



# TEAM MEMBER HANDBOOK

## (U.S)



# WELCOME! WE'RE THRILLED TO HAVE YOU.



## WELCOME TO LINEAGE! WE'RE THRILLED TO HAVE YOU ON THE TEAM.

Every day, Lineage Team Members safely store, prepare and move the food the world eats. We assume great responsibility as guardians of the global supply chain, and our decisions impact the health and nourishment of our families, friends and communities around the world.

Yet we are defined by more than what we do. At Lineage, we also focus on how we do it and why we do it.

We look to our six core values – Safe, Trust, Respect, Innovation, Bold and Servant Leadership – to help inform our choices and guide our behavior. They define what is important to us, and they drive our success without compromising our integrity.

We also unite over a shared purpose. No matter our role, no matter our location, each of us plays a critical role in connecting people to food. At Lineage, we are transforming the food supply chain to eliminate waste and help feed the world.

As you settle in to your new role, I encourage you to embrace our values and purpose, and I hope you take great pride in the profound impact you will make every day at Lineage.

The information contained in this handbook will serve as a guide to your Lineage experience, but we also encourage you to engage your fellow Team Members, including your supervisor and management team, as resources to learn how you can be successful at Lineage.

Lineage is an incredible place to work because of the incredible people who work here – and that includes you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Lehmkuhl'.

GREG LEHMKUHL  
President and Chief Executive Officer

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# OUR VALUES

*At Lineage, our six values provide the foundation for how we conduct business and are key to helping us achieve our vision; to be the most dynamic temperature controlled logistics company in the world.*

## SAFE

- We implement and enforce safe work standards and best practices
- We are responsible for our safety and the safety of others
- We are committed to every Team Member returning home safely each day

## INNOVATION

- We understand that the needs and priorities of the customer come first
- We will always look forward and plan for tomorrow
- We welcome challenges and seek to solve them creatively and without boundaries

## TRUST

- We understand that each Team Member plays a position that is key to our success
- We have integrity, following through on our commitments and delivering exceptional results
- We expect and foster a fear-free work environment for all employees

## BOLD

- We seek understanding and clarity when the path forward is unclear
- We embrace change and the challenges that come with it
- We challenge norms, take informed risks, and make tough decisions

## RESPECT

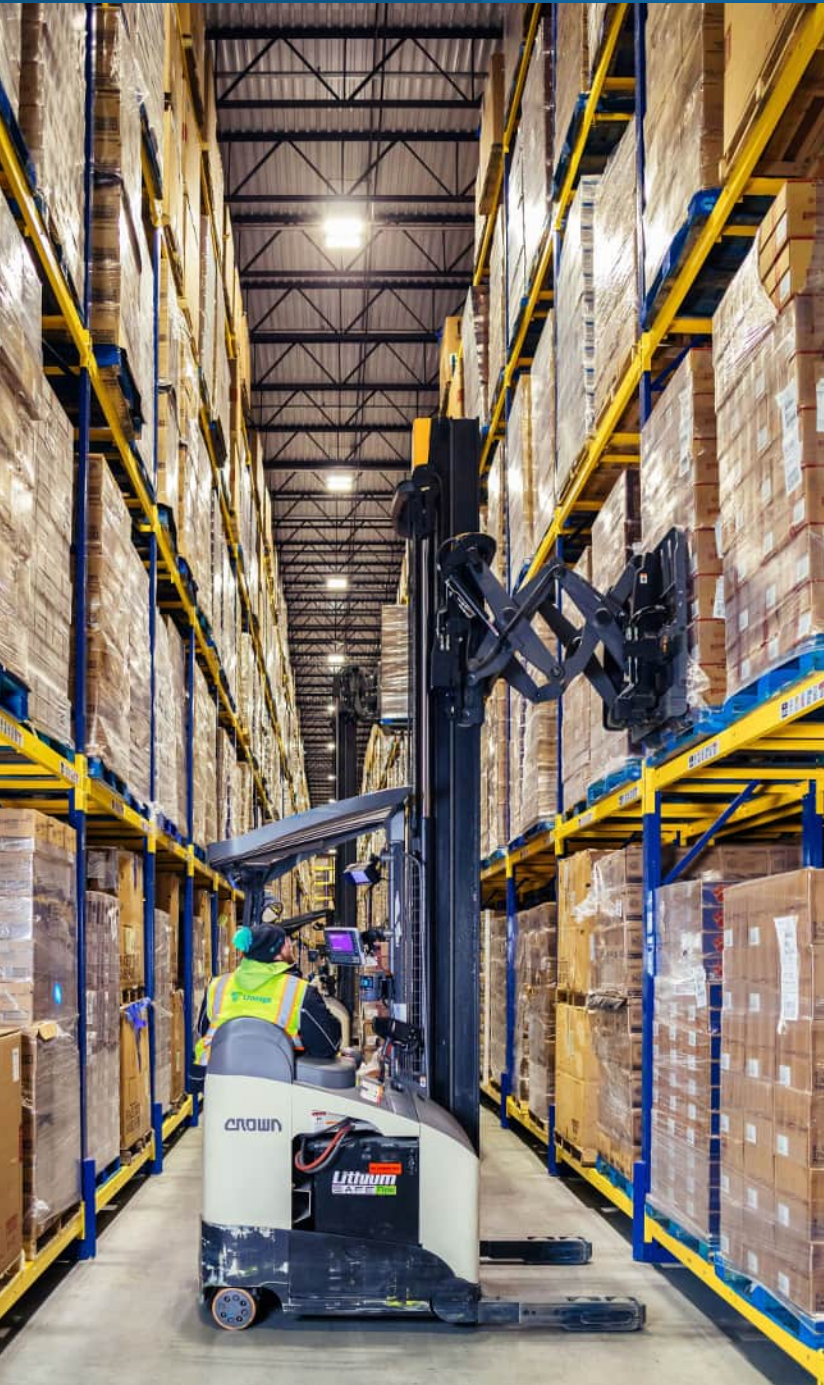
- We put our shared interests ahead of any individual or team
- We believe communication is key to ensuring an honest and positive experience
- We act and treat each other with humility

## SERVANT LEADERSHIP

- We are positive and focus on meeting the needs of those we support
- We actively coach and develop Team Members
- We celebrate wins and recognize the success of both teams and individuals



# OUR SAFETY PRINCIPLES



## **#1: SAFETY IS EVERYONE'S RESPONSIBILITY.**

Protecting our work family is our number one priority.

## **#2: SAFETY IS A CONVERSATION.**

Sharing information about past incidents and near misses is critical to continuously improve.

## **#3: SAFETY IS INTERVENTION.**

Correcting unsafe behavior is essential to ensuring everyone's safety.

## **#4: SAFETY IS SUSTAINMENT.**

Sustaining our safety culture requires consistent execution from all Team Members.

## **#5: SAFETY IS ALSO PSYCHOLOGICAL.**

Being free to express ideas empowers our team.

# INTRODUCTION

***Lineage, Inc. and its subsidiaries and affiliates (individually or collectively, the “Company” or “Lineage”) is a warehousing and logistics Company built to deliver sophisticated, customized, and dependable cold and dry chain solutions. Lineage has one of the largest facility networks in the U.S. and an ever-expanding reach. However, it is the people of Lineage that sets it apart – people who are creative, dedicated to getting the job done, and absolutely committed to customer service.***

Whether you just joined our staff or have been at the Company for a while, we are confident that you will find our organization to be a dynamic and rewarding place in which to work. We consider our Team Members to be our most valuable resource. This handbook serves as the guide for the employer/Team Member relationship.

The work we do every day at Lineage also has a real positive impact on our families and our communities. Through our work to transform the food supply chain and eliminate waste, every Lineage Team Member is helping to feed the world. Our hard work and dedication keep food safe on the journey from farm to fork.

LineageTeam Members accomplish our important work through a commitment to living our six Lineage values—safe, innovation, trust, bold, respect, and servant leadership. These values form the foundation for how we conduct business and how we work together as a team.

In order to accomplish these ideals, we are diligent in encompassing and consistently modeling those key strategic values through our technological advancements within the industry, commitment to a safe and productive workforce, and the domain competencies of all of our Team Members. In order to accomplish this, we have established a system of professionalism built around the six core values.

## *Disclaimer Concerning Our Policies and Handbook*

*There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you,*

*you should address your specific questions to your manager or a member of the Human Resources Department.*

*Second, neither this handbook nor any other Company document confers any contractual right, either expressed or implied, to remain in the Company’s employ. Nor does it guarantee any fixed terms and conditions of your employment. Unless you have a written contract signed by a member of the Company’s Executive Leadership Team or other official providing otherwise, your employment relationship with the Company is at-will. Therefore, your employment is not for any specific time and may be terminated at will with or without reason and with or without prior notice by the Company, or you may resign for any reason at any time. No supervisor or other representative of the Company has the authority to enter into any agreement for employment for any specified period or to make commitments or promises or assure any benefit or terms and conditions of employment unless such promises are made in writing and signed by a member of the Executive Leadership Team.*

*The procedures, practices, policies and benefits described in this handbook may be modified or discontinued from time to time without prior notice. We will try to inform you of any changes as they occur.*

*Some subjects described in this handbook are covered in detail in the state- or site-specific addendums. Refer to these documents for specific site and operational matters. This handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies or benefits plans are controlling and override any statements made in this or other Company documents.*

*Some of our employees are covered by collective bargaining agreements. To the extent any of the policies in this handbook conflict with existing collective bargaining agreements, those agreements shall control.*

*Finally, nothing in this handbook is intended to interfere with the rights of any Team Member concerning a labor dispute or other concerted communications or activity for the purposes of mutual aid and protection under the National Labor Relations Act. To the extent that conduct is protected under the NLRA, this handbook does not prohibit it.*





**WHAT YOU CAN EXPECT FROM  
THE COMPANY**



## WHAT YOU CAN EXPECT FROM THE COMPANY

*We are committed to providing the best possible work environment for our Team Members. Our goal is to ensure a culture of values – safe, trust, respect, innovation, bold, and servant leadership – to sustain success for our Team Members, customers, and the communities in which we serve.*

In addition, our success is a direct reflection of our dedication to organizational effectiveness, engaging in the highest degree of progressive industry compliance and business ideals and an open door process for all Team Members.

### OPEN DOOR PROCESS

The open door process consists of three-steps:

1. **Direct Professional Communication** – The Open Door Process is designed to facilitate quick resolution of workplace issues and disputes and to encourage open communication and problem solving without jeopardizing a Team Member’s legally protected rights. Based on the belief that people involved in conflict can be the most effective problem solvers, the Open Door Process empowers Team Members to constructively resolve workplace disputes directly with the person or persons involved in the workplace conflict. Team Members can start this process by reaching out to their supervisor or manager for assistance.
2. **Management and Human Resources Department’s Assistance** – Our Company’s professionally trained staff are available to assist you in effectively communicating your concerns and working towards an objective, fair and efficient solution to your workplace challenges. You may contact your on-site HR representative or Regional HR Business Partner in order to initiate this process.

As an alternative, the Company has established the Lineage Ethics Hotline, hosted by a third party provider, for Team Members to report concerns, potential Code of Conduct violations, and/or workplace issues. The hotline is available 24/7, confidential, and is anonymous where allowed by law. Reports can be submitted by phone at 1-866-360-0008 (English) or 1-800-216-1288 (Español), online at [www.lighthouse-services.com/lineagelogistics](http://www.lighthouse-services.com/lineagelogistics), or by sending an email to [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com).

3. **Mutual Arbitration Policy (“MAP”)** – The Company sincerely hopes that you will never have a dispute relating to your employment here. However, we recognize that disputes sometimes arise between a Company and its Team Members relating to the employment relationship. We also recognize that not every dispute can be successfully resolved informally. The Company believes that it is in the best interests of the current Team Members and the Company to resolve those disputes in a forum that provides the fastest and fairest method for resolving them. Therefore, the Company has adopted and implemented a Mutual Arbitration Policy (“MAP”) as a mandatory condition of employment. The arbitration requirement is contained in a separate agreement that is electronically accepted and agreed upon by Team Members through Workday, and is not subject to the handbook’s unilateral modification provisions.

### TEAM MEMBER SUPPORT

It is important to us that Team Members have access to information and support. For that reason, we provide Team Members with access to Workday and Dayforce to update their personal data, payroll or timekeeping information. For those times you need further support please contact the **HR Service Center at 1-844-537-5300**. You will have a menu of options to select from to get your questions answered.



## EQUAL EMPLOYMENT OPPORTUNITY

***The Company is committed to Equal Employment Opportunity (“EEO”) and to compliance with all federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation.***

The Company strictly prohibits all discrimination on the basis of race (including traits associated with race such as hair texture, afro, and other protective hair styles), ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, sex (including pregnancy, childbirth, breastfeeding or related medical condition), sexual orientation, gender (including gender identity and gender expression), military or veteran status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status, classification or characteristic protected by applicable federal, state and/or local laws. The Company will also make reasonable accommodations for disabled applicants and employees and for sincerely held religious beliefs of applicants and employees depending on individual

circumstances and provided that such accommodations will not harm the health and safety of the applicant or employee or other Team Members or cause an undue hardship on the Company.

