit to the Lion Outsourcing Management office directly or via their respective LOM supervisor documentation that validates the legitimacy of the claimed time away from work for bereavement purposes. A copy of an obituary or the funeral's program or order of service are examples of such acceptable documentation.

In the event team members are in accordance with the above set requirements, they will be granted bereavement time with no attendance points awarded based on the below scale. In the event team members do not meet the above requirements, team members will be assigned the appropriate amount of attendance points for their infractions as outlined previously in the attendance policy.

- 3 Days – Team members experiencing the loss of an immediate family member are excused for three work dates in accordance with this policy. An immediate family member is defined in this policy as the spouse, biological child, step-child, adopted child, son-in-law, daughter-in-law, mother, father, biological sister, adopted sister, step-sister, sister-in-law, biological brother, adopted brother, step-brother, brother-in-law, mother-in-law, step-mother, step-father, or father-in-law, godparent, or godchild of the team member.
- 2 Days – Team members experiencing the loss of an extended family member are excused for two work dates in accordance with this policy. An extended family member is defined in this policy as the aunt, uncle, cousin, grandparent, grandchild, nephew, or niece of the team member.
- 1 Day – Team members experiencing the loss of a family friend, personal friend, mentor, or other significant individual to the team member is excused for one work date in accordance with this policy.

Court Obligations

Lion Outsourcing Management recognizes the importance of having individuals in the community serve on civil and criminal juries and encourages team members to respond positively when summoned for jury duty. In the event a team member receives a jury summons, he/she should immediately notify his/her LOM supervisor and/or the LOM office of the date(s) he/she has been called to duty. Lion Outsourcing Management may grant jury duty leave for as long as the team member is required to serve. Upon conclusion of jury duty leave, the team member will be reinstated to work. Team members on jury duty leave must keep their LOM supervisor informed daily as to their status and if the duty is to continue as well as when the team member anticipates returning to work, if applicable.

If a team member is summoned to jury duty at a time when it would be operationally difficult for the team member to be on leave, if the local provisions permit, the team member may be asked to seek rescheduling of the date of jury service. If a team member is excused from jury duty at least three hours before the end of his/her regular scheduled shift, the team member is expected to return to work effective the remainder of that shift. At the time the team member returns to work, he/she is required to provide his/her LOM supervisor written documentation from the court that states the dates of service for which the team member was present. Team members will not be awarded attendance points for the dates on which the court documentation cites their presence as jurors.

Team members who are summoned to court for civil or criminal matters must provide written notice of the date(s) which will be missed to the Lion Outsourcing Management office no later than five (5) days prior to the date(s) which will be missed. Written notice will not be accepted except on the Company's Notice of Intended Absence form which may be issued at the request of the team member directly from the Company office or the team member's LOM supervisor. Likewise upon returning to work team members must submit to the Lion Outsourcing Management office directly or via their respective LOM supervisor documentation that states the team member was present for court and the dates for which he/she was present in court. In the event the team member is in accordance with the above set requirements, he/she will be excused from work with no attendance points awarded. In the event the team member does not meet the above stated requirements, he/she will be assigned the appropriate amount of attendance points for his/her infractions as outlined previously in the attendance policy.

Absences Under a Physician's Care

In the event a team member is absent from work under the care of a physician for circumstances including but not limited to illness, surgery, or medical procedures, he/she must provide a statement from the physician which states the date(s) the team member was under his/her care and releases the team member to return to work. In the event there are no restrictions placed on

the team member resulting from being in the care of the physician, the physician is to note that on the statement. Likewise if the team member has been placed on work restrictions, those are to be noted, in detail, on the statement. In the event of a surgery or other pre-planned procedure, written notice of the date(s) the team member plans to be absent must be provided to the Lion Outsourcing Management office no later than five (5) days prior to the date(s) which will be missed. Written notice will not be accepted except on the Company's Notice of Intended Absence form which may be issued at the request of the team member directly from the Company office or the team member's LOM supervisor. In the event a team member has been under the care of a physician but fails to provide the mandatory statement from the physician, the team member will not be allowed to return to work.

Overtime Policy

At times it may be necessary for team members to work more than forty (40) hours in a single work week. Such work constitutes overtime. The supervisor scheduling the overtime is responsible for making every effort to schedule overtime as far in advance and with as much notice as possible; however advance notice is not possible to provide in every case of scheduled overtime. Overtime is mandatory; refusing to work overtime will result in immediate termination of duties for refusing available work and insubordination. Being absent from, reporting late for, or leaving early from overtime will be met with disciplinary action in accordance with the attendance policy. The attendance policy applied to mandatory time as well as regular time.

