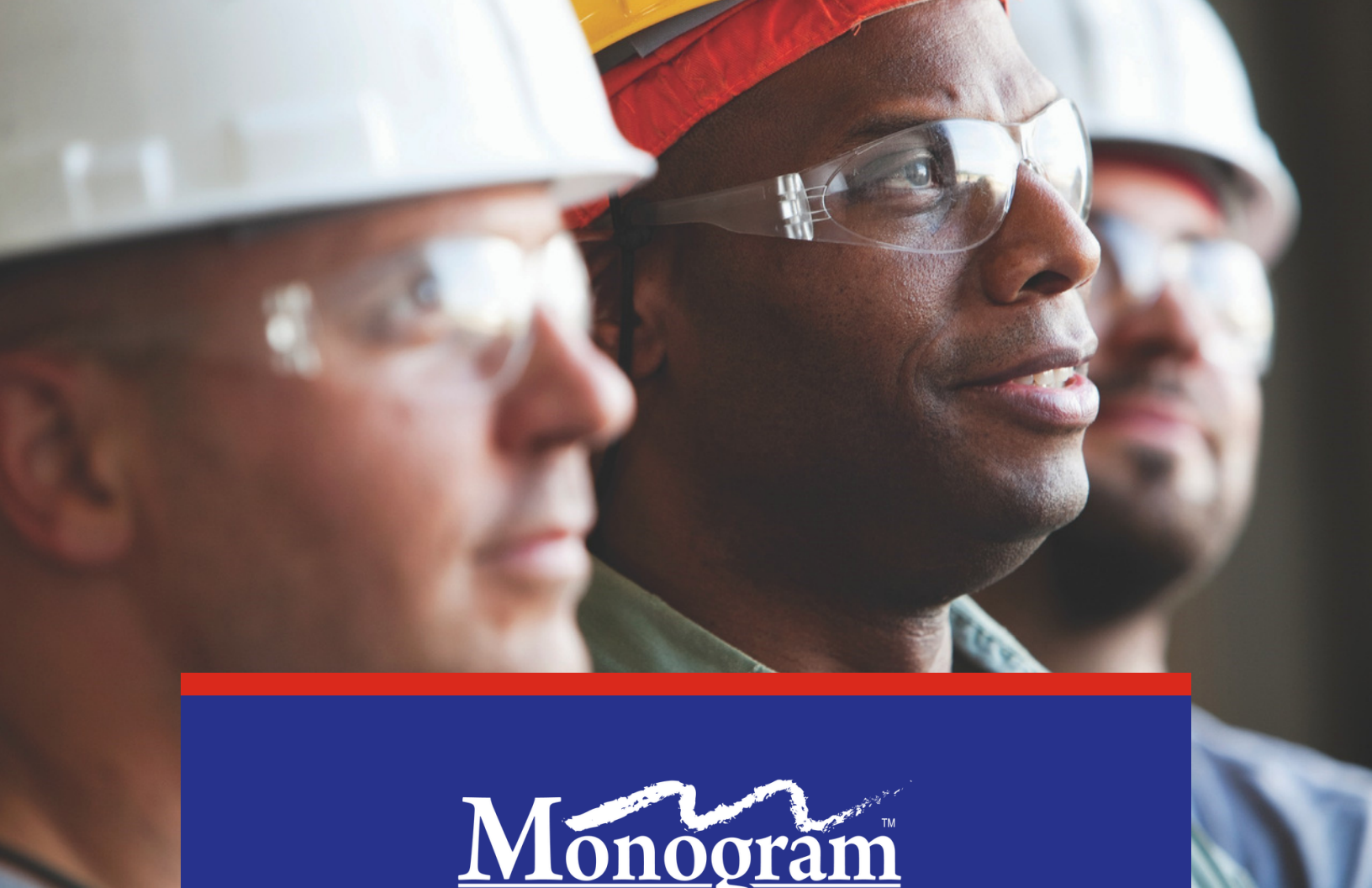




Team Member Guidebook

Our Programs, Policies, and
Procedures

January 1, 2026



Purpose of Our Team Member Guidebook

Our Team Member Guidebook provides you with helpful information about Monogram Foods and our workplace. As our team member, we believe in keeping you informed about our programs, policies, and procedures to ensure your success. While many resources are covered here, you can also find additional information on our intranet, which is known as *MyMonogram*. There are also federal, state, and local laws, some of which are referenced, that may apply to your employment and the specific facility where you work.