This commitment extends to all areas of personnel actions, including but not limited to advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, accommodation requests, requests for leave, compensation, benefits, disciplinary actions, layoffs, discharges, terminations, participation in company activities, programs, or events, or any other terms, conditions, or privileges of employment.

***Every supervisor, manager, member of the Human Resources department, and employee of the Company must follow and adhere to this policy.***

## HARASSMENT: NONDISCRIMINATION/ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

The Company is committed to providing a work environment free from any form of harassment, and/or workplace bullying, as those terms are defined within this handbook. The Company also seeks to provide an environment in which all individuals are treated with respect and

dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Company expects that all relationships among individuals in the work environment will be business-like and free of bias, prejudice and harassment. This policy sets expectations of behaviors aligned with the Company's values and supports positive working relationships and a professional work environment. This policy also defines various forms of harassment and outlines the parties responsible for reporting, investigating and responding to any reports of harassment or discrimination.

This policy applies to all Lineage Team Members in the United States and anyone doing business with the Company. This also includes applicants, customers, contingent workers, unpaid interns, suppliers and vendors.

## DEFINITIONS OF SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT

***Lineage strictly prohibits and does not tolerate any act or conduct that creates the potential for unlawful harassment of any kind.***

It is Lineage's policy that everyone should work in an environment free from unlawful harassment. Approval of, participation in, or acceptance of conduct that creates even the potential for unlawful harassment is a violation of this policy. This policy prohibits conduct that violates the letter or spirit of anti-harassment laws or conduct not aligned with the Company's policies. This includes conduct in any work-related setting, whether on Company premises, during working time, or while participating in activities outside the workplace such as business-related social events and travel.

Conduct prohibited by this policy includes, but is not limited to, unwelcome conduct, whether verbal, physical, or visual, that is based upon race (including traits associated with race such as hair texture, afro and other protective hair styles), religious creed (including religious dress

and grooming practices), ethnicity, color, ancestry, age (40 and over or other age defined by State law), genetic information, disability (mental and physical, including HIV and AIDS), medical condition (cancer/genetic characteristics & information), national origin (including language use restrictions), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender (including gender identity and gender expression), sexual orientation, marital status, familial status, parental status, domestic partner status, citizenship status, pregnancy (including perceived pregnancy, childbirth, breastfeeding or related medical conditions), military caregiver status, military status, veteran status, denial of Family and Medical Leave, or any other status protected by federal, state, or local law (referred to in this policy as "protected characteristics"). The Company will not tolerate such harassing conduct that affects tangible job benefits or other terms and conditions of employment, interferes with work performance, or creates a hostile, intimidating, or offensive work environment. Further, it is a violation of this policy to engage in workplace bullying, as that term is defined within this handbook.

## PROHIBITED HARASSMENT MAY TAKE DIFFERENT FORMS:

### Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.



Sexual harassment may be a single incident or a series of harassing acts. Inappropriate conduct that is sexually harassing in nature can involve individuals of the same or different gender, a supervisor (or manager) and subordinate, co-workers, an employee, or a non-employee (third party) such as a customer, contractor, vendor or supplier.

Sexual harassment may result from a range of subtle and not so subtle behaviors, depending on the circumstances. It can result from verbal, visual, or physical conduct. Examples of sexual harassment and similar inappropriate conduct prohibited by this policy include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendo;
- Verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies;
- Leering, whistling or touching;
- Insulting or obscene comments or gestures;
- Display in the workplace of sexually suggestive objects or pictures and other physical, verbal or visual conduct of a sexual nature;
- Offensively suggestive or sexually explicit communications in any form, including but not limited to letters, notes, invitations, email, text messages, blogs, instant messaging, or voicemail;
- Sexually explicit or offensive images in emails or other forms of electronic messaging.

The definition of sexual harassment is broad, and may also include other sexually oriented conduct or conduct based on an individual's gender, whether intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers.

### **Other Forms of Harassment:**

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is: verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their protected characteristics and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

### **Harassing conduct includes, but is not limited to:**

- Derogatory comments, epithets, slurs, jokes or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the Company's premises or circulated in the workplace, on Company time or using Company equipment by email, phone (including voice messages), text messages, social networking sites, etc.;
- Aggressive or unwelcome physical conduct such as assault, blocking normal movement, restraint, touching, or other physical interference;
- Bullying behavior, as defined within this handbook, including but not limited to verbal or physical threats, intimidation, patently offensive insults, or verbal abuse;
- Spreading false, vicious, or malicious rumors; and
- Other behavior that creates a workplace where an employee reasonably feels threatened, humiliated, intimidated or bullied in the workplace

## INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants, Team Members, contractors, and unpaid interns, whether related to conduct engaged in by fellow Team Members or by someone not directly connected to the Company (e.g., an outside vendor, consultant or customer, or any contracted services provider).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events, or communications with co-workers outside of working hours—including through social media.

## RETALIATION IS ALSO PROHIBITED

***The Company encourages reporting of all perceived incidents of discrimination or harassment.***

It is the Company's policy and practice to promptly and thoroughly investigate such reports. The Company strictly prohibits retaliation in any way against any individual who reports discrimination or harassment, has expressed a concern about discrimination and harassment, including sexual harassment, or participates in an investigation of such reports.

## REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

The Company encourages and expects everyone covered by this policy to Speak Up and report any violations or potential violations of this policy or our Code of Conduct that you experience or witness. If you believe in good faith that you have been subjected to, witnessed, or otherwise learned of harassment (or any other conduct prohibited by this policy) by

anyone, including supervisors, co-workers, suppliers, vendors, customers or other third parties, you must immediately report the incident. Verbal or written reports may be made to any of our Speak Up resources, including:

- Your manager or supervisor;
- A member of the Human Resources team
- The Corporate Compliance and Ethics team ([ethics@onelineage.com](mailto:ethics@onelineage.com)); or
- Lineage Ethics Hotline ([onelineage.com/speakup](https://onelineage.com/speakup))



You can also report a violation through the U.S. Equal Employment Commission (“EEOC”), and/or the State equivalent equal employment opportunity agency. You are not required to report a violation of this policy to your supervisor, manager, or any other person engaging in the unwelcome behavior if that supervisor, manager, or other person is the subject of the report.

***Supervisors or managers who receive reports or observe discriminatory, harassing or retaliatory conduct must immediately report it to the Human Resources Department.***



## COMPLAINT PROCEDURE

The Company encourages prompt reporting of complaints or concerns so that we can address and resolve issues early on, “cool things off”, and reduce risk to the Company and to one another. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination.

When the Company receives a complaint of harassment (or other conduct prohibited by this policy), a member of the Human Resources Department will conduct a fair, timely, and thorough investigation of the allegation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. We will keep the complaining party’s report as confidential as possible, understanding that complete confidentiality may not be achievable due to the need to fully investigate a complaint. This means we will work to maintain the complaining party’s privacy and share their identity only with those who have a need to know in order to effectively conduct necessary investigations and take appropriate action.

All Team Members are expected to cooperate to the fullest extent possible with any investigation and/or inquiry. Failure to do so could result in disciplinary action. Human Resources will reasonably document and track the progress of their investigation and when it is completed, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, appropriate remedial measures will be taken.

Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with a Speak Up resource, including a manager or supervisor, Human Resources representative, the Corporate Compliance and Ethics team ([ethics@onelineage.com](mailto:ethics@onelineage.com)), or the Lineage Ethics Hotline ([onelineage.com/speakup](https://onelineage.com/speakup)).

***Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.***

## AMERICANS WITH DISABILITIES ACT (ADA), THE ADA AMENDMENTS ACT (ADAAA), AND REASONABLE ACCOMMODATIONS

The Americans with Disabilities Act of 1990 (ADA) ensures equal opportunities for persons with qualifying disabilities in employment. The law allows for reasonable accommodations to be made in the workplace so applicants and employees can effectively perform the essential functions of the position.

The Company is committed to providing individuals with disabilities, including those with disabilities or known limitations related to pregnancy, childbirth or related conditions, with reasonable accommodations that will permit them to perform the essential functions of a position or enjoy equal privileges and benefits of employment, to the extent that the accommodations do not pose an undue hardship to the Company. The Company will also provide reasonable accommodations to applicants with disabilities during the hiring process.

The Company’s disability accommodation process is intended to be interactive and collaborative, relying on open communication and active participation between the Team Member, their supervisor/manager, and the Company’s Human Resources team. The primary goal of this process is to help Team Members perform the essential functions of their

position, with or without accommodation. Typically, the process includes the following format:

- Team Member submits an accommodation request to Human Resources, who will contact you to set up an interactive process meeting and discuss possible accommodations.
- In most cases, Team Members will be required to complete an ADA Interactive Process form and provide medical documentation to support their need for accommodation and help HR understand their condition, capacities, or limitations. As a part of this process, your medical provider may be asked to assess your limitations as they relate to the essential functions of your job.
- The accommodation request will be evaluated and an effort will be made to provide reasonable accommodations, which may include modifications to the job duties, temporary light duty, or an unpaid leave of absence.

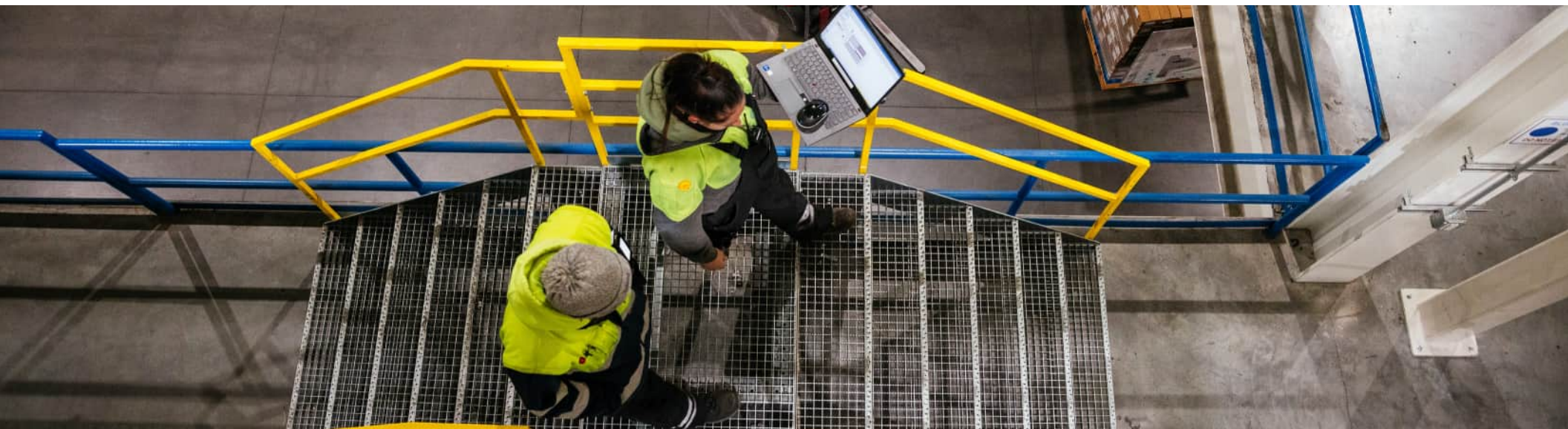
The Company may, in some cases, agree to an accommodation on a trial basis and, in all cases, reserves the right to reevaluate accommodations if circumstances change or, in practice, the accommodations result in undue hardship on the Company or, in the case of accommodations for a disability, give rise to demonstrated safety risks. Your failure or refusal

to participate in this process or provide necessary documentation may cause your request for an accommodation to be denied.

### RELIGIOUS ACCOMMODATION

The Company is enriched by individuals of many faiths that have varied religious observances, practices, and beliefs. All Team Members are expected to create and maintain a culture that strives toward deepening respect for, and understanding of, religious differences within the Lineage community. In affirming this diversity, it is the Company's policy to provide religious accommodations, unless the accommodation would create an undue hardship.

Religious accommodations will be evaluated on a case-by-case basis. Team Members who need a religious accommodation should contact Human Resources to obtain assistance with the interactive process. Human Resources will initiate an interactive process to determine if the request can be accommodated as requested and, if not, what, if any, alternative accommodations can be made. The Company may request that the Team Member provide information to support the need for an accommodation based on the sincerely held religious belief.







**WHAT WE EXPECT FROM OUR  
TEAM MEMBERS**

## WHAT WE EXPECT FROM OUR TEAM MEMBERS

### TEAM MEMBER CONDUCT

***It is each Team Member's responsibility to be aware of and adhere to all Company policies, procedures, and common sense standards of conduct.***

Your responsibility is to understand and consistently demonstrate professionalism while in performance of duties. A supportive environment requires positive collaboration and respect; to that end, we expect all of our Team Members to report to work in a timely fashion, be prepared and ready to perform their duties as assigned, and to share in our commitment to a safe and productive work environment.