The Federal Fair Labor Standards Act requires the Company to maintain an accurate accounting of hours worked by employees. Unless otherwise specified in an agreement between any Client and the Company, the Company's seven day work week period is Sunday through Saturday. In compliance with the law, hours worked each week may not be averaged over two or more weeks; each week must stand alone. Regular, straight-time compensation will be given to non-exempt team members for hours worked up to forty (40) hours in the established work week. In the event any non-exempt employee exceeds forty (40) hours in the established work week, all hours worked that exceed forty (40) will be compensated at the rate of time and one half.

Lunch and Breaks

All shifts will have an unpaid lunch break period of at least thirty (30) minutes near the middle of the shift; the length of the lunch break will typically be set by the Client in relation to the length of the shift. Lunch periods are established by the client and are deducted from the team members' working hours. If a team member leaves the job-site at any time, including the lunch break, he/she must clock out upon leaving and clock in upon returning. All shifts will typically have two (2) ten to fifteen minute breaks as designated by the Client. During these shorter breaks, team members may not leave the job-site. These short breaks are not deducted from the team members' pay and are subject to removal from the work schedule at the Client's discretion in order to maintain production quotas. Team members are expected to be at their work stations and ready to work at the end of

each break period. Tardiness in returning to one's work station following a break period will be disciplined in accordance with the attendance policy. The use of tobacco products is only permitted in designated areas during lunch and break periods. Team members discovered to be using tobacco products outside of the designated areas and/or at times other than lunch or break periods will face disciplinary action as failure to follow this standard poses sanitation and property damage concerns as well as the risk of fire hazard.

Time Keeping Policies and Procedures

All team members are to clock in at the beginning of their shifts and clock out at the end of their shifts. In the event a team member fails to clock in or out, he/she is to notify his/her LOM supervisor immediately so that the missing information can be confirmed with the Client supervisor and corrected on the time sheet. While occasional instances may occur in which a team member does not clock in or out properly, excessive failure to properly clock in and out will lead to disciplinary action, up to and including termination of employment. Team members may not clock in or clock out another team member on his/her behalf. In the event a team member is found to have clocked in or clocked out on behalf of another team member, both team members will face disciplinary action, up to and including termination of employment and criminal charges for theft filed by the Company. Team members who leave the premises while clocked in are also subject to disciplinary action, up to and including termination of employment.

Payroll Policies

Pay Periods

Unless otherwise specified by a specific Client contract, payroll for team members is paid weekly each Friday for the completion of the previous work week. For example, if a team member worked July 29 – August 2, 2019 the team member will be compensated for those hours August 9, 2019.

Method of Payment

At this time the Company is enrolled with direct deposit. All team members are required to participate in payroll direct deposit. This means that your pay will be deposited directly into your account at a participating banking institution each payday. If you do not provide information about an established bank account, the Company will establish a PayCard for the purpose of direct deposit. There will be no updating or changing of Direct Deposit information after initially being registered at the start of your assignment.

Pay Schedule

All payroll checks issued by the Company will be dated for a Friday as that is the Company's recognized pay date. The only allowed instance of a change in pay date is in the event a Friday falls on a banking holiday in which case team members would not be able to properly access the funds from their payroll checks. Any team member who is scheduled to receive his/her payroll

check during his/her scheduled shift but is absent from that shift will be issued his/her payroll check on the next scheduled work date for which he/she is present.

Pay Stubs

Paystubs will be available online. Each team member is responsible for submitting an email address to the Company; our accountant firm will provide a 24 hour link for you to establish an account. You are responsible for your login information in order to access your check stubs. Lion Outsourcing Management will not provide copies of team members' payroll check stubs; this is non-negotiable.

Classification of Hours

In compliance with the law, hours worked each week may not be averaged over two or more weeks; each week must stand alone. Regular, straight-time compensation will be given to non-exempt team members for hours worked up to forty (40) hours per week. If any non-exempt team members works more than forty (40) hours in one week, all hours worked over forty (40) will be compensated at the rate of time and one half. Additional compensation such as holiday pay and double time are issued at the request of the Client. Benefits which are given to the full time team members of the Client are not guaranteed to be granted to team members working on a temporary basis.