This Guidebook applies to all team members of Monogram and its affiliates. You are expected to read, understand, and follow this Guidebook along with all programs, policies, and procedures that apply to your position. Monogram is committed to maintaining a workplace that supports both personal and professional growth, offering you opportunities to advance in your career.

This Guidebook replaces all previous team member handbooks, guidebooks, programs, and policies covered here. If you are part of a collective bargaining agreement, some programs, policies, and procedures outlined in this Guidebook may not apply to you.

From time to time, we may need to revise, supplement, or withdraw policies or portions of them at our discretion. This Guidebook, along with any additional programs, policies, or procedures referenced, can be found on the Policies page of *MyMonogram*.

Ask your manager or Human Resources for guidance if you have a question or find yourself in a position that may compromise or violate the principles of this Guidebook or other programs, policies, and procedures.



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Our Mission, Vision, and Values

Mission

Our mission is to deliver continuous profitable growth for our customers, team members, suppliers, and owners through our partnership and innovation.

Values

In addition to our mission and vision, we are guided by values that define and govern who we are and how we operate. These behaviors are the foundation of our culture and are incorporated into every aspect of our business operations.

People First, Team Always: Valuing each other through relationships, diversity, equity, safety, and respect for differences.

Embrace Entrepreneurial Spirit: Empowering others with the freedom to create, promoting agility, and encouraging a will to win while always delivering on our commitments.

Commitment & Integrity: Committing to always doing the right things in team member and food safety, quality, and customer relationships.

Open Communication: Appreciating transparency and candor done right with respect for all.

Celebrate Success: Promoting positive energy, recognition, and fun with a purpose.

Sustainability: Balancing social, environmental, and economic considerations with a relentless focus on improving our processes while giving back to the communities where we work.

In 2025, Monogram team members committed to the 4Ps and our Ways of Working ("WoW").

Our 4Ps represent the focus areas that drive our success. WoW represents the behaviors we commit to in order to achieve that success.



Powered by People

"I recognize the value of every team member's voice and contribution."

Win Together

"I seek and create clarity and alignment to drive Monogram forward."

Champion Change

"I embrace change with openness and purpose."

One Monogram

"I collaborate to achieve shared goals."

Challenge Accepted

"I own my role in Monogram's success."

Our Focus

A Letter from CEO Jeff Frank

Dear Monogram Foods Team Members,

At Monogram Foods, the work you do every day makes a real difference—for our customers, our team, and the communities we serve. Every role matters, and the pride, care, and skill you bring drive our ability to deliver excellence and craft foods our customers trust.