In order for us to create a productive work environment, there are certain standards of conduct that each Team Member must adhere to in the workplace. We want our Team Members to appreciate the professional standards that are a critical part of our success and will take the necessary steps to ensure that all Team Members are performing to these standards. There are situations in which corrective measures may be initiated in order to achieve a positive balance in the workplace. Among the causes for corrective action, which may include immediate termination, are the following. This list is not all-inclusive and may be modified at any time:

- Fighting in the workplace or on any work premises while in performance of duties
- Any act of dishonesty, including theft or misappropriation of money, supplies, information, services, equipment, or time
- Any act which calls into question the Team Member's integrity, such as falsification of Company records and documents, competing in business with the Company or any other conflict of interest, divulging trade secrets or confidential information, or conviction of a criminal

charge or conduct underlying an arrest that renders the Team Member unfit for or unable to perform the duties of their position

- Any act which may create a dangerous situation, such as carrying a weapon on Company premises, physically assaulting or verbally threatening another individual, or disregard of property or safety standards
- Damaging the property or materials of the Company, a customer of the Company, or another Team Member
- Violating security, safety or fire prevention rules or regulations, or engaging in any conduct that creates a safety hazard, or creating or contributing to unsanitary conditions by poor housekeeping
- Unauthorized possession of dangerous materials on Company premises
- Falsification of any employment or Company reports or records, including but not limited to: job applications; medical or employment history; personnel records; pay records, including records of time worked; absence or illness reports; accident reports or injury claims
- Insubordination or refusal to follow legitimate instructions of management, or refusal or unwillingness to accept a reasonable job assignment, or with reasonable notice unwillingness or refusal to accept shift changes, or to perform other job requirements
- Leaving Company premises during regularly-scheduled work hours without permission; unauthorized absence from your assigned work area during regularly-scheduled work hours; or leaving the premises without recording your departure on your time records
- Sleeping, loitering during regular work hours
- Unlawful conduct whether committed on or off the job; or conduct on or off Company premises that adversely affects the Company's services, property, reputation or goodwill in the community, or that interferes with job performance
- The use of drugs and/or alcohol while on duty
- Use of abusive or profane language to a Team Member, customer, or patron of a customer is not acceptable



Any violation of these policies or of any rule, practice, procedure or policy set by the Company may result in disciplinary action up to and including termination.

If you have any questions concerning the application or intent of these rules, please consult your supervisor. Obviously, it is not possible to list rules to cover every situation. Inappropriate conduct not specifically listed should be disciplined according to the standards followed by management based on equivalent type of conduct listed.

This list is not comprehensive and other actions of a similar nature may lead to corrective action, up to and including termination. This statement of prohibited conduct also does not alter the Company's policy of employment at will. Should you have a question concerning any of the above or if you are ever in doubt about whether certain conduct is permitted, please consult with your manager or the Human Resources Department prior to engaging in such conduct.

## BULLYING

The Company defines bullying as “a form of prohibited harassment that involves unwanted aggressive or abusive behavior characterized by verbal, physical, social, or psychological intimidation that is typically repetitive, conducted by one or more Team Members or a third party against another or others, at the place of work and/or in the course of employment.”

The purpose of this policy is to communicate to all Team Members, including Supervisors, Managers, and Executives, that our organization will not tolerate bullying behavior in any instance. Team Members found to be in violation of this policy will be disciplined, up to and including termination.

Nothing in this policy is intended to interfere with the rights of any Team Member concerning a labor dispute or other concerted communications

or activity for the purposes of mutual aid and protection under the National Labor Relations Act. To the extent that conduct is protected under the NLRA, this handbook does not prohibit it.

### **The Company considers the following types of behavior examples of bullying:**

- Verbal Bullying: verbal abuse, such as the use of obviously offensive, demeaning and harmful derogatory remarks, insults or epithets
- Physical Bullying: pushing, shoving, kicking, poking, or tripping; assault or threat of physical assault; damage to a person's work area or property

### **In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:**

- Using obscene or obviously offensive gestures
- Intentionally manipulating, sabotaging, or deliberately interfering with the ability of someone to do their work (e.g. overloading, under loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, or giving deliberately ambiguous instructions)
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.) they should attend in order to perform their job functions to the best of their abilities
- Unwanted physical contact; physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

## FRATERNIZATION

Personal and social relationships between supervisory and non-supervisory Team Members can create a conflict of interest. As a result, these relationships are strongly discouraged because they may lead to misunderstandings, complaints of favoritism, lack of objectivity, or sexual

harassment, and severe Team Member morale and dissension problems.

Because of the high probability of the Company's business being compromised in these situations, if you date, solicit for a date, make sexual overtures toward, accept sexual overtures from, or establish or attempt to establish a sexual relationship with any Team Member working under your direct or indirect supervision or management, both of you are required to immediately disclose this fact in writing to the General Manager or supervisor.

Any relationship between Team Members, including without limitation sexual or romantic relationships, family relationships, and close friendships, that actually disrupts Company operations will be cause for discipline, up to and including termination. (Please refer to the Nepotism policy included in this handbook for further guidance).

***You should also remember that the Company maintains a strict policy against sexual harassment. Please read and understand the Harassment Policy included in this handbook.***

## PERSONAL APPEARANCE

***Discretion in style of dress and behavior is essential to the efficient operation of the Company.***

Team Members are, therefore, required to dress in appropriate attire and to behave in a professional, businesslike manner. All Team Members shall wear attire appropriate for their jobs and will be required to maintain a neat, clean, business-like appearance. The Company shall furnish freezer clothes, safety shoes, and any other unique apparel or equipment to Team Members as determined to be necessary for your job duties. You will be required to return all Company issued clothing and equipment when your employment relationship ends, and you may be charged for any damage beyond normal wear and tear.



Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the Company's professional image. Good judgment includes refraining from wearing inappropriate attire such as revealing or provocative clothing at work, at meetings, social gatherings and at other functions and events related to the business or activities of the Company.

All Team Members must be properly covered at all times (no see-through clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and the use of such is subject to this policy.

The Company is confident that Team Members will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any Team Member who is improperly dressed will be counseled or in severe cases sent home to change clothes.



Continued disregard of this policy may be cause for disciplinary action, up to and including termination.

## PROHIBITED CLOTHING

- Office and administrative Team Members are prohibited from wearing sweat pants, yoga or exercise attire in the office environment.
- Beach flip-flops are not permitted.
- T-shirts or clothing containing words, terms, pictures with inappropriate gestures or language that may be offensive to other Team Members are unacceptable. These types of clothing may potentially violate the Company's guidelines on professionalism.
- Shirts that are revealing (off the shoulder shirts, for example) are not permitted.
- Denims are acceptable in a business casual setting (casual Fridays, for example) but may not be torn or tattered or otherwise ripped and revealing in appearance.
- Clothing that works well for the beach, yard work, dance clubs, exercise sessions, or sports contests may not be appropriate for a professional appearance at work.
- Clothing that reveals too much cleavage or exposes your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.
- All Team Members must be properly covered at all times (no see-through clothing is permitted at any time).

## CONFIDENTIALITY

The business of the Company is highly competitive and considerable information used in Company business is confidential and proprietary to the Company. The Company has a legitimate interest and need to maintain this information in confidence, during and subsequent to any period of employment.

***You must take great care to protect the Company's, trade secrets and other confidential information including customer and vendor information. Please review the Company's Confidentiality Agreement and Policy.***

***This policy does not prohibit any employee from discussing the terms and conditions of their employment, nor does it prohibit any employee from engaging in any activity that is otherwise protected by the National Labor Relations Act, and it should not be interpreted by employees as placing any limitation on employees' rights to engage in protected concerted activity.***

## PERSONAL BUSINESS AND VISITORS

We all recognize that to do our best work we must keep our minds on our jobs. Therefore, do not engage in personal work during working hours or leave the facility during that time without first having obtained the approval of your immediate supervisor.

While we are all very proud of our facilities and occasionally may want to invite friends, former Team Members, off duty Team Members or relatives, personal visits cannot be permitted except by approval of the Office Manager or General Manager due to liability insurance and personal safety considerations. Unauthorized persons, including unescorted business callers, may be asked to leave if they are not properly identified.

All visitors must register at the reception area or security post and wear the assigned visitor's badge for the duration of the visit. It is your responsibility to ensure that your visitor is wearing a visitor badge, and that the visitor returns it upon leaving the Company.

If an unauthorized individual is observed on Lineage's premises, and it is believed the unauthorized visitor poses a threat of violence to you or others or is engaged in other suspicious activity, you are encouraged to

immediately notify your supervisor.

## PARKING

Appropriate parking areas are provided for the convenience of our Team Members and customers. We ask that all Team Members maintain the cleanliness of those areas. No Team Member is to park in an area that has been designated for other purposes.

## ELECTRONIC SURVEILLANCE

Video cameras are placed in strategic areas at the Company's facilities for the purpose of management observation of product flow and instant confirmation of Company security problems. The Company may also monitor storage rooms, outside storage, and other Company areas, excluding bathrooms, locker rooms and changing areas.

## RECORDING/PHOTOGRAPHY POLICY

In order to support Team Member privacy, ensure respectful treatment of one another, and to protect the security of confidential and proprietary information, Team Members may not record conversations or others' physical movements unless (i) there is a legitimate purpose for the recording and (ii) the full knowledge and consent of all Team Members whose conversation is being recorded has been obtained.

Please contact HR with any questions you may have about our policy.

## SECURITY

Although lockers, storage areas, desks, filing cabinets, Company vehicles and other Company property are made available to you for your convenience and to help you to do your job, you should remember that these areas remain the sole property of the Company at all times. The Company reserves the right to inspect all property (whether personal or private), as well as its contents, at any time when it deems necessary or appropriate by management, to the extent necessary for Lineage to conduct its daily business operations. Moreover, upon management's prior authorization, other Team Members may enter your desk or other Company property at any time in the performance of their job duties, for example, to attempt to locate documents necessary to conduct business operations during working time. As such, you should understand that you have no expectation of privacy in connection with workspaces or items brought into the workplace.

The Company is not responsible for any personal articles that are placed or left in a locker, storage area, desk, filing cabinet, Company vehicle or other Company property that are lost, damaged, stolen or destroyed. Do not bring anything into the workplace that you wish to keep private or would not want to lose.

You should also be aware that the Company monitors certain areas of the facility with security cameras for protection against theft and other purposes.

The Company reserves the right to use any lawful method of investigation, which it deems necessary, to determine whether any person has engaged in conduct that interferes with or adversely affects business. Each Team Member of the Company needs to exhibit a heightened awareness of who is in the facility, and are encouraged to ask parties unknown to the Team Member if they may offer assistance. If an unauthorized individual is observed on Lineage's premises, and it is believed the unauthorized visitor poses a threat of violence to you or others or is engaged in other suspicious activity, you are encouraged to immediately notify your supervisor.

Additionally, Team Members entering and leaving the facility may be subject to questions and search at the Company's discretion. Team Members are required to comply with the Company Security Policy and failure to do so may result in disciplinary actions, up to and including termination of employment.





# EMPLOYMENT

## EMPLOYMENT

### INTRODUCTORY PERIOD

The first ninety (90) days of employment are an introductory period for all newly hired Team Members.

During the introductory period, the Company will evaluate the Team Member's work attitude, attendance, and ability to work within our workforce. Likewise, during this period, Team Members will have the opportunity to determine if they can be successful in the assigned position and working environment. Completion of the introductory period does not guarantee continued employment, since employment with the Company is at-will.

Team Members are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help Team Members understand employment classifications and Team Member's employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the Team Member and the Company.

**Nonexempt Team Members** are Team Members that are paid on an hourly basis for the work performed and are covered by the Fair Labor Standards Act (FLSA) and/or state wage and hour law equivalent. They are NOT exempt from the law's requirements concerning minimum wage and overtime.

**Exempt Team Members** are generally managers or professional administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA and/or state statutory provisions. Exempt Team Members hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor and state statutory provisions.

The Company has established the following categories for both nonexempt and exempt Team Members:

**Full time:** Team Members regularly scheduled to work the Company's full-time schedule of 40 hours per week. Generally, these Team Members are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

**Part time:** Team Members regularly scheduled to work less than the full-time schedule, generally less than 40-hours in a workweek. Part-time Team Members working less than 30 hours per week are not eligible for benefits offered by the Company unless otherwise provided by law and subject to the terms, conditions and limitations of each benefits program.

**Temporary:** Team Members hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary Team Members are not eligible for benefits, unless otherwise provided by law.

### BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join the Company are well qualified and that the Company maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Company. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and



antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Company to rescind a conditional offer of employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

***Additional checks such as a driving record or credit report may be conducted on applicants for particular job categories if appropriate and job related.***

***The Company also reserves the right to conduct a background check for current Team Members to determine eligibility for promotion or reassignment in the same manner as described above.***

Please also note that the Company complies with the federal Immigration Reform and Control Action of 1986 (IRCA), as amended, and as such will only employ those individuals who are authorized to work in the United States. Each newly hired Team Member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If a Team Member is authorized to work in the United States for a limited period, the Team Member is required to submit proof of renewed employment eligibility prior to the expiration date of that time period to remain employed by the Company.