Payment for Missing Hours

In the event a team member discovers that his/her payroll check is missing hours, he/she is to contact the Lion Outsourcing Management office or his/her LOM supervisor to report the miscalculation. Lion Outsourcing Management will research the hours which are reported to be missing. Hours which are not paid due to not being calculated because of illegible or missing time clock punches cannot be compensated until the Client has provided written verification of the missing time. While missing hours are generally paid on the following pay date from the report of incorrect hours, the Company is not responsible for any delay in compensation for missing time which is a result of a delay in verifying the missing hours on the Client's behalf. In order to avoid such inconvenience we ask that team members review their time clock punches daily and report any discrepancies immediately to their LOM supervisor.

Updating Payroll Information

In the event the address listed on a team member's new hire information has changed, the team member must complete the Company's "Change of Address" form which can be accessed and submitted on the LOM website (www.lomllc.net). Team members who would like to change their filing status on their W-4 or A-4 forms will be required to complete and submit new forms to the LOM office. Team members may access these forms on the LOM website (www.lomllc.net), receive these forms from the LOM office during regular business hours or from their LOM on-site supervisor.

Income Withholding Orders and Garnishments

Income withholding orders for child support payment and garnishments must be addressed to Lion Outsourcing Management, LLC. The Company's payroll department is not able to process any garnishments or income withholding orders which are not addressed to the Company. Although team members physically work at the Client's facilities, they are not employed by the Client. All documents submitted for payroll purposes must reflect Lion Outsourcing Management as the employer.

Tax Withholdings

Mandatory deductions include: **1.** Federal and state income taxes (based on an individual's W-4 filing status; W-4 filing status may be changed at any time by filing a new W-4 form with the Payroll office); **2.** Social Security taxes; and **3.** Medicare taxes.

Payroll Procedures for Terminated Team Members

Upon release, team members are not permitted to return to the plant premises for any reason without explicit authorization.

In the event a team member is issued any equipment while on assignment, he/she is required to return all such equipment to the Company office on the date he/she is released or resigned. Failure to return such equipment will result in the costs of the equipment to be payroll deducted from the team member's final payroll check. Authorization for such payroll deductions is granted in writing by the team members in their new hire documents. Equipment that must be returned to the Company includes but it not limited to badges; radios included batteries and chargers; LOTO locks, tags, and documents; quality markers; etc. Uniform shirts and safety glasses/shields are not to be returned.

Unemployment Compensation Benefits

Team members who have been terminated or laid off due to a temporary shutdown may file for unemployment compensation benefits with the State of Alabama Unemployment Compensation Division. Lion Outsourcing Management will not file for benefits on behalf of any team members of the Company. Team members applying for benefits are encouraged to provide the State of Alabama Unemployment Compensation Division with the correct employer information which may be located on the team member's payroll check stub or page two (2) of this handbook.

Wage and Employment Verifications

In the event a current or former team member needs a verification of wages or employment completed, the agency for whom the verification is required must submit to the Lion Outsourcing Management office a form for a member of LOM staff to complete, including signed authorization from the team member. Such forms are generally completed within one (1) to three (3) business

days from the date it is received. Once completed all forms are returned directly to the agency requesting the information. Lion Outsourcing Management will not compose and issue statements or letters that verify a team member's employment or wages.

Uniform and Dress Code

All team members are required to wear the Company dress code as set forth in this policy. While the specific uniform requirements will typically differ from Client to Client, the basic Lion Outsourcing uniform code as presented in this policy will be adhered to by all Lion Outsourcing team members regardless of work-site differences. In the event a Client has a differing uniform guideline that is set to ensure team members safety, Lion Outsourcing Management will issue a uniform code specific to that Client's location that combines the elements of this policy and their policy to eliminate any misunderstandings. Team members are expected to exhibit a level of professionalism and pride in their uniform.

Team members who do not report to work in the proper uniform will face disciplinary action, up to and including termination of employment as deemed necessary by the individual circumstances. In addition to disciplinary action, team members will either be asked to remove any item(s) which violate the aforementioned uniform standard or will be sent home in order to change into clothing which meets the uniform standard. When team members arrive to work, they should be in uniform. Team members are not permitted to report to work without being completely in uniform.