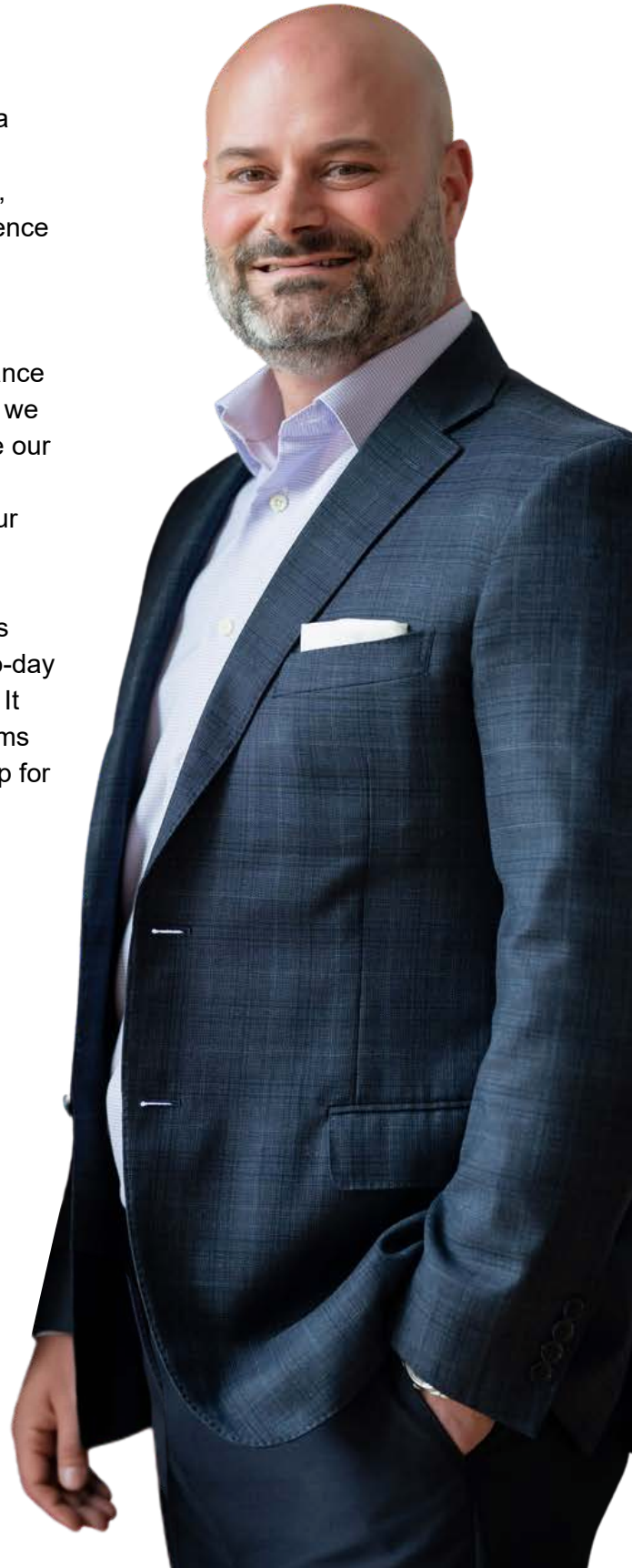
To keep us aligned and set clear expectations, we've updated the Team Member Guidebook. It provides guidance on the policies, standards, and practices that define how we work, what's expected in every role, and how we achieve our goals as One Monogram. These guidelines ensure we maintain the quality and safety that set the standard in our industry.

This Guidebook was created to support your success. It's your resource for answering questions, navigating day-to-day responsibilities, and staying empowered to do your best. It also outlines what you can expect from Monogram in terms of guidance, support, and resources. Use it as a roadmap for your success and contribution to the team. Thank you for your commitment.

Let's keep achieving great things together.

A handwritten signature in black ink that reads "JEFF FRANK". The signature is stylized with long, sweeping strokes.

Jeff Frank
CEO



Open Communication

At Monogram, we foster an environment where open communication is welcomed and valued. We are committed to maintaining open lines of communication and promoting an open-door policy where you can discuss new ideas, issues, or concerns. Monogram encourages team members to bring forward any questions, concerns, or ideas related to their work experience. Your manager is available to listen and consider input respectfully and constructively.

Please feel free to talk about any work-related topic with your manager. When addressing your concerns, managers will assume that the question or concern is valid, make sure that all sides of the issue have been considered, and strive to resolve the question or problem as quickly as possible.

If a satisfactory conclusion cannot be reached with your manager, you may present your concern to your department head, site leader, or Human Resources. If you are uncomfortable discussing a concern with your manager, please contact Human Resources.

Our Integrity

This Guidebook, our Code of Ethics and Business Conduct, and other policies outline the principles that govern the business activities and conduct of Monogram and its people. These policies can be found on the Policies page of *MyMonogram*. They demonstrate our commitment to the highest standards of business ethics and integrity.

We are committed to complying with all federal, state, and local laws that apply to our business operations. As part of our commitment, to the extent any part of this Guidebook conflicts with applicable federal, state, or local law, the controlling law will be applied.

EQUAL EMPLOYMENT OPPORTUNITY

We comply with all federal, state, and local laws, statutes, rules, and regulations supporting the principles of equal employment opportunity for all team members and prospective team members in all of our employment policies and practices, including recruiting, hiring, compensation, benefits, transfers, training, promotions, programs, company-sponsored events, and other terms and conditions of employment. We hire and strive to provide all team members with the opportunity to grow, develop, and contribute fully to our collective success by creating and maintaining an inclusive workplace in which all team members are valued for their skills, experience, and unique perspectives. We make decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, marital status, citizenship, or any other status or characteristics protected by law.