## INTERNAL TRANSFERS/PROMOTIONS

Team Members with more than three months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the Company may initiate transfers of Team Members between departments

and facilities to meet specified work requirements and reassignment of work requirements.

The Company offers Team Members promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current Team Members with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the Company's best interest.

To be considered, Team Members must have held their current position for at least three (3) months, have a satisfactory performance record and have no disciplinary actions during the last three (3) months. Before a transition is finalized the appropriate leadership should be notified of the impending change. Management retains the discretion to make exceptions to the policy.

## NEPOTISM — EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

The Company wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve Team Member hiring, promotion and transfer. Every effort will be made to ensure that relatives, romantic partners, members of the same household or close personal friends do not have a direct or indirect supervisory relationship and are not involved in the hiring or promotion process. All Team Members regardless of their relationship with other team members are still expected to consistently perform the duties as outlined by their position and to adhere to the Company's established policies and procedures as outlined. Relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If Team Members begin a dating relationship or become relatives, romantic partners, or members of the same household, and if one party is in a supervisory position, that person is required to inform management of the relationship. The Company has the right to determine which related Team Members may only be subject to change in status under any of these conditions: 1) when a supervisory relationship exists between the two parties, 2) when one party can audit the work of the other party, or 3) when the relationship has an “appearance of conflict” in the workplace.

Any actual or perceived conflict may be disclosed to the Corporate Compliance and Ethics team or to any other Speak Up resource.

The Company reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between Team Members, even if there is no direct-reporting relationship or authority involved.

## EMPLOYMENT VERIFICATIONS

In response to requests for employment verification or information, the Company will give only dates of employment and positions held. If you want any additional information released, you must authorize this in writing. Direct all requests for employment verification to THEWORKNUMBER through the HR Service Center 1-844-537-5300 and choose employment verification from the menu.

## EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, power failures, or earthquakes may disrupt Company operations. Extreme cases may require the closing of the office/facility. Under these circumstances, management will decide if the Company will remain open for business on that day and will leave a recorded message on the main office number. If management decides to close the office/facility Team Members will be paid in accordance with applicable law.

In the event of snowfall or icy conditions and the office/facility is open for business, all Team Members are expected to be at work. If you fail to report for work under these circumstances, you will not be paid for the time off. Attendance guideline points may apply. Requests to receive paid time off from a Team Member’s available accrued vacation balance only may be submitted and approved.



## NON-SOLICITATION AND NON-DISTRIBUTION POLICY

It is the Company’s policy to provide a workplace free from unnecessary or unwanted interference during working time and in working areas. In addition, we do not wish to have any Team Member unduly influenced or placed in an awkward position of saying “no”. Therefore, solicitation of any type, except for Company-sponsored programs, is not permitted during the work time or working areas of the soliciting Team Member or of the Team Member being solicited. In addition, the distribution and/or posting of literature, except as related to Company-sponsored programs, shall not be allowed in work areas and on Company property without the prior approval of management.



“Work areas” includes, without limitation, work stations, cubicles, offices, conference rooms, warehouse floors and loading docks, storage areas, outside areas where commercial vehicles and associated equipment are moved, parked or stored; “work areas” excludes break areas and locker rooms. “Work time” includes all time during which a Team Member is performing their job duties, but does not include scheduled breaks or meal periods during which time the Team Member is not assigned to or expected to perform any job duties.

Non-Team Members are not permitted to solicit, distribute or post literature for any purpose anywhere on Company property.

This rule is not intended to prohibit conduct protected by Section 7 of the National Labor Relations Act, including soliciting or distributing literature on an employee’s personal time, such as during meal or rest breaks.

## BULLETIN BOARDS

Information regarding working hours, safety, Company policies and other matters pertaining to your employment is posted on the bulletin boards. In addition, management may post other items of interest to Team Members on the bulletin boards. All posted material must receive the advance approval of the General Manager or Office Manager. Company bulletin boards may not be used by Team Members or outside parties for posting of commercial notices and ads, announcements, or any other matters. Team Members and outside parties are prohibited from distributing literature and soliciting other Team Members.

## CORRECTIVE ACTION POLICY

The Company supports the use of discipline to address issues such as poor work performance or misconduct. Our discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

The Company uses corrective action for infractions and violations of Company rules, practices and policies. The Company regards discipline as corrective action and as an instrument for improvement rather than as punishment. Disciplinary action may include actions such as verbal counseling or warning, written counseling or warning, probation, demotion, suspension or termination. These disciplinary methods may be used at any time, in any order, and the Company may skip or repeat various forms of discipline in management’s sole discretion. The Company retains the right to administer corrective action as it deems necessary in each individual case. This policy is not a promise or guarantee that a specific course of discipline will be administered in any case or in every case. The use of any particular form of discipline does not change your at-will employment relationship with the Company.

Our progressive discipline policy has been designed consistent with our organizational values, Human Resources best practices, and employment laws.

The level of disciplinary intervention may also vary. Some of the factors that may be considered are whether the offense is repeated despite coaching, counseling and/or training; the Team Member’s work record; and the impact the conduct and performance issues have on our organization and other Team Members.

Every Team Member has the duty and the responsibility to be aware of and abide by existing rules and policies. Team Members also have the responsibility to perform their job duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

The following are some of the ways that corrective action may be taken, however, under certain circumstances, depending upon the nature and severity of the offense, immediate termination may result without such corrective action.

**The following outlines the Company's corrective action process:**

- **Verbal warning:** A supervisor verbally counsels a Team Member about an issue of concern, and a written record of the discussion is created and placed in the Team Member's personnel file for future reference.
- **Written warning:** Written warnings are issued for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in a Team Member's personnel file.
- **Final Written Warning or Performance Improvement Plan ("PIP"):** When a Team Member is involved in a disciplinary situation that has not been readily resolved or when they demonstrate an inability to perform assigned work responsibilities efficiently, the Team Member may be given a final written warning or placed on a PIP. PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time, the Team Member must demonstrate a willingness and ability to consistently meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the PIP may be closed or, if established goals are not met, dismissal of the Team Member may occur.

The Company reserves the right to determine the appropriate level of discipline or corrective action for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Orderly and efficient operation of the Company requires that Team Members maintain proper standards of conduct and observe certain rules. Your failure to maintain these standards or violations of Company rules and policies will result in disciplinary action up to and including termination.

This policy should not be construed as a promise of employment or

continuing employment. As explained earlier in this handbook, all Team Members of the Company are "at will" Team Members, unless notified in writing otherwise. The Company reserves its right to discipline Team Members, up to and including termination, for any reason the Company deems necessary and appropriate.

## SEPARATION OF EMPLOYMENT

Separation of employment within our organization can occur for several different reasons.

**Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause Team Members to voluntarily resign from their employment. Resigning Team Members are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide a Team Member with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If a Team Member provides less notice than requested, the Company may deem the individual ineligible for rehire depending on the circumstances regarding the notice given.

**Retirement:** Team Members who wish to retire are required to notify their department director and the Human Resources Department in writing at least one (1) month before the planned retirement date.

**Job abandonment:** Team Members who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have voluntarily abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to separate the Team Member. Team Members who are separated from their at-will employment due to job abandonment are ineligible for rehire.

**Termination:** Team Members' employment relationship with the Company is on an at-will basis, and the Company retains the right to terminate a Team Member at any time, for any reason and with or without notice. A Team Member also has the right to terminate the employment relationship at any time and for any reason as well.

## RETURN OF COMPANY PROPERTY

The separating Team Member must return all Company property at the time of separation, including uniforms, gear and personal protective equipment (PPE), cell phones, keys, PCs and ID badges/identification cards. Failure to return some items may result in deductions from the final paycheck, as permitted by law.

## REHIRE

Former Team Members who left the Company in good standing and were designated as eligible for rehire may be considered for reemployment. An employment application must be submitted to the Human Resources Department, and the applicant must meet all minimum qualifications and requirements of the position. Except as otherwise required by law, rehired Team Members begin benefits just as any other new Team Member if the absence exceeds 30-days or more. In addition, if the Team Member's period of separation from the Company exceeds 30-days, then previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

***A Team Member terminated for violating Company policy, rules or who resigned in lieu of termination from employment due to a policy or rule violation will be ineligible for rehire.***







**WORKPLACE SAFETY**

## WORKPLACE SAFETY

***The Company has a long-standing commitment to providing a safe and productive work environment.***

Lineage is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as defined in this policy), or other impairing substances while on the job or on Company premises, during work hours, or while otherwise performing work on behalf of the Company may pose a serious health and safety risk to all Team Members and others and will not be tolerated.

This policy applies to all Team Members and applicants for employment. The Company will enforce this policy in a manner that is consistent with applicable federal, state, and local law.

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available via Lineage's Employee Assistance Program (EAP). Through the EAP you can connect with trained support staff who can make referrals and assist Team Members with drug/alcohol problems.

## DRUG AND ALCOHOL POLICY (DRUG FREE WORKPLACE)

This policy supersedes any prior policy as well as any other written or oral statements or representations by the Company that are inconsistent with this policy. Lineage reserves the right to amend or modify this policy in its discretion, in accordance with the requirements of applicable law, or for any other lawful reason. As a condition of employment, all Team Members agree to comply with this policy and to consent to drug and/or alcohol testing as specified below. Violations of this policy may result in disciplinary action, up to and including termination of employment.

## DEFINITIONS

**Illegal Drug** – Defined to mean any drug or controlled substance that is not legally obtainable under applicable federal and state law without a valid prescription and/or materials that are prohibited by federal or applicable state regulations (for example, amphetamines, barbiturates, cocaine, marijuana<sup>1</sup>, or opioids). Illegal Drug also means any unauthorized substances, including over the counter or prescription drugs or medications, used for a purpose other than their intended purposes, used in an unsafe manner, used in an unsafe or non-prescribed or non-directed quantity or amount, used in a manner as to impair an individual's ability to safely and adequately perform job duties, and/or used without a valid prescription or authorization.

**Company Premises or Property** – Defined to mean buildings, parking lots, work stations, vehicles owned or leased by the Company or used for Company purposes, work facilities, Company equipment, or any other location used by the Company for work purposes, including an individual's remote work location if applicable.

**Safety-Sensitive Positions** – Defined to mean positions that require job duties and responsibilities involving a potential risk of injury to self or others, or as otherwise defined by applicable federal, state, or local law.

Team Members are prohibited from engaging in the conduct outlined in this section:

- Prohibited from reporting to work, being on Company Premises or Property, or performing work (on or off Company Premises or Property) while under the influence of alcohol and/or Illegal Drugs.
- Prohibited from applying for employment, reporting to work, being on Company Premises or Property, or performing work (on or off

<sup>1</sup> The Company intends to comply with state and federal laws. Unlike federal law, some states permit the use and possession of marijuana for off-duty use. Marijuana use or being under the influence of marijuana is strictly prohibited during working hours, on Company Property, and/or while conducting Company business.

Company Premises or Property) with alcohol in their system sufficient to yield a positive alcohol test result and/or with Illegal Drugs (and/or drug metabolites) in their system which meets or exceeds nationally accepted standards for determining detectable levels of controlled substances as adopted by the federal Substance Abuse and Mental Health Services Administration or applicable state law.

- Prohibited from using, possessing, purchasing, selling, manufacturing, transferring, dispensing, trafficking, or distributing (or attempting to use, possess, purchase, transfer, dispense, traffic or distribute) alcohol and/or Illegal Drugs, including related paraphernalia, in any amount, in any manner or at any time, on Company Premises or Property, or while performing work (on or off Company Premises or Property). Team Members shall have no expectation of privacy, and are subject to unannounced searches of personal property, vehicles, or any other items brought onto Company Property or Premises in furtherance of enforcement of this Policy.
- Prohibited from refusing to provide an adequate drug or alcohol test sample/specimen without a valid medical basis, refusing to cooperate during collection or testing, or failing to report (or report promptly) to the collection site without a legitimate reason.
- Prohibited from (1) providing an altered, adulterated, diluted or substituted drug or alcohol test sample or specimen and (2) prohibited from using a device or substance to interfere or attempt to interfere with a drug or alcohol test.
- Prohibited from using alcohol or drugs (including over-the-counter or prescription drugs) for eight hours following the determination of reasonable suspicion, or until the administration of an alcohol or drug test, whichever occurs first (except when there is a need for first-aid or emergency medical care or where otherwise provided by law).

## PRESCRIPTION / OVER-THE-COUNTER MEDICATION

Nothing in this policy is meant to prohibit the appropriate and lawful use of over-the-counter or prescription medication prescribed by a physician for a Team Member. However, Team Members are responsible to confirm

with a physician or licensed medical care provider regarding whether these substances may adversely affect performance, cause impairment, or adversely affect the safety of the Team Member or others. Team Members may submit any requests for a reasonable accommodation due to an underlying disability to a Human Resources representative.