Team members are not required to wear their Company uniform when visiting the Company office; however team members are expected to present themselves professionally. Pants should be pulled up to the waist so that no undergarments are exposed; likewise excessively tight and/or low-cut or otherwise revealing garments are not permitted.

Clothing

The Lion Outsourcing team member uniform consists of work pants, Company-issued uniform shirts, and closed toe tennis shoes. Work pants must be khaki (tan), navy, or black in color. Work pants may not be made of denim or spandex materials. Work pants may neither be excessively baggy or excessively tight in appearance. Leggings, capri pants, short pants, and overalls are not permitted. Uniform shirts and pants should be free from holes, tears, or excessive wear. Shirts must be tucked in at all times. Pants must be pulled up to the waist so that no undergarments are exposed. Baseball cap style hats which are khaki (tan), navy, or black with no logos may be worn. Skull caps, beanie style hats, and doo-rags are not permitted in production areas. Long sleeved shirts may be underneath the uniform shirts if desired. Undershirts may be white, black, navy, tan, or grey. Pullover jackets, sweatshirts, coats or jackets that obstruct view of the Company logo on the uniform shirt may not be worn. Only coats or jackets with the Company logo may be worn.

Jewelry and Accessories

Belt buckles may be worn but must not be ostentatiously large or obtrusive so that they may become caught on equipment or damage products. Facial jewelry may be worn only if the jewelry is stud-style. Hanging or hooped jewelry is not permitted. Earrings may be worn; however they are not to exceed the size of a dime in diameter or the earlobe, whichever is smaller. Earrings must be stud style only. Hooped, dangling, chandelier, or character earrings (earrings that are flush to the earlobe as a stud but are shaped in the likeness of animal, symbols, etc.) are not acceptable. Necklaces present a safety hazard by increasing the risk of a team member becoming entangled in equipment or machinery. Long necklaces also pose a risk of damaging products. Necklaces which are able to be tucked into the team member's uniform shirt without risk of exposure may be worn. Bracelets are prohibited with the exception of medical identification bracelets. Due to evidence of silicone materials causing damaging effects on certain products, no silicone jewelry will be permitted. Watches may be worn provided they are modestly sized and not bulky so that they will not interfere with team member's ability to perform his/her job safely. Rings are prohibited from wear except for wedding and engagement rings. All other rings may not be worn. Keys and/or key rings are not to be clipped to the belt loop or worn on any other exposed areas of the team member. Scarves may not be worn on the production floor.

Hair and Fingernails

Long, loose hair presents a safety hazard. Hair that is longer than three (3) inches below the chin with the head bent forward must be tied back away from the team member's face. Likewise facial hair which extends longer than three (3) inches below the chin with the head bent forward must be tied back or otherwise secured so that it is no longer hanging loosely. Fingernails must be kept neatly trimmed. The acceptable length for team members to wear their fingernails will likely vary based on the work assignment. It is the responsibility of the team member to inquire of their Client management as to what the acceptable fingernail length for his/her specific position is and to abide by the standard the Client management sets.

Purchasing Uniform Items

Uniform shirts, safety glasses, and uniform coats are available for purchase through the Lion Outsourcing Management office during regular business hours or through the on-site LOM supervisor during his/her working hours. All uniform purchases are payroll deducted; the Company will not accept cash or checks for any purchase. Uniform prices are subject to change; prices are listed on the most up to date versions of the payroll deduction authorization forms. Newly hired team members must work a minimum of five (5) days prior to purchasing additional uniform items; this is to ensure sufficient earnings are made to be able to payroll deduct the cost of the purchased item(s).

Protective Eyewear

All individuals entering the production floor will be required to wear approved eye protection. Team members who do not require corrective lenses (prescription eye glasses) are required to wear ANSI approved safety glasses provided by the Company or Client. Team members who wear corrective lenses (prescription eye glasses) may be required to wear eye shields attached to both sides of the frames of their glasses. Eye shields may be worn with any correct lenses (prescription eye glasses) to ensure adequate protection of the eyes while working in production areas.

Disciplinary Action Policy

Lion Outsourcing Management strives to ensure all team members are treated fairly and consistently when handling disciplinary issues. Disciplinary action is administered following violations of policy or work performance related issues. In those instances in which disciplinary action is warranted, the following steps will generally be followed; however, Lion Outsourcing Management may begin the disciplinary process at any step (including discharge) as necessitated by the violation and/or circumstances.