ETHICSPPOINT

Monogram will conduct business honestly and ethically. In our continued commitment to providing an ethical, safe, and productive workplace for our team members, Monogram uses EthicsPoint to enable all team members to easily report any ethical violations, violations of the law, or violations of our programs, policies, or procedures. This service is provided by NAVEX, a third-party supplier, and you can remain completely anonymous when using it. If you observe or suspect a violation of the law, our programs, policies, or procedures, or anything in our Guidebook, you can report it to EthicsPoint by phone, 844-951-5274, or online, <https://monogramfoods.ethicspoint.com/>.

You can also reach out to Human Resources or Monogram's Chief Legal Officer via email, legal@monogramfoods.com, by phone, 901-828-9611, or by mailing correspondence to Monogram PPC Holdings LLC, 1350 Concourse Ave, Suite 600, Memphis, Tennessee 38104, ATTN: Chief Legal Officer.

FALSIFICATION OF RECORDS

We are all responsible for ensuring that Monogram maintains accurate books and records. Intentionally falsifying personnel records, applications for employment, payroll reports, or other company records is a violation of this policy.

CONFLICTS OF INTEREST AND PERSONAL RELATIONSHIPS

We require you to avoid any conflict or even the appearance of a conflict between your personal interests and ours. A conflict occurs when your interests, relationships, activities, or those of a family member conflict or are incompatible with our interests. Conflicts of interest can put your judgment and our company's reputation under increased scrutiny and criticism, potentially damaging our credibility and the trust others have in us. You must self-report annually any potential business or personal interests that could conflict with those of Monogram. For more details on conflicts of interest and their potential impact on the company, refer to our Code of Ethics and Business Conduct on the Policies page of *MyMonogram*.

In addition to business conflicts, we want to prevent misunderstandings, favoritism, possible sexual harassment claims, and morale issues that can arise from personal or social relationships between team members who hold reporting or supervisory roles. Team members must disclose if they are in a familial, romantic, or intimate relationship with someone they work with in a supervisory or managerial role. This includes situations where one has direct or indirect influence over the other's job duties, performance reviews, pay, or promotions. Disclosure should be made to Human Resources. Relatives and close personal acquaintances of team members may be hired; however, we reserve the right to prevent these individuals from working together, supervising each other, or being involved in situations where one team member reviews the other.

In some cases, disclosure might not be enough, and we may need the relationship to be terminated or for actions taken to be reversed if possible. If we cannot resolve the reporting relationship, you might not be able to continue working with us. Since it's impossible to describe every possible conflict, we rely on you to exercise good judgment, seek advice when needed, and uphold the highest standards of integrity.

NO RETALIATION

We believe it is essential to create an environment in which team members feel comfortable raising any matters of genuine concern internally without fear of adverse action being taken against them. Your concerns will be taken seriously, investigated, and, if retaliation is confirmed, appropriate corrective action will be taken. To the extent possible, we will keep them confidential. Monogram prohibits retaliation, in any form, against anyone who reports, in good faith, violations or suspected violations of this Guidebook, our Code of Ethics and Business Conduct, company policies or procedures, or applicable laws, or who assists in the investigation of a reported violation. Acts of retaliation should be reported immediately to Human Resources.

Our Safety and Security

TEAM MEMBER SAFETY, FOOD SAFETY, AND ENVIRONMENTAL SAFETY AND PROTECTION

At Monogram, we are committed to ensuring the health and well-being of our team members by maintaining a safe and healthy workplace. Our Environmental, Health, and Safety (EHS) team has implemented programs, policies, and procedures to address the safety of our team members at work, as well as to mitigate the environmental impact of our manufacturing processes. Our Food Safety and Quality Assurance (FSQA) teams have established programs, policies, and procedures to ensure food safety and quality.

Our commitment to safety is grounded in our EHS and FSQA policies, programs, and procedures, which are incorporated into management systems at each facility. We focus on continuous improvement and risk mitigation to protect our team members, our products, the environment, and the communities in which we work. Our EHS and FSQA policies, programs, and procedures are available to all team members. EHS policies are available on the EHS page of *MyMonogram*. FSQA policies are maintained at your facility and are available through your local FSQA Manager.