## DRUG AND ALCOHOL TESTING AND PROCEDURES

The Company may conduct the following types of drug and/or alcohol testing, in its sole discretion, and in accordance with applicable federal, state, or local law:

1. **Post-Offer, Pre-Employment Testing** – Individuals extended a conditional offer of employment may be required to submit to a drug test.
2. **Reasonable Suspicion Testing** – Team Members will be drug and/or alcohol tested when there is a reasonable belief based on specific facts and rational inferences drawn from those facts (for example, when a Team Member is injured or involved in an accident on Company Premises as a result of their impairment) that a Team Member is under the influence or otherwise impaired by Illegal Drugs or alcohol, or is otherwise violating the terms of this policy. Team Members required to submit to a test under this section will not be allowed to drive themselves to a testing facility or return to work until the test results become available to the Company.

Team Members in Safety-Sensitive positions who are required to possess a commercial driver's license (CDL) are also subject to additional drug and alcohol testing requirements as mandated by the Department of Transportation and Federal Motor Carrier Safety Administration.

3. **Random Testing** – Team Members in Safety-Sensitive positions may be subject to random, unannounced drug and/or alcohol testing, in accordance with applicable federal, state, or local law.



## TREATMENT AND/OR REHABILITATION

The Company may assist employees in seeking treatment or rehabilitation for drug or alcohol dependency or abuse. An employee's first request for assistance under this section before drug or alcohol testing is conducted under this policy will not be used as a basis for disciplinary action. However, a request for assistance after drug or alcohol testing is conducted under this policy, or after a violation of this policy has already occurred, will not be a defense to disciplinary action.

The Company reserves the right to require random and/or return-to-work testing as a condition of continued employment when treatment is sought under this section.

## CONSEQUENCES

Team Members who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug and/or alcohol in violation of this policy will be terminated. If a Team Member tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination. Team Members will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a meeting with management and Human Resources will be scheduled to discuss the results of the test. Should the results prove to be negative, the Team Member will receive back pay for the times/days of suspension.

## EMPLOYEE ASSISTANCE PROGRAM

The Company provides Team Members (and their dependents) with access to an Employee Assistance Program ("EAP") to provide confidential information concerning the dangers of substance abuse and to help in obtaining counseling, treatment, and/or rehabilitation for drug

or alcohol abuse and other personal/emotional problems. The EAP can be reached at 1-888-491-6947 or [www.supportline.com](http://www.supportline.com) and the group code is "Lineage".

Note that a Team Member's first request for assistance from the EAP before drug or alcohol testing required under this Policy will not be used as the basis for disciplinary action. On the other hand, a Team Member's request for assistance from the EAP after drug or alcohol testing will not be a defense to the imposition of disciplinary action where a violation of this Policy has already occurred.

## EXCEPTION FOR ALCOHOL USE AT COMPANY-SPONSORED EVENTS

Alcohol is served at certain Company sponsored events, industry association events, and client events. At those events, alcohol consumption by Team Members (in moderation) does not violate the terms of this Policy so long as the Team Member exercises good judgment and so long as the Team Member acts in a lawful, safe, professional, and responsible manner at all times.

## CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

## INSPECTIONS

The Company reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband in furtherance of enforcement of this Policy; affected Team Members subject to a collective bargaining

agreement may have union representation involved in this process. All Team Members may be asked to cooperate in inspections of their person, work areas, and property that might conceal a drug, alcohol, or other contraband. Team Members who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

## VIOLENCE IN THE WORKPLACE

To ensure both safe and efficient operations, the Company expects and requires all of its Team Members, visitors, consultants/contractors, vendors, customers and temporary workers to engage in safe behavior on its premises at all times. The Company has zero tolerance for any acts and/or threats of physical violence. The Company will take all acts and threats of physical violence seriously. This includes fighting, aggressive horseplay, and other behavior that would cause a reasonable person to be seriously threatened that physical violence may occur. Such prohibited conduct includes, but is not limited to behavior in person, by telephone, mail, e-mail, or any other form of communication.

Conduct that threatens or coerces another Team Member, customer, vendor or business associate will not be tolerated. The Company's resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Company treats physical threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of physical violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, Human Resources, or any member of senior management. When reporting a threat or incident of violence, the Team Member should be as specific and detailed as possible. Team Members should not place themselves in peril, nor should they attempt to intercede during an incident.

Team Members should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Immediately provide a copy of the order to Human Resources or your supervisor. Orders for Victim Protection include the following types of court orders – protection order, no contact order, restraining order and anti-harassment order. Team Members are encouraged to report personal safety concerns with regard to intimate partner violence. The Company will not retaliate against Team Members making reports. Our Company is committed to supporting victims of intimate partner violence by providing referrals to the EAP and community resources and providing time off for reasons related to intimate partner violence.

The Company is committed to promptly and thoroughly investigate all reports of threats of physical violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be maintained in confidence, as much as is possible. The Company will not retaliate against Team Members making reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend Team Members suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual physical violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination of employment.

The Company encourages Team Members to bring their disputes to the attention of their supervisors or the Human Resources Department before the situation escalates.

## WORKPLACE ILLNESS AND INJURY REPORTING

It is important that all workplace injuries and illnesses are reported to management as soon as reasonably possible after they occur. Prompt reporting allows for identification and correction of hazards and medical attention for injuries. In some instances, a Team Member may not immediately realize that they have been injured or made ill; if that is the case, the Team Member must report the injury or illness as soon as reasonably possible after becoming aware of the injury or illness.

Therefore, the following policy applies to work-related injury and illness reporting:

- A Team Member who is at work when they become aware of an injury or illness must report it as soon as reasonably possible, but in no event later than before leaving the workplace. The report must be made to the Team Member's supervisor.
- A Team Member who is not at work when they become aware of an injury or illness must report it as soon as reasonably possible, but in no event later than 8 hours after becoming aware of the injury or illness. The Team Member must report the injury or illness by calling their supervisor and explaining that they are reporting a work-related injury or illness.
- There will be no retaliation against any Team Member who complies with this policy, and supervisors may not interfere with, or attempt to discourage, reporting under this policy.

## SAFETY

It is the responsibility of each Team Member to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area within the work and/or warehouse environment.

Although most safety regulations are consistent throughout each department and program, Team Members have the responsibility to identify and familiarize themselves with the emergency plan for their working area. Each facility shall have available an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical situations. It is the responsibility of the Team Member to assist in the completion of an Accident and Incident Report for each safety and health infraction that occurs by a Team Member or that the Team Member witnesses. Failure to report such an infraction may result in Team Member disciplinary action, up to and including termination. Furthermore, management requires that every person in the organization assume the responsibility of individual and organizational safety. Failure to follow Company safety and health guidelines or engaging in conduct that places the Team Member, client or Company property at risk can lead to Team Member disciplinary action, up to and including termination.







## SMOKE-FREE WORKPLACE

It is the policy of the Company to prohibit smoking and/or vaping and other smokeless tobacco products and devices on all Company premises in order to provide and maintain a safe and healthy work environment for all Team Members. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.”

### The smoke-free workplace policy applies to:

- All areas of Company buildings that are not designated as smoking break areas.
- All vehicles owned or leased by the Company.
- All visitors (customers and vendors) to the Company premises in areas not designated as smoking or break areas.

Team Members who violate the smoking policy will be subject to corrective action up to and including immediate termination.



# WORKPLACE EXPECTATIONS



## WORKPLACE EXPECTATIONS

*Our clients and other parties with whom we do business entrust the Company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to Team Members without a “business need to know.” If a Team Member questions whether certain information is confidential, they should first check with their immediate supervisor. Please also refer to the Company’s Confidentiality Agreement and Code of Conduct for more information.*

This policy is intended to alert Team Members of the need for discretion at all times and is not intended to inhibit normal business communications or interfere with protected communications or activity under the National Labor Relations Act.

All inquiries from the media seeking the Company’s position on any matter should be referred to the Company’s Director of Communications at [Globalcommunications@onelineage.com](mailto:Globalcommunications@onelineage.com). Team Members are prohibited from speaking on behalf of the Company without first obtaining authority in writing from the Company’s Director of Communications.

## CONFLICTS OF INTEREST

A conflict of interest occurs when your private interests (and the private interests of your immediate family members) conflict or appear to conflict with the interests of the Company, particularly in the areas on customer or vendor relations. Although we want to avoid actual and potential conflicts of interest, often Team Members and the Company can work together to evaluate and resolve potential conflicts. Evaluating a conflict can be difficult and may involve several considerations. Ask yourself:

- Could this relationship compromise or appear to compromise my ability to work impartially on behalf of the Company?
- Could my outside interests influence, or appear to influence, my job duties at Lineage?

The answer to these questions should always be “no”.

Team Members with questions concerning conflicts of interest should speak to a Speak Up resource, including a manager or supervisor, Human Resources representative, the Corporate Compliance and Ethics team ([ethics@onelineage.com](mailto:ethics@onelineage.com)), or the Lineage Ethics Hotline ([onelineage.com/speakup](http://onelineage.com/speakup)).

Please refer to the Company’s Code of Conduct for further details about the rules on conflicts of interest.

## OUTSIDE EMPLOYMENT

***Team Members are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.***

Team Members should avoid situations involving activities and/or conduct away from the job involving an actual or potential conflict with the Company’s interests or that otherwise adversely affect job performance and the ability to fulfill all job responsibilities. Team Members are prohibited from performing any services for customers on nonworking time that are normally performed by the Company. This prohibition also extends to the unauthorized use of any Company tools or equipment and the unauthorized use or application of any confidential information. In addition, Team Members are not to solicit or conduct any outside business during paid working time.

Team Members are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job



performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

If there is an actual or potential conflict of interest between a Team Member and a competitor, supplier, distributor, or contractor of Lineage, Team Members are encouraged to disclose it to Human Resources. If an actual or potential conflict of interest is determined to exist, Lineage will take such steps as it deems necessary to reduce or eliminate this conflict.

## GIFTS & ENTERTAINMENT

While the Company realizes that it is valuable and appropriate for people within the organization to know suppliers and customers, a line must be drawn on the issuance or receipt of gifts. Even though gifts may be given and accepted innocently, there can be an appearance of impropriety. You should only give or receive gifts when it does not impact your ability to make decisions fairly and impartially. It is never appropriate to give or accept gifts and entertainment when working with the government.

Please refer to the Company's Code of Conduct for further details about the rules on gifts, meals, entertainment and travel.

## ATTENDANCE AND PUNCTUALITY

You are expected to be at your place of work and ready to begin work at your scheduled start time and promptly after the end of any meal periods and rest periods, and you are expected to work up until the end of your shift. You will be considered tardy if you clock in after your scheduled start time or after your scheduled return from any meal period. Repeated or excessive unauthorized tardiness that are not protected by law will impact negatively on your performance evaluation and will result in disciplinary action.

Team Members who are absent from work are responsible for notifying their supervisor when they are off and when they will report back to

work. Any Team Member who anticipates being absent should personally notify their supervisor at least twenty-four (24) hours in advance, if possible. Should an unexpected emergency or unexpected illness arise, you should still notify your supervisor as soon as possible prior to the start of your shift. Team Members who fail to comply with this requirement may be subject to disciplinary action, up to and including termination. Repeated or excessive unauthorized absenteeism affects your job performance and will result in disciplinary action, up to and including termination.

Vacation must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the Team Member has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) or other state leave mandates will not be counted against a Team Member's attendance record. Medical documentation within the guidelines of the medical leave policies may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter and will result in disciplinary action. A no call/no show lasting three consecutive days will be considered job abandonment and will be deemed a Team Member's voluntary resignation of employment. Please see Attendance Guidelines for additional information.

## ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines apply for using the Internet, Company-provided equipment, such as computers and cell phones, and e-mail. Team Members must not use the systems in a way that disrupts its use by others, except in emergencies.

Internet, Company-provided equipment (e.g., cell phone, laptops, and

computers) and services are company property and cannot be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.

The following actions are forbidden: using malicious, obscene, physically threatening, profane or offensive language; creating, viewing or displaying materials that might adversely affect the Company's legitimate business interests; and engaging in any illegal activities, including piracy, hacking, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and Company-provided equipment such as cell phones and laptops.



Team Members may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a copy to reference only. Internal and external e-mails are business records. Team Members should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

## CELL PHONE USAGE POLICY

To protect the safety of all Team Members, Team Members may not use mobile phones or other electronic devices while working on warehouse floors or operating machinery except as authorized by management for work related purposes.

## RIGHT TO MONITOR

All Company-supplied technology and Company-related work records belong to the Company and not to the Team Member. The Company routinely monitors use of Company-supplied technology, and Team Members should have no expectation of privacy. This may include the ability to monitor or obtain all communications, including but not limited to electronic mail (e-mail), text messages, Internet usage and voice-mail messages. Illegal use or communications may be subject to disciplinary action up to and including termination of employment and/or lead to other legal action.

## SOCIAL MEDIA

At Lineage, we work hard to avoid a negative impact for our brand, both as a business, an employer and members of the communities in which we live and work. An important part of this effort is carefully managing Lineage's digital presence.