Verbal Warning: When a team member commits a violation of policy or a work performance related issue is first made known, the team member may be counseled verbally by his/her LOM and/or Client supervisor. The verbal warning will be documented on the Company's "Team Member Counseling and Action Summary Form" which will be presented to the team member in order to be reviewed and signed as acknowledgment of the counseling being performed and the violation or performance problem being clearly and effectively addressed.

Written Warning: In the event a violation of policy or a work performance related issue is committed and prior counseling was issued, the team member may be issued a written warning on the Company's "Team Member Counseling and Action Summary Form" which will be presented to the team member in order to be reviewed and signed as acknowledgment of the counseling being performed and the violation or performance problem being clearly and effectively addressed.

Termination of Employment: In the event one or more additional violations occur following the issuance of a written warning, the team member will be subject to termination. As stated previously, one's employment may be terminated without first receiving counseling based on the nature of the issue or offense.

Documented verbal and written counseling as well as suspensions are a permanent part of each team member's personnel file and are not subject to time limits or expiration.

In the event a team member's conduct or performance warrants counseling, Company management will be notified. The reported violation of policy or performance related issue will be evaluated to determine its severity and corrective step to be taken that will best address the

present violation or issue with the most potential of preventing reoccurrence. In the event written counseling is deemed necessary, management will issue a written reprimand on the Company's "Team Member Counseling and Action Summary Form" which will be presented to the team member. The report will indicate the date of the offense, the type of offense, the facts of the incident, and the outcome desired from addressing the violation/issue. Team members are encouraged to list any concerns or comments they may have on the report as well. Once the report is reviewed the team member, the management member issuing the report will sign the report to indicate that it was reviewed with the team member. The team member will be asked to sign the report as well to indicate that the report was adequately reviewed. In the event the team member refuses to sign the report, the management member issuing the report will notate in the section for the team member's signature that he/she refused to sign the report and will return to the Company office to be placed in the team member's personnel file. No action will be taken against any team member who refuses to sign a "Team Member Counseling and Action Summary Form".

Lion Outsourcing Management categorizes policy violations, performance issues, and instances of misbehavior into three levels of offenses. Level One Offenses are considered minor violations. Level Two Offenses are considered to be moderate violations; and Level Three Offenses are recognized as the class of violations which will most likely result in termination. A general guideline of types of offenses is listed below. These are intended to be used as a reference for how the Company views certain violations and other issues; however this list is not an exclusive catalogue of all violations which could result in disciplinary action.

Level One Offense

- ≥ Substandard work performance
- ≥ Attendance Infractions
- ≥ Safety, health, and/or sanitation violations
- ≥ Failure to properly display badge on one's person
- ≥ Taking extended and/or unauthorized breaks
- ≥ Unauthorized use of company equipment
- ≥ Failure to properly record working hours
- ≥ Violations of work-site's parking policy

Level Two Offense

- ≥ Delaying production
- ≥ Discourteous treatment of fellow team members, visitors, or management members
- ≥ Causing disruption in the work place
- ≥ Horseplay
- ≥ Gambling on the work-site property
- ≥ Reporting to the work-site outside of scheduled hours
- ≥ Reporting to the work-site without badge

- ≥ Violating Confidentiality of Company Agreement (including discussing rates of pay)
- ≥ Fraternalizing
- ≥ Uniform violations not resulting in the team member being sent home
- ≥ Utilizing another team member's badge to gain access to the work-site
- ≥ Failure to appear at mandatory team member meetings
- ≥ Failure to report accidents or incidents
- ≥ Violation of distribution and solicitation rule
- ≥ Destroying or damaging Company, Client, or another team member's property
- ≥ Unsafe operation of motorized equipment
- ≥ Failure to comply with work-site policies
- ≥ Misconduct at the Company office including the use of profanity or slanderous language and violation of the workplace violence policies