To maintain a safe workplace, you must immediately report any unsafe working conditions, accidents, and injuries, whether they seem minor or severe, to your manager so that potential hazards can be identified and addressed. For injuries or illness affecting you or a team member, contact your local EHS Manager or Human Resources immediately for guidance on medical care. Medical treatment will be provided promptly as needed in the event of an injury or illness.

We strictly prohibit retaliation against anyone for reporting in good faith any unsafe working conditions, accidents, or injuries.



PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is equipment worn to minimize exposure to hazards that may cause workplace injuries and illnesses. Maintaining a safe workplace means wearing the required or appropriate PPE at work. Our guidelines and requirements for PPE are necessary to prevent injuries on the job and ensure compliance with good manufacturing practices and regulations.

Each facility has PPE requirements specific to its manufacturing processes and equipment. PPE may include safety glasses or goggles, hearing protection, closed-toe shoes, steel-toe shoes, specialty shoes or boots, hairnets, masks, gloves, aprons, lab coats, or hard hats, most of which are provided to you. You are required to follow the PPE requirements at your facility.

DRUGS AND ALCOHOL

We value our team members and recognize their need for a safe, healthy, and productive workplace. The use of illegal drugs, marijuana, and alcohol, and the misuse of legal drugs in the workplace, subjects team members and visitors to unacceptable risks and undermines our ability to operate safely, effectively, and efficiently.

You are expected to report to work and perform your job duties without being impaired by drugs and alcohol. You are also prohibited from reporting to work while taking prescribed drugs that adversely affect your ability to perform your job duties safely and effectively. Team members whose faculties appear impaired during work hours will not be allowed to work, regardless of the cause, and will be subject to drug and alcohol testing, as permitted by applicable law. Testing will be conducted on-site, and positive results will be confirmed by a laboratory as required by law. Team members will have an opportunity to explain a positive test result or request a second test as permitted by applicable law.

The possession, use, sale, cultivation, manufacture, or distribution of drugs or alcohol while working, while on our property, or while operating our vehicles, machinery, or equipment is prohibited. We reserve the right, on reasonable grounds, to search items on our property, including but not limited to offices, desks, computers, lunches, briefcases, purses, lockers, automobiles, persons, personal belongings brought onto or stored on our property, or into company vehicles. at any time. We also reserve the right to perform random and reasonable drug and alcohol tests to the extent permitted by applicable law. Refusal to allow a search or to submit to drug or alcohol testing is a violation of this policy.

Drivers of commercial motor vehicles, whether owned or leased by us, may also be subject to the Federal Motor Carrier Safety Administration alcohol and drug testing program.

We may host social events at which we elect to offer alcoholic beverages. These events do not violate this policy, but you are expected to drink and behave responsibly and comply with all local laws.

ANTI-HARASSMENT AND ANTI-DISCRIMINATION

At Monogram, we are committed to providing and maintaining a professional workplace that is free from all forms of unlawful harassment and discrimination. We will not tolerate any form of unlawful harassment or improper conduct that has the purpose or effect of interfering with a team member's work performance or that creates an intimidating, hostile, or offensive workplace. Unlawful harassment or discrimination is unwelcome behavior that is based on an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, marital status, citizenship, or any other status or characteristic protected by law, and is either severe or pervasive, and such conduct is strictly prohibited. This type of conduct, whether by or toward any team member, temporary worker, visitor, or anyone doing business with us, will not be tolerated.

A common form of harassment is sexual harassment and includes, but is not limited to, sexually suggestive gestures, lewd, vulgar or obscene remarks or sexual jokes, sexually provocative language, a display of sexually offensive material, unwelcome flirtation, advances, propositions, verbal abuse of a sexual nature, graphic sexual commentary, leering, whistling, unwanted touching, sexual assault, or coerced sexual acts, or suggestive or obscene comments or gestures, affecting a team member's performance and create an unwelcoming, offensive or hostile work environment. Other forms of harassment and discrimination, which are strictly prohibited, may include racial or ethnic remarks, slurs, derogatory remarks, stereotypes, jokes, posters, photographs, or cartoons based on any characteristic protected by law. Prohibited harassment might occur verbally, through the use of our electronic communications system, or through other online conduct. These examples are not exhaustive. All forms of harassment are prohibited.