Our digital presence is made up of several channels – including the Lineage website, subsidiary websites, blog, social media channels and employment sites – which we call Lineage's online community. We encourage Team Member participation within our online community, which includes liking and sharing content as well as leaving reviews about your Lineage experience.

As you interact on Lineage’s digital channels and on social media in general, please keep comments about Lineage to work-related topics by following our online community guidelines:

- You are responsible for the material you post – including comments, photos/video, your username and any information you provide. In other words, use common sense when posting online!
- Sharing confidential and proprietary information that was gained through illegal, improper, or unauthorized access is strictly prohibited – this includes, among other things, financial information and other significant developments about Lineage that have not been publicly shared and photos of customer products and logos.
- Be respectful of the diversity and opinions of others and avoid abusive, hateful, derogatory, violent, sexist, racial or otherwise discriminating content.
- Avoid posting pictures, videos or content containing or encouraging illegal activity, foul language, nudity or sexually explicit, lewd or obscene material.
- Be mindful of posting content that could violate or infringe on any copyrights, trademarks or any other privacy or intellectual property rights of individuals or entities, as well as content that could violate Lineage’s Code of Conduct and workplace policies.
- Avoid posting photos or other content that appears to violate the company’s number one value of SAFE.
- Avoid posting obscenities, slurs or personal attacks that can damage the reputation of customers, coworkers, or applicants, or that adversely affect the Company’s legitimate business interests.
- No third-party solicitations or advertisements are permitted to be posted to Lineage’s online community.

Lineage reserves the right to remove any content posted to its own online community that does not adhere to these guidelines or contribute to a positive experience for fellow community members.

Team Members and locations are not permitted to create digital channels that represent or speak for the Company, including site-specific social media and Google My Business profiles.

## USE OF COMPANY RESOURCES AND SYSTEMS

All contents of the Company’s IT resources and communications systems are the property of the Company. Therefore, Team Members should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the Company’s electronic information and communications systems. Team Members are expressly advised that in order to prevent misuse, the Company reserves the right to monitor, intercept and review, without further notice, every Team Member’s activities using the Company’s IT resources and communications systems, including but not limited to social media postings and activities, and you consent to such monitoring by your use of such Company resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies. The application of this policy will be consistent with federal and state law.

## TEAM MEMBER PERSONNEL FILES

Team Member personnel files are maintained by the Human Resources Department and are considered confidential. Managers and supervisors may only have access to a Team Member’s personnel file information on a need-to-know basis.

It is important that personnel files are correct, complete, and up-to-date. Team Members must notify management with any changes in employee



information, such as changes in name, marital status, address, telephone number, number of dependents, emergency contact, and other such relevant information.

A manager or supervisor considering the hire of a former Team Member or transfer of a current Team Member may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Personnel file access by current Team Members and former Team Members upon written request will be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources Department. Personnel files may not be taken outside the Human Resources department.

Personnel files are the property of the Company and will not be shared with third parties absent a lawfully issued subpoena or other legal obligation. Please be advised that the Company adheres fully to state requirements, including potential requirements to provide copies of personnel files.





# COMPENSATION AND PAYROLL



## COMPENSATION & PAYROLL

### PERFORMANCE AND SALARY REVIEW

***Performance reviews and regular feedback discussions are encouraged and beneficial to both the company and to the team member. The performance will be discussed, and both the Team Member and manager will ensure that all strengths, areas for improvement and job goals for the next review period have been clearly documented and communicated. Documentation related to the discussion will be retained in the Team Member's personnel file or within our system of record.***

Merit increases are based on the Company's overall financial performance and are not guaranteed. A performance review does not always result in an automatic pay adjustment. The Team Member's overall performance and salary level relative to their position responsibilities are evaluated to determine if a pay adjustment would be warranted.

Wage adjustments are occasionally requested or warranted at times other than at the Team Member's scheduled annual performance reviews. All requests will be reviewed to ensure internal equity and compliance with Company policies and guidelines and state and federal law. Team Members have the right to discuss or share information related to their wages, hours, or other terms and conditions of employment.

### PAYMENT OF WAGES

We want to be sure our Team Members are paid for all the work they perform. To accomplish this, we must have an accurate record of time worked. Hourly Team Members are required to record their time when they begin working and immediately after they stop working. Punching a time card for another Team Member is strictly prohibited and may be grounds for discipline, including immediate termination. All performance

of duties must be recorded via the Company's time and attendance system.

- You will be paid only for hours worked as recorded by the time clock and for other authorized time off. Therefore, it is extremely important that you understand and comply with the Company's time clock procedures. If you have any questions or problems, you should discuss them immediately with the General Manager or Office Manager.

If you feel your time records need to be changed in order to properly reflect time worked, promptly contact your supervisor so that a correction can be reviewed.

**Payroll Errors:** Any questions regarding errors, inclusions, or omissions on your paycheck must be reported to your manager immediately so that the matter can be reviewed and resolved. In the event of an error, we will make every attempt to resolve and adjust the error as soon as possible.

**Administrative Pay Corrections:** The Company does not allow deductions that violate the Fair Labor Standards Act or parallel state laws. In the unlikely event that there is an error in the amount of pay, such as an improper deduction, you should bring the discrepancy to the attention of your supervisor as soon as possible. Reports of improper deductions and other discrepancies will be investigated, and if it is determined that an improper deduction or other underpayment has occurred, you will be reimbursed. To the extent allowed by law, overpayments will be corrected in the next regular paycheck.

### OVERTIME POLICY

If you are a non-exempt (hourly) Team Member, you will be paid one and one-half (1½) times your regular hourly rate for all hours that you are required to work during a workweek in excess of the amount provided under state law. The Company, in our discretion, establishes the amount



of overtime work and the Team Member assigned to do it according to the nature of the overtime work available and the ability of qualified individuals to perform it.

All overtime must be authorized by your supervisor before the overtime hours are worked. Failure to receive authorization before working overtime will result in disciplinary action, up to and including termination.

No member of Company management is authorized to require an overtime-eligible Team Member to work without recording the time and being paid, and no Team Member is permitted to volunteer or otherwise agree to do so. Team Members who believe that they are being required to perform work “off the clock” should immediately report the matter to Human Resources so that appropriate action may be taken. Individuals may not be retaliated against for making good faith reports of suspected violations of this policy.

### “OFF THE CLOCK” WORK

The Company wants its non-exempt (hourly) Team Members to be paid for all the time that they work. Therefore, the Company prohibits its non-exempt Team Members from performing any work while they are not clocked-in. Team Members must not perform any work before clocking-in or after clocking-out.

In keeping with this policy, all non-exempt (hourly) Team Members who are required to change into company provided clothing at the facility as part of their normal work activities, **must clock-in prior to changing into company provided clothing such as freezer gear, work boots and the like.** Once the Team Member has changed into their company provided clothing, he/she must promptly report to their supervisor. Similarly, all non-exempt (hourly) Team Members must change out of their company provided clothing before clocking out for the day.

Your facility will provide you with a reasonable amount of time to both

change into company provided clothing before beginning your workday and change out of company provided clothing before clocking out for the day. Please check with your supervisor to determine what is considered a reasonable amount of time for your facility.

Supervisors are expressly forbidden from instructing or encouraging Team Members to either change into company provided clothing prior to clocking-in or changing out of company clothing after clocking out for the day. Team Members should immediately report to Human Resources any instruction or suggestion by a supervisor that a Team Member either change into company provided clothing prior to clocking-in or changing out of company clothing after clocking out for the day.

Non-exempt (hourly) Team Members are also not permitted to use mobile phones or other electronic devices for work purposes during non-working hours without the express authorization from their supervisor. No supervisor may require non-exempt (hourly) Team Members to perform work during non-working hours.

Failure by a Team Member to follow this policy may result in disciplinary action up to and including termination.

### GARNISHMENTS

When your wages are garnished by a court order or other levy to repay a debt that you have incurred, the Company is legally bound to withhold the amount indicated in the garnishment order from your pay statement. These garnishments and/or liens require the Company to withhold a portion of the Team Member’s disposable earnings for the satisfaction of a debt and to remit the withheld amount to the court or other entity as mandated. The Company will not modify the terms of the legal arrangements unless ordered by a court. If a Team Member feels they have satisfied the amount of the garnishment order, they are to contact the agency from which the garnishment was requested to have the garnishment cease.

## TIME REPORTING

Work is defined as performance of duties which simply means that work performed should be recorded via the Company's time and attendance system.

Team Members will record their time record daily via the Company's time recording system located at each work site. Please contact your immediate supervisor or a member of the Human Resources Department should you have any concerns regarding your reported hours or any questions or concerns regarding payroll.

Team Members who anticipate the need for overtime to complete the week's work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. During busy periods, Team Members may be required to work extended hours.

## MEAL/REST PERIODS

Rest and meal periods are important to the success of the team's operational efficiencies. It is your responsibility to take rest and meal periods at sufficient length, at appropriate times and in accordance with state law and Company policy.

Neither the lunch period nor the rest break(s) may be used to account for a Team Member's late arrival or early departure or to cover time off for other purposes unless approved by management.

Rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one long break.

Meal periods should be taken for a minimum of 30 uninterrupted minutes, away from the Team Member's desk or work area. Non-exempt Team Members must clock out when leaving for a meal break and clock in when returning from a meal break.

## ON-CALL GUIDELINES

On-call process and guidelines, if applicable, are specific to location or position. Please contact local supervisors for specific information.

## TEAM MEMBER TRAVEL AND REIMBURSEMENT

Team Members will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Company and as outlined in the Company's Travel Policy. Please consult with your manager should you have any questions regarding this policy.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Exempt Team Members will be paid their regular salary for the time period in which they travel. Hourly (non-exempt) Team Members will be paid for travel time in accordance with federal and state wage payment laws.





# TIME OFF AND LEAVES OF ABSENCE



## TIME OFF AND LEAVES OF ABSENCE

### HOLIDAY PAY

Please refer to your state- or site-specific addendum regarding holiday pay and other time off policies. Please note that the Company must be adaptive to our customers' operational requirements and therefore your specific time off policy will be outlined separately. Please reference your site-specific addendum.

The Company recognizes seven (7) paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday. Please also note that in order to be eligible for holiday pay, hourly Team Members must be "in pay status" the entire scheduled shift prior to and after the holiday unless the time off has been previously approved by your manager or you are on an approved leave of absence. "In pay status" means that you either worked or were on paid time off for the entirety of the scheduled shift.

Time off may be granted to Team Members who desire to observe a religious holiday that is not recognized by the Company. Any such time off requests should be directed, in advance, to Human Resources.

### VACATION

All full time Team Members are eligible for vacation. Vacation is accrued

according to the schedule outlined in your assigned addendum.

***Please refer to your assigned addendum outlining approved Vacation Leave.***

To schedule vacation time, Team Members should submit their request through the appropriate system (hourly Team Members through Dayforce and salaried Team Members through Workday). Requests will be approved based on a number of factors, including department operating and staffing requirements.

Except as may be required by state law, vacation will be paid at the Team Member's base hourly rate at the time the vacation is taken.

### SICK LEAVE

In the first year of employment a team member accrues six (6) sick days or 48 hours throughout the year and is eligible to use after completing 90 days of employment except as otherwise required by state law. Thereafter team members earn 48 hours each year which accrues throughout the calendar year. The maximum sick leave bank is 520 hours. If a Team Member's unused balance reaches the maximum allowed of 520 hours, further accruals will cease and you will stop earning sick accrual until your sick balance is reduced below the maximum accrual.

Sick leave may be used for the Team Member's diagnosis, care, or treatment of an existing health condition or for preventative care of the Team Member or the Team Member's family member. Team Members may also use accrued paid sick leave if they are victims of domestic violence, sexual assault or stalking.

### **A Team Member’s “family member” for purposes of this policy includes:**

A child (including a biological, adopted, or foster child, a legal ward, or a child to whom the Team Member stands in loco parentis), spouse, registered domestic partner, parent (including a biological, adoptive, or foster parent, stepparent, or legal guardian of a Team Member or the Team Member’s spouse or registered domestic partner, or a person who stood in loco parentis when the Team Member was a minor child), grandparent, grandchild or sibling.

Sick leave may be used for a Team Member’s personal illness, well care, and medical and dental appointments.

Sick leave may also be used for illness and well care in a Team Member’s immediate family. Immediate family member includes spouse, qualified domestic partner, parent, parent-in-law, grandparent, or child (over 18 years of age who is incapable of self-care due to a disability) who has a serious health condition or emergency condition.

Sick leave may not be used before it is accrued. If sick leave is exhausted, the Team Member may take the approved time as unpaid sick leave. Team Members are not paid for unused sick leave upon termination of employment.

***Many states and localities have sick leave laws that provide for different amounts, uses and other terms than are reflected in this policy. Please refer to your location specific site addendum outlining approved Sick Leave.***

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

The Family and Medical Leave Act (FMLA) provides eligible Team Members with job protected leave from work for certain qualifying reasons, including time off to care for a new child or deal with your own

or your family member’s serious health situations. Where state or local law or a collective bargaining agreement provides greater leave benefits than those provided under the FMLA, the state or collectively bargained rules shall apply to a Team Member’s leave request. Please note that this Policy provides a summary of FMLA leave benefits. Team Members who believe that they have an FMLA-qualifying need for leave should contact Human Resources or Leave Administration to receive more information.