Level Three Offense

- ≥ Possession of firearms or other lethal weapons at the work-site inside of the facility
- ≥ Theft of private, Company, or Client property
- ≥ Falsifying records or misrepresenting facts
- ≥ Insubordination
- ≥ Refusing to comply with mandatory overtime requirements
- ≥ Use of profanity and/or slanderous language
- ≥ Violation of the workplace violence policies
- ≥ Uniform violations resulting in the team member being sent home
- ≥ Reporting to the work-site under the influence of alcohol or drugs (Team members prescribed medications which may cause drowsiness or otherwise inhibit him/her from working safely are required to notify Company management prior to hire or immediately following the prescription of such medications if they are prescribed during the team member's period of employment.)
- ≥ Manufacture, distribution, dispensing, possession, use, transfer, or sale of alcoholic beverages, controlled substances (illegal drugs), and/or prescription medications without a valid prescription while on Company or Client property
- ≥ Failure or refusal of any team member to fully cooperate with and participate in the drug and alcohol testing program, to complete any required documentation as in compliance with such programs, and/or to submit to a drug and alcohol screening test
- ≥ Violation of the harassment policies
- ≥ Violation of the personal electronics policies
- ≥ Intentional gross negligence of duties including but not limited to sleeping during shift hours

In the event a team member believes his/her violations/issues with attendance, performance, or conduct are related to or caused by a disability and the team member wishes to acquire

accommodation for such disability, the team member must contact the Lion Outsourcing Management office to inform the Company of the need for accommodation.

Performance Review Policy

Team members are strongly encouraged to openly discuss their job performance and goals with their Company and Client management teams. Ongoing discussions with management about job duties, performance, and the work environment are excellent opportunities for team members to address and receive clarification on any aspect of their positions which they may be unsure. Team members are likewise encouraged to contact the Lion Outsourcing Management office regarding any concerns with their on-the-job training, work environment, available resources, etc., so that the Company's management can address, identify, and correct any issues present.

Protective Eyewear

All individuals entering the production floor will be required to wear approved eye protection. Team members who do not require corrective lenses (prescription eye glasses) are required to wear ANSI approved safety glasses provided by Lion Outsourcing Management. The Company will provide each team member his/her first pair of safety glasses. In the event a team member misplaces his/her safety glasses or his/her safety glasses are damaged, he/she will have to purchase a replacement pair of safety glasses from his/her LOM supervisor (see "Purchasing Uniform Items" above). Eye shields may be worn with any corrective lenses (prescription eye glasses) to ensure adequate protection of the eyes while working in production areas.

Badge Policy

In the event a Client mandates all team members possess a badge in order to enter their facilities, all team members will be required to comply with the badge procedures set by the Client. Once badges are issued, it is the responsibility of the team member to not misplace or damage their badges as these are property of the Client. If a team member loses his/her badge, he/she is to report the missing badge to the Lion Outsourcing Management office immediately. The team member will be payroll deducted the cost of the badge, and the Client will be contacted with a request to replace the missing badge.

Being each team member must have his/her badge on each scheduled work date in order to report to work, it is imperative that the team members are responsible in maintaining their badges. Badges are to be displayed to the security officers of the facility upon arrival to work each day and are to be worn on each team member's person while they are working. Team members who attempt to report to work without their badges will not be permitted to enter the premises. Tardiness resulting from having to leave the work-site in order to retrieve a badge will be subject to disciplinary action in accordance with the attendance and disciplinary action policies. In the event a team member uses another team member's badge in order to enter the facility due to not being in possession of his/her own badge, both team members will face disciplinary action, up to and

including termination. If a team member finds a badge with the Company logo on it while at the work-site, he/she is to contact the Company office immediately to report a badge was found. Team members who are released from their duties must return their badges to the Lion Outsourcing Management office. (See “End of Assignment Procedures”)

Personal Electronics on Work Premises Policy

Team members are not to possess any personal electronics inside of the Clients' facilities including but not limited to mobile phones, music devices, Bluetooth devices and accessories, laptops, headphones, ear buds, tablets, etc. Neither the Company nor Client are responsible for any lost, damaged, or stolen electronics brought into the facilities in direct violation of this policy. Team members found to be using personal electronics while on the production floor are in direct violation of this policy and will face disciplinary action, including termination of employment.

Confidentiality of Company Agreement

The nature of the Company's business is such that Lion Outsourcing Management possesses confidential and proprietary information relating to its business policies, practices, methods of operations, and customer lists. In addition, the Company handles confidential and proprietary information received from our Clients. Each team member should understand the importance of ensuring this information is protected from disclosure to competitors, vendors, suppliers, and all other outsiders. Any team members with questions regarding their position, performance, pay, etc., must be directed to the Lion Outsourcing Management office. Pay and employment statuses are confidential and should not be discussed among team members.