Do not let an inappropriate situation continue by failing to report it. If you feel you have been harassed or discriminated against, or you witness any harassment or discrimination by a team member, temporary worker, visitor, or anyone who does business with us, you have a duty to immediately report such conduct to your manager, Human Resources, or to EthicsPoint. We will investigate all complaints and take appropriate corrective action. Complaints will be kept as confidential as possible, but complete confidentiality may not always be achievable during an investigation.

BULLYING

We are committed to providing a workplace free from bullying for all team members. In support of this commitment, we strictly prohibit all forms of workplace bullying and will not tolerate bullying behavior.

We define workplace bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at work or in the course of employment, that demeans, intimidates, or humiliates individuals or groups. Bullying is usually seen as acts or verbal comments that could mentally hurt or isolate a person or group of people in the workplace. Sometimes, bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behavior intended to offend, degrade, or disgrace a particular person or group of people, often in front of others. It is usually carried out by an individual but can be carried out by a group of team members.

Examples of Workplace Bullying

We consider the following types of behavior to be examples of workplace bullying:

- verbal bullying: ongoing name-calling or joking that is hurtful, demeaning, humiliating, intimidating, or insulting; abusive and degrading remarks aimed at a team member or group; ridiculing or maligning a team member, a group, or a team member's family;
- physical bullying: the threat of physical assault; damaging a team member's property; physical contact such as shoving, pushing, kicking, poking, or tripping;
- intimidating gestures or exclusion: non-verbal threatening or intimidating body language or glances that send a threatening message; socially or physically excluding or ignoring a team member in work-related activities; and
- workplace mobbing: a group behavior that causes emotional abuse; the act of co-workers, subordinates, or superiors ganging up to force a team member out of the workplace through rumors, innuendo, intimidation, humiliation, badgering, degradation, discrediting, and isolation.

Bullying does not include legitimate performance management, constructive feedback, or reasonable actions taken by a manager to direct and manage team member performance or workplace conduct.

If you believe you have been bullied at work, or you witness any workplace bullying by a team member, temporary worker, or anyone who does business with us, immediately report such conduct to your manager, Human Resources, or to EthicsPoint.



WORKPLACE VIOLENCE

All team members must immediately notify their manager or Human Resources of any threats, threatening behavior, or acts of violence they have witnessed or received, or that another person has reported witnessing or receiving. Even if there is no actual threat, team members must report any behavior they observe that they believe is threatening or violent, especially if it is related to work or could occur on our property. Any manager who receives such a report is responsible for informing Human Resources so that appropriate action can be taken. If the threat is imminent, the team member should call 911. Additionally, threats made off our property and outside work hours, involving Monogram or its team members, such as those on social media, should also be reported. To the extent possible, we will do our best to keep the reporter's identity confidential.

All individuals who apply for or receive a protective or restraining order, including those orders that list Monogram facilities as protected areas, must provide Human Resources with a copy of the temporary order granted, along with any permanent protective or restraining order. We understand the sensitive nature of this information and will follow confidentiality procedures that respect the privacy of the reporting team member. Any team member who is the subject of a protective or restraining order, whether or not the order mentions Monogram, must notify Human Resources and submit a copy of that order.

SECURITY

We have security procedures and training programs in place at all our facilities. These procedures protect team members and our property from internal and external threats. The procedures are incorporated into our EHS management systems at each facility.

GUNS IN THE WORKPLACE

It is our policy to provide a safe workplace for team members by prohibiting the possession or carrying of guns, other dangerous weapons, or materials while at work, including our grounds and parking areas, except where explicitly permitted by law.

WORKPLACE INSPECTIONS AND SEARCHES

Any belongings brought into our facilities, onto our grounds, or stored in our work areas may be searched as a condition of employment, as permitted by law. Team members should have no expectation of privacy regarding these areas. Any personal property a team member brings onto our property is brought at the team member's own risk, and we assume no liability or responsibility for it.