## **ELIGIBILITY**

Team Members are eligible for FMLA if they meet two requirements: (1) they worked for Lineage for at least 12 months before the start date of the leave of absence, and (2) they worked at least 1,250 hours for Lineage during the 12 month period prior to the first day of leave.

## **FMLA-QUALIFYING REASONS FOR LEAVE**

### **Basic FMLA**

Eligible Team Members may take up to 12 weeks of FMLA leave for the following reasons:

- To care for the Team Member’s own serious health condition (defined below)
- To care for a qualifying spouse, domestic partner, child or parent with a serious health condition;
- Incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the Team Member’s own child after birth or placement for adoption or foster care (this leave must be taken within a year after the child’s birth or placement)

### **Military FMLA**

- Military Caregiver Leave. Eligible Team Members may take up to 26

weeks of leave in a single 12 month period to care for a spouse, son, daughter, parent or family member for whom the Team Member is “next of kin” who is a current military servicemember with a serious illness or injury sustained or aggravated in the line of duty.

- **Qualifying Exigency Leave.** Eligible Team Members with a spouse, son, daughter, or parent who is a current military servicemember may take up to 12 weeks of leave in a 12 month period to address certain “qualifying exigencies” in connection with deployment to a foreign country.

### **Serious Health Condition Defined**

Serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences of five (5) or more consecutive days. Team Members with questions about what illnesses are covered under this FMLA policy or under the Company’s sick leave policy are to consult with the Human Resources department for assistance.

If a Team Member takes paid sick leave for a condition that progresses into a serious health condition that qualifies for FMLA leave, the Company may designate all time off taken as a result of the condition as leave taken under FMLA.

FMLA Leave is not available to care for: (a) a parent-in-law; or (b) a child 18 years of age or older, unless the child is incapable of self-care due to a disability as defined by the Americans with Disabilities Act. FMLA Leave will run concurrently with any paid leave that the Employee applies toward an FMLA absence.

### **Twelve-Month Period Defined**

Except for Military Caregiver Leave, FMLA allows Team Members to take up to 12 weeks of leave during a 12 month period. The 12 month period used by the Company is generally a “rolling” 12 month period measured backward from the date the Team Member starts using FMLA leave.

Where Military Caregiver leave is taken, the 12 month period is measured forward from the date the Team Member first takes FMLA leave and ends 12 months following that date (even if the Team Member has not exhausted the 26 weeks of leave available for this purpose).

### **USE OF PAID AND UNPAID LEAVE**

Except as may be required by state law, a Team Member taking FMLA leave is required to use their accrued paid sick leave, which will run concurrently with the Team Member’s FMLA leave. Team Members may choose, but are not required, to use their vacation time during their FMLA leave. Once all earned paid time off is exhausted, any remaining FMLA leave will be unpaid.

Where leave is for a Team Member’s own serious health condition and that condition also qualifies for Short Term Disability (STD) or Workers Compensation (WC) leave benefits, such leave will also be designated as FMLA leave and will run concurrently.



## CONTINUOUS, INTERMITTENT, AND REDUCED SCHEDULE

Leave may be taken in 12 consecutive weeks or in blocks of time. When medically necessary or otherwise permitted, leave may also be taken on a reduced schedule basis or intermittently (take a day periodically when needed over the year). In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

If you expect to miss a full or partial workday because of a reason related to your FMLA leave, you are required to follow your standard call-in or notification procedures. At the time you notify your supervisor, you must state that it is related to your FMLA-approved absence. If the frequency of FMLA-related absences is inconsistent with your medical provider's certification, or if the circumstances have changed significantly (for example, you now need to be on continuous leave), you may be required to obtain an updated medical certification from your medical provider and provide it to the Company. Time taken for reasons other than those stated in your medical certification may not be designated as FMLA time. If you designate your FMLA inappropriately, you may be subject to disciplinary action.

Team Members are required to make reasonable efforts to schedule their leave for planned medical treatment so as not to unduly disrupt Company operations.

## TEAM MEMBER STATUS AND BENEFITS DURING LEAVE

While a Team Member is on FMLA leave, the Company will continue the Team Member's health benefits and others as applicable during the leave period at the same level and under the same conditions as if the Team Member had continued to work. Team Members continue to be responsible for their contributions associated with the continuation of those benefits.

If a Team Member's leave extends more than 30 days past the 12-week leave limit, they will be offered COBRA as an opportunity to continue benefits.

Vacation, sick and other paid leave benefits will not accrue during your leave of absence.



## NO INCONSISTENT ACTIVITIES DURING LEAVE

While on FMLA leave for their own serious health condition, a Team Member may not engage in activities that are inconsistent with their represented incapacity. Violation of this rule will constitute misconduct, will be cause for discharge, and will disqualify a Team Member from reemployment with the Company.

## SPOUSES EMPLOYED BY THE COMPANY

If FMLA-eligible spouses both work for the Company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, to care for a parent with a serious health condition, or to care

for a covered servicemember, the spouses may take only a combined total of 12 weeks of leave (or 26 weeks of leave in the case of Military Caregiver leave), in the applicable 12 month period.

## RETURN TO WORK AFTER LEAVE

Team Members who have taken leave for their own serious health condition need to provide written certification from their medical provider releasing them to return to work. The certification must include the date that the Team Member is authorized to return to work. Most returning Team Members will be restored to the same position or a position with equivalent status, pay, benefits and other employment terms and conditions.

If, at the end of FMLA leave, a Team Member's medical provider says they can return to work but with restrictions or limitations, the Team Member will need to provide a medical note that specifies the restrictions and/or limitations. Human Resources will follow up with the Team Member to conduct the interactive process and determine whether the restrictions can be accommodated.

If a Team Member is unable to return to work after their FMLA has been exhausted, they must inform the Company of such inability to return to work prior to the expiration of FMLA.

## EMPLOYEE NOTICE TO THE COMPANY

Team Members must provide 30 days advance notice of the need to take FMLA leave. When 30 days notice is not possible, the Team Member must provide notice as soon as practicable. Team Members are required to comply with Company call out procedures. In addition, employees who are on FMLA leave should report to their supervisor on a weekly basis on their status and any changes in their status, including the anticipated return to work date. Team Members should speak with their supervisor to establish a call-in day for this purpose.

In providing notice of a need for FMLA leave, Team Members must provide a completed Leave of Absence form. They need not share a medical diagnosis but must provide enough information to permit the Company to determine if the leave may qualify for FMLA and the expected timing and duration of the leave. Sufficient information may include informing the Company that the Team Member is unable to perform one or more job functions, that a family member is unable to perform daily activities or that there is a need for hospitalization or continuing treatment by a healthcare provider. Calling in sick is not sufficient and will not provide the Company with enough information to make an FMLA assessment. Team Members must inform the Company if the need for leave is for a reason which FMLA leave was previously taken or certified.

Certification or periodic recertification of the need for FMLA, whether from a health care provider or otherwise, may be required. When certification or recertification is required, Team Members will need to return the appropriate certification form to the Company **within 15 calendar days**. Failure to return the form timely may result in FMLA leave being delayed or denied. If the Company determines that the certification is incomplete, the Company will provide written notice indicating the additional information that is required. **FMLA may be denied if proper certification is not submitted.**

## THE COMPANY'S NOTICE TO THE TEAM MEMBER

Once the Company becomes aware that a Team Member's need for leave may qualify for FMLA, the Company will notify the Team Member if they are eligible for FMLA leave. If the Team Member is deemed eligible, the Company will provide a notice of rights and responsibilities under the FMLA. If the Team Member is deemed not eligible, the Company will provide a reason for ineligibility.

## TEAM MEMBER STATUS AFTER LEAVE

A Team Member who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider before being returned to work.

## NO RETALIATION UNDER FMLA

The Company supports its employees' right to the protections available under the FMLA and will not interfere with, restrain, or deny employees the opportunity to exercise their FMLA rights, nor will the Company discharge or discriminate against any Team Member for opposing practices prohibited by the FMLA or being involved with FMLA proceedings. Further, the Company will not retaliate against any Team Member who asserts a right to take FMLA leave, who takes leave in compliance with Company policies, or who lodges or supports a complaint concerning their FMLA rights. Team Members who believe that their rights to FMLA leave have been violated in any way should bring the matter to the attention of Human Resources promptly. Employees also have the right to file a complaint with the U.S. Department of Labor or under civil law.

## GENETIC INFORMATION NONDISCRIMINATION ACT

The Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, Team Members and their healthcare providers will be asked not to provide any genetic information in connection with an FMLA leave request. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an

individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## STATE-BASED LEAVES OF ABSENCE

Many states have adopted their own leave policies or programs and Lineage fully complies with those state-based leaves. Please refer to your state-specific addendum or ask Human Resources for more information.

## NON-FMLA MEDICAL LEAVE

If a Team Member needs leave beyond FMLA leave or if the Team Member does not qualify for FMLA leave, the Company, on a case-by-case basis, will determine whether the ADA applies and whether the Company can reasonably accommodate the Team Member by providing additional unpaid leave. Please refer to the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) Policy for additional information.

Because operations sometimes require that vacant positions be filled, a non-FMLA medical leave does not guarantee that the job will be available when the Team Member returns from a leave.

However, an effort will be made to place the Team Member in his or her previous position or a comparable job for which the Team Member is qualified upon return from leave.

## PREGNANCY RELATED JOB MODIFICATION OR DISABILITY LEAVE

If you are pregnant, you may request a modification of your job duties or a transfer to a less strenuous or hazardous position, if this modification or transfer is medically advisable and can be **reasonably accommodated**. In some instances, you will be asked to provide a certification from your health care provider of the medical advisability for a job modification or



transfer. Before returning to your normal work duties or schedule, you must provide a written statement from your health care provider stating your ability to return to your regular duties and any limitations upon your ability to work.

If you are disabled by pregnancy, childbirth or related medical conditions, you may be eligible to take an unpaid pregnancy disability leave (PDL) in accordance with applicable law. At the end of your leave, you will be reinstated in the same or a **substantially equivalent** position unless your position has been eliminated because of a change in business conditions or operations.

## WAGE REPLACEMENT DURING PARENTAL LEAVE

The Company offers Wage Replacement Benefits for eligible Team Members who are approved for and take Parental Leave. **This benefit is a wage replacement program for parents on approved leave to bond with a child joining their family via birth or adoption.** This benefit is intended to provide Team Members with financial stability and peace of mind while they take time off to welcome a new addition into their family.

***Please refer to the Paid Parental Leave Wage Replacement Benefits Policy for more information about this benefit.***

Lineage Team Members are eligible for Wage Replacement Benefits if they meet the following criteria:

- The Team Member or their spouse or registered domestic partner is welcoming a child into their family via birth or adoption. The adoption of a new spouse's or new registered domestic partner's child is excluded from this policy.
- The Team Member has been approved for a Parental Leave under applicable federal, state, or local law.
- The Team Member has worked for Lineage for at least 12 months before their Parental Leave begins and has worked at least 1,250 hours

for Lineage in the 12 months before their Parental Leave begins.

- If the Team Member is in a state that offers paid family leave or similar wage replacement benefit for parental bonding and is eligible for those benefits, the Team Member must apply for the state benefits.

The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Wage Replacement Benefits granted for that event.

Approved Wage Replacement Benefits must be used within the 12-month period immediately following the birth or adoption of a child.

## PERSONAL LEAVE OF ABSENCE

Team Members who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. To be eligible for a personal leave the Team Member must exhaust all vacation time before being eligible for an unpaid personal leave of absence. At the discretion of the Company, an extension of the personal leave may be approved in limited circumstances.

All regular Team Members employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will be taken into consideration before the General Manager or Cost Center Manager approves a request. Team Members may only be eligible to take a personal leave of absence once every year and should keep in mind that such personal leave, if granted is non-job protected meaning that the Team Member's position can be filled while he/she is out if business necessity requires.

Please contact the Human Resources Department for more information on request procedures.

The Team Member must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

To the extent allowed by law, all leaves will run concurrently as permitted by law.

## **BEREAVEMENT LEAVE**

A Team Member who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement leave will be granted, unless there are unusual business needs or staffing requirements. The Company may require documentation, including an obituary or other notice.

The Company offers three (3) days of paid leave in the event of the death of the Team Member's spouse, registered domestic partner, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. In addition, the Company complies with state or local requirements for bereavement leave; please refer to your state handbook addendum for additional guidance.

## **JURY DUTY**

The Company recognizes that it is your civic responsibility to serve when called for jury duty and will excuse your absences for this purpose. You will need to provide the jury summons to your supervisor. The Company will pay regular full-time and regular part-time Team Members for time off for jury duty for one week of pay only. Team Members must report to work if excused early from jury service.

Please note the Company adheres fully to state specific provisions for jury duty.