Each team member has a legal and ethical obligation to take all steps reasonably necessary to keep the affairs of Lion Outsourcing Management and its Clients confidential. This obligation continues even after team members are no longer employed with the Company. Information obtained by Lion Outsourcing Management and its team members should be treated at all times with the utmost confidentiality and discretion and should not be disclosed to anyone other than managerial staff of Lion Outsourcing Management, its team members, and others authorized by the managerial staff as having a need to know. For this purpose all Company and Client information should be considered confidential.

Outside Employment Policy

If a team member chooses to seek additional employment opportunities through the Company, he/she must contact the Company office to be placed on the availability list no later than three (3) days following the end of his/her assignment and once weekly thereafter in order to be considered as actively seeking employment. The Company cannot guarantee subsequent employment opportunities.

Ethnics and Corporate Compliance

Lion Outsourcing Management expects all team members to maintain the highest standard of business ethnics and to comply with the letter and spirit of all applicable laws. Unlawful actions by team members can cost the Company millions of dollars in fines as well as the loss of its reputation. Team members who break the law, even if they believe they are benefitting the Company, can be held criminally liable for their actions which may result in attorney's fees, personal fines, and/or criminal sentencing. As such it is the policy of Lion Outsourcing Management that all team members and representatives of the Company shall not participate in or condone criminal activity. Additionally any team member who suspects or witnesses any unlawful activity must report such information to the Lion Outsourcing Management office immediately.

Distribution and Solicitation Policy

Lion Outsourcing Management does not permit team members to distribute information for any reason or cause during working hours, in working areas, at the Clients' facility, at the Company office, or for one team member to solicit another individual while either are working. There are no exceptions to this policy. Individuals not employed with the Company are likewise prohibited from distributing literature or otherwise soliciting any team member(s) while on Company property.

Safety and Health Policy

Lion Outsourcing Management is committed to making every effort to provide our team members with safe and sanitary work environments. The cooperation and participation of all team members is essential to our mutual accomplishment of fully safe and accident free work-sites. Safe working conditions and safe team members can be achieved solely through safety awareness and actions by all team members at all times. Company and Client management should be informed if any team member perceives some working conditions pose a risk to the health and safety of others.

Failure to abide by the Clients' facility safety rules as well as the Company guidelines listed herein will face disciplinary action, up to and including termination of employment. Safety is a critical part of each team member's job. Our objectives are to avoid accidents caused by unsafe work practices; maintain neat and safe working environments; and comply with legal requirements that pertain to fire safety, workplace conditions and requirements, and "an employee's right to know" about hazardous materials.

Team members are expected to take an active role in promoting and maintaining workplace safety. Should any team member witness an accident or unsafe condition, he/she must report it to his/her LOM supervisor of the Lion Outsourcing Management office immediately. Team members are not expected to work in, on, or around equipment or circumstances that are considered unsafe. If any team member encounters such a situation, he/she must report it to his/her LOM supervisor of the Lion Outsourcing Management office immediately.

No team member reporting an accident, injury, or unsafe condition will face retaliation, penalty, or other such discipline for expressing his/her concerns in an appropriate manner. Team members' recommendations to improve safety and health conditions are given thorough consideration by the Company management team. Top priority is given to correcting unsafe conditions. Similarly, the Company will take disciplinary action, up to and including termination of employment, against team members who willfully and/or repeatedly violate workplace safety and health rules as well as those who experience and abnormally high number of injuries on the job through inattention to duties or disregard of the safety rules.

Motorized Equipment Safety and Certification Training

Any team member required to operate motorized equipment such as a forklift will be required to complete safety training and testing prior to operation of the equipment. Training will be administered by qualified sources in cooperation with Company management. Any unauthorized team member to be found using such equipment will face disciplinary action, up to and including termination of employment.

Work Related Injuries and Worker's Compensation Insurance

All work related injuries must be reported immediately to an LOM on-site supervisor, the Lion Outsourcing Management office, or another member of Company management. Team members with minor injuries will be referred to Family and Industrial Health Services for treatment of their injuries. Team members with major injuries will be treated at the emergency room of the hospital closest to the work-site. Worker's Compensation insurance is responsible for approved medical expenses. Unauthorized visits and/or treatment for work related injuries will not be covered by Worker's Compensation. Any team member who has a work related accident that requires medical care will be required to submit to substance abuse screening. Post-accident screening follows the procedures as described in the "Substance Abuse Policy" (page 25)

In compliance with Alabama Worker's Compensation law, financial compensation will be provided in the event a team member is unable to work as a result of covered injuries and the approved physician does not allow the team member to return to work. Under Alabama Worker's Compensation law, a three (3) day waiting period must be satisfied before compensation can begin.

Team members must return to work when the approved physician releases them to return to work; however; team members will not be permitted to return to work without the written release of the team member to return to duty by the approved physician.

Evacuation Procedure

Lion Outsourcing Management is dedicated to the safety of its team members. In each department of each Client facility an emergency evacuation plan is posted at a central location accessible to all

team members. In the event the facility must be evacuated, immediately cease working and follow the plan making sure to report directly to the designated checkpoint in order for management to ensure all team members are accounted for.

Substance Abuse Policy

This policy was established and is maintained with the health and safety of the Company's team members, Clients, and the general public in mind. All current and prospective team members of Lion Outsourcing Management are subject to the terms and conditions of this policy.

The possession of alcohol or unauthorized or illegal drugs or the misuse or transfer of any unauthorized or illegal drugs or alcohol while on Company or Client property or away on Client or Company business is prohibited and constitutes grounds for termination of employment. Any team member who reports to work unfit to perform his/her duties due to the influence of drugs or alcohol will be subject to dismissal. No team member in such condition that would have a negative effect on his/her work performance or the safety of others will be permitted to work. Any team member under the influence of drugs or alcohol, which impairs judgement, while at the work-site will be subject to removal from the premises by the Client and dismissal by the Company.

Reasonable searches of the Clients' facilities may be conducted by Client and/or Company management or designees such as the local police force. Personal property under and individual's control is also included during such searches while on the Clients' properties. Cooperation under a search is a condition of employment. The possession, sale, use, transfer, or distribution of drugs or alcohol including illegally obtained prescription medications is a violation of this policy and is grounds for immediate termination.

The Company is authorized by written consent of its team members to perform substance abuse screenings as deemed fit and necessary by the Company. Any team member who has a substance abuse problem is encouraged to seek assistance by contacting Lion Outsourcing Management information on available treatment. If any team member's conduct or actions due to the influence of alcohol or drug use has led to disciplinary action and/or compromised the safety of the team member or others, such actions cannot be overlooked by Company management neither can the consequences of such actions be avoided by the team member in the event the team member chooses to request assistance. Any team member who fails to follow the requirements of this policy will face disciplinary action, up to and including termination of employment.

In accordance with this policy, team members must comply immediately when requested to produce a specimen for drug or alcohol testing. Any team member who refuses to provide a specimen for a drug or alcohol testing will face immediate termination. Any screenings for substance abuse with positive results will result in suspension of the team member until a Medical Review Officer (MRO) had tested the positive sample and overturn the positive results of the original test. Secondary testing by the MRO is performed at the expense of the team member;

the testing facility will advise the cost of the MRO review. Should a team member not contest his/her positive screening results, the team member will be terminated immediately. Any team member who tampers with his/her specimen during screening, including using another's specimen in place of his/her own, will be terminated immediately.

Resignation Procedure

Team members who wish to voluntarily withdraw from employment with the Company are requested to provide as much notice to their intent as is practical. While extraordinary cases short term notice will be accepted, Lion Outsourcing Management requests a written notice of resignation to be submitted to the Company office no later than one week prior to the intended last date of employment. As expressed in the "Attendance Policy", failure to report to work without properly reporting the absences for two (2) consecutive dates or leaving the work-site without notifying an LOM supervisor, the LOM office, a Client manager, or Client supervisor will be considered by the Company as job abandonment.

End of Assignment Procedures

Upon release, team members are not permitted to return to the plant premises for any reason without explicit authorization. In the event a team member is issued any equipment while on assignment, he/she is required to return all such equipment to the Company office on the date he/she is released or resigned. Failure to return such equipment will result in the costs of the equipment to be payroll deducted from the team member's final payroll check. Authorization for such payroll deductions is granted in writing by the team members in their new hire documents. Equipment that must be returned to the Company includes but it not limited to badges; radios included batteries and chargers; LOTO locks, tags, and documents; quality markers; etc. Uniform shirts and safety glasses/shields are not to be returned.

Acknowledgement of Receipt

Each team member will sign an acknowledgement of receipt indicating he/she has received the Company's Employee Handbook for review.