## **VOTING LEAVE**

All Team Members should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, Team Members will receive up to three unpaid hours during the workday to vote (Team Member may elect to use up to three hours of accrued vacation hours at their discretion). Time off for voting should be reported and coded appropriately on timekeeping records. Please note that the Company adheres fully to state voting leave laws.

## **ELECTION LEAVE**

Team Members who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on Team Members who are chosen to act as election officials to notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

## **VOLUNTEER FIREFIGHTER/PEACE OFFICER/RESCUE PERSONNEL**

If you are a volunteer firefighter, reserve peace officer or emergency rescue personnel, you may take all necessary unpaid time off from employment to perform your emergency duty as a volunteer firefighter, peace officer or rescue personnel, without compensation by the Company.

## **MILITARY LEAVE OF ABSENCE**

The Company is committed to protecting the job rights of Team Members absent on military leave. In accordance with federal and state law, it is the Company's policy that no Team Member or prospective

Team Member will be subjected to any form of discrimination because of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment because of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Company policy. If any Team Member believes that they have been subjected to discrimination in violation of Company policy, the Team Member should immediately contact the Human Resources Department.

Team Members taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Team Members requesting leave for military duty should contact the Human Resources Department to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, Team Member rights while on leave and job restoration upon completion of leave, refer to the policies, procedures and forms and contact the Human Resources Department.

### WAGE REPLACEMENT BENEFITS DURING MILITARY LEAVE

The Company offers Wage Replacement Benefits for eligible Team Members who receive active military duty orders for military training or active military service.

***Please refer to the Military Wage Replacement Benefits Policy for more information about this benefit.***

### TIME OFF FOR VICTIMS OF CRIME

The Company will not discriminate against Team Members who are victims of crime if they take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.

### TIME OFF FOR VICTIMS OF SEXUAL ASSAULT OR DOMESTIC VIOLENCE

The Company will not discriminate against Team Members who are victims of domestic violence or sexual assault for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a domestic violence or sexual assault victim or his or her child. Such time off is unpaid and proof of need for the leave will be required for time off to be granted.

The Company will not discriminate or retaliate against a Team Member who is a victim of domestic violence for taking time off from work, which will be unpaid, to seek medical attention for injuries caused by the domestic violence or sexual assault, to obtain services from a domestic violence program or a shelter, program, or rape crisis center, to obtain psychological counseling related to the domestic violence or sexual assault, or to participate in actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Affected Team Members must give the Company reasonable notice that they are required to be absent for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances. In such a case, the Company will take no action against affected Team Members if, within a reasonable time after the appearance, they provide the Company with documentary evidence that their absence was required for any of the above reasons. Affected Team Members may use accrued vacation (if eligible) or paid sick leave.



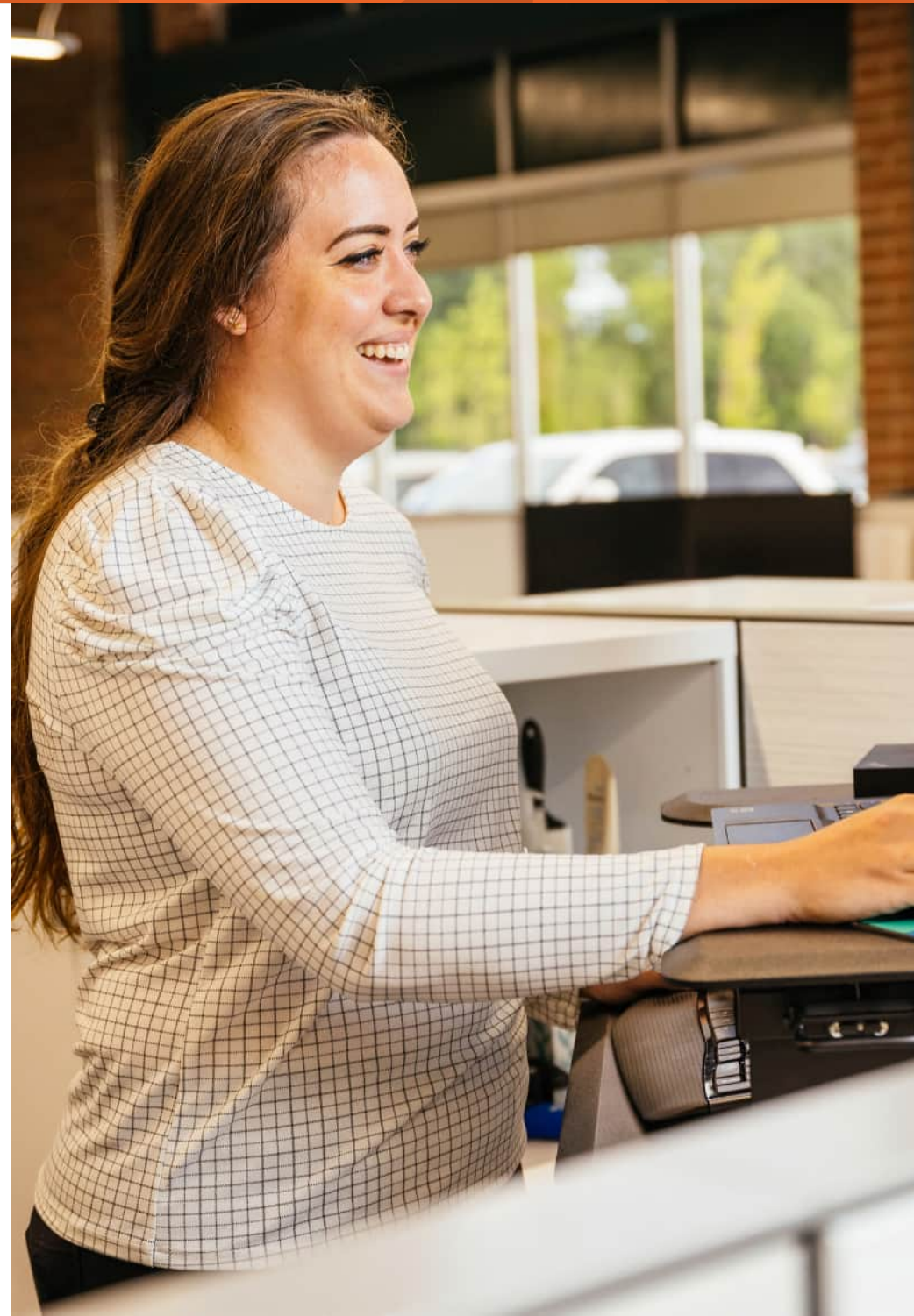
## LACTATION ACCOMMODATION

The Company shall provide a reasonable amount of break time to accommodate a Team Member desiring to express breast milk for the Team Member's nursing child for up to one year after the child's birth. To the extent possible, this break time shall run concurrently with the Team Member's regularly scheduled break time, if applicable.

Any break time given for this purpose that does not run concurrently with the break time provided to the Team Member by law shall be unpaid and Team Members provided with such break time shall record it on their timesheets.

The Company shall make every reasonable effort to provide Team Members with the use of a room or other location (other than a toilet stall) close to the Team Member's work area for Team Members to express milk in private. The room or location may include the place where the Team Member normally works if it otherwise meets the requirements of this policy.

Please be advised that the Company adheres fully to state requirements that provide additional accommodations for nursing parents





# Lineage<sup>®</sup>

Reimagining the world's food supply chain



## BENEFITS

## BENEFITS

This handbook is not an official plan document for any Team Member benefit plan and is not intended to provide specific information with regard to the benefits described below. It is also not a guarantee of any benefit described below. The Company reserves the right to amend, revise or revoke any benefit plan. Current benefits being provided and summarized below are subject to change from time to time and may not be all-inclusive. For more information regarding benefits programs, please refer to the Company Summary Plan Descriptions, which were provided to Team Members upon hire and can be found in Workday, or contact the Human Resources Department.

### MEDICAL, DENTAL AND VISION INSURANCE

The Company currently offers regular Team Members regularly scheduled to work a minimum of 30 hours per week enrollment in medical, dental and vision insurance coverage. Benefits are effective the first of the month after completion of thirty (30) days of employment.

Team Members have up to 15 days from their date of hire to make medical and dental plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow Team Members to make mid-year changes in coverage consistent with the family status change. Please contact the Benefit Department to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each plan year during open enrollment, Team Members may change benefit elections for the following plan year.

The Benefit Department is available to answer benefit plan questions and assist in enrollment as needed. Specific benefit plan information is in your Benefits Guide.

## DOMESTIC PARTNERS

### Domestic partners are persons who:

- Are at least 18 years of age and of the same gender.
- Are not legally married to any person and are not related in any way that would prohibit marriage in the Company's state of operation.
- Share permanent residence.

### Domestic partners must have two of the following:

- Joint lease, mortgage or deed.
- Joint ownership of a vehicle.
- Joint ownership of a checking account or credit account.
- Designation of the domestic partner as beneficiary for the Team Member's life insurance or retirement benefits.
- Shared household expenses.
- Company registration of a domestic partnership will be required for coverage under Company benefits.

A Team Member who wishes to register a domestic partnership must contact the Benefits Department at [benefits@onelineage.com](mailto:benefits@onelineage.com) for information and the registration form. Upon receipt of a properly completed form, the department will consider the partnership registered as of the date on the form's signature line.

Children of domestic partners are eligible for benefits under the same conditions as are the children of Team Member's legal spouse.

Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.

Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses, and their enrolled dependents receive group continuation health coverage through COBRA and/or individual



conversion. A Team Member may terminate a domestic partnership coverage by notifying the Human Resources Department in writing of the termination of the domestic partnership within 30 days of its termination.

The tax consequences of a domestic partnership are the responsibility of the Team Member. The value of benefits provided to a Team Member's domestic partner (and to the domestic partner's eligible children, if any) is considered part of the Team Member's taxable income, unless the Team Member's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code.

Direct all questions regarding this policy to the Benefit Department by email at [Benefits@onelineage.com](mailto:Benefits@onelineage.com).

## LINEAGE PLAN

All Team Members who meet the plan eligibility requirements are eligible to participate in the Lineage 401(k) Plan. The plan is designed to provide a tax deferred opportunity to save for retirement. The Company is proud to make a generous matching contribution to your account each pay period that you participate. The eligibility is the first of the month after completion of six (6) months of employment. Additional information about the plan, the match, and your investment options are available through the Plan Administrator.

## LARRY A. LARSEN MEMORIAL SCHOLARSHIP

As Larry Larsen was building his organization, it was his belief that hard work and a desire to be the best would result in success in business and in life. In his honor, and in alignment with our Company's value and commitment to professional development, the company is pleased to provide the Larry A. Larsen Memorial Scholarship Fund to assist Team Members and their dependents in their pursuit of higher education. Full-time Team Members and their dependents are eligible for up to \$500

of tuition reimbursement in a 12-month period. If you are interested in getting more information about this program or applying for the program, please contact your local Human Resource Representative.

## WORKERS' COMPENSATION BENEFITS

The Company is covered under statutory state workers' compensation laws. Team Members who sustain work-related injuries, and/or illnesses, however minor, must immediately notify their department supervisor.

The Company will require a Team Member on worker's compensation leave to concurrently use all FMLA leave available. Time spent performing "light duty" will not count against a Team Member's FMLA leave entitlement. Please refer the Family and Medical Leave Act Policy for additional information.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Through the Employee Assistance Program (EAP), the Company provides confidential access to professional counseling services. The EAP is available to all Team Members and their immediate family members, and offers problem assessment, short-term counseling and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard a Team Member's privacy and rights. Contacts to and information given to the EAP counselor may be released to the Company only if requested by the Team Member in writing. There is no cost for a Team Member to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let Team Members know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the Team Member.

# ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

By electronically signing and acknowledging the Lineage Team Member Handbook, I acknowledge that I have received a copy of this handbook and that it supersedes and replaces any prior handbook I have received. I understand that I am responsible for knowing the contents of the handbook

I further understand that this handbook constitutes only a summary of benefits and an overview of some of the guidelines related to work rules and other Company policies and practices, and that the Company's rules, policies, practices, wage and benefits, regardless of whether they are contained in this handbook, may be unilaterally changed, amended, modified, reduced or discontinued by the Company at any time in its sole judgment and discretion.

I understand that nothing in this Handbook or in any other Company policy or practice in any way creates an express or implied contract, covenant, promise, or guarantee of employment or any benefit.

I understand that to the extent any of the policies in this handbook conflict with an existing collective bargaining agreements that I am subject to, those agreements rather than the handbook policy shall control. I further understand that nothing in this Handbook is intended to interfere with the rights of any Team Members under the National Labor Relations Act, and to the extent that conduct is protected under the NLRA, this Handbook does not prohibit it.

I understand that unless I have a contract signed by a member of the Company's Executive Leadership Team, my employment is at-will and for no definite duration, and that either the Company or I may terminate my employment at any time, with or without cause or notice. I also understand that no one other than a member of the Company's Executive Leadership Team may change my employment status and then, only by a signed written document.

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Printed Team Member Name

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Signature of Team Member

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Date