We reserve the right, on reasonable grounds, to inspect and search those who enter our facility, including our grounds, parking, and work areas, for illegal drugs, drug paraphernalia, controlled substances, alcoholic beverages, and weapons. Such inspections and searches may include items on our grounds, including but not limited to offices, desks, computers, lunches, briefcases, purses, lockers, automobiles, persons, personal belongings brought onto or stored on our property, or into company vehicles, at any time and to the extent permitted by law. Refusal to allow such an inspection or search is a violation of this policy. All visitors, including team members, must comply with the facility's entry requirements.

USE OF HANDHELD DEVICES

While at work, team members are expected to exercise the same discretion when using personal cellular phones, smartphones, tablets, personal digital assistants, personal listening devices, and other personal handheld electronic devices (Personal Handheld Devices) as they would when using all company devices and equipment. Team members are permitted to bring Personal Handheld Devices into the workplace and are expected to remember that working time is for work; excessive use of Personal Handheld Devices during the workday can interfere with team member productivity and distract others. We expect that the personal use of Personal Handheld Devices within the workplace will be exercised with common sense and will not impact a team member's productivity or safety. Flexibility will be provided in circumstances demanding immediate attention.

In all work and non-work areas, and during both working and non-working hours, personal listening devices must be at a low volume level so that others cannot hear the sounds emitted from the device. If someone standing nearby can hear what you are listening to, the volume is too loud.

Use of Personal Handheld Devices in Production Facilities

It is essential for the health and safety of team members and visitors that those working on the production floor stay focused on their tasks and avoid unnecessary distractions. It is for this reason that Personal Handheld Devices may not be used or brought into a production area by a team member while working in that area if such use poses a health or safety hazard or disrupts production. Unless a manager has instructed a team member to use a Personal Handheld Device for work, team members working on the production floor of a facility may:

- Use Personal Handheld Devices only during nonworking times away from the production floor, such as during meal and rest breaks; and
- Engage in personal phone calls, texting, emailing, and other communications only during non-working times, such as during meal and rest breaks.

Personal Use of Company-Provided Handheld Devices

When job or business needs require, the company may provide a business-owned handheld device for use by a team member. These devices must be used in accordance with the guidelines provided.

Prohibited Use of Handheld Devices

Team members are prohibited from using any handheld device while driving for work. In all situations, including slow or stopped traffic, team members must pull over and stop the vehicle safely before using a handheld device or conducting business. If a team member needs to make a work call while driving, they must use a hands-free device if permitted by local law. However, no team member may use any electronic wireless communication device to write, send, or read work-related text messages, instant messages, or emails while driving. Under no circumstances should team members put themselves or others at risk to meet business needs.

Workplace Recordings, Videos, and Photographs

Team members are prohibited from taking photographs, capturing video, or recording audio during working hours, while on company property, or while performing work-related duties, unless expressly authorized in advance by their manager. This includes, but is not limited to, the use of mobile phones, cameras, smartwatches, tablets, AI-enabled wearable devices, smart glasses (including Meta glasses), or any other device capable of capturing photos, videos, or audio. Any approved recording or photography must be used solely for the business purpose for which it was approved.

TOOLS AND EQUIPMENT

We provide team members with the necessary tools and equipment to enable them to perform their jobs. We own these tools and equipment, and they should remain on our property or the facility and be used only for our business purposes. We ask that you care for our tools and equipment as if they were your own. If they need to be repaired or replaced, please notify your manager. Any team member using our property or equipment is responsible for using it with care, safeguarding it from damage, theft, or vandalism. Removal of our tools, equipment, or other company property from our property or the facility is strictly prohibited.

For facilities that let team members purchase and keep their own general tool sets for work, we discourage taking those tools off our property or facilities whenever possible. If a team member needs to take their tools off our property, they must ensure they are properly cleaned before use and again upon return, in accordance with the hygiene and safety standards of their work facility.

DEVICES, TECHNOLOGY, AND NETWORK SERVICES

Monogram provides team members with a range of network resources, systems, and technologies to support our business needs and daily operations. This includes devices such as computers, laptops, and mobile devices, network services, Wi-Fi (including office Wi-Fi, Guest Wi-Fi, and the Machine Network), on-premises, cloud-based, and web-based applications, software, email, phones, voicemail, and related equipment. Anything that uses the network or Wi-Fi and requires a login or password falls into this category. We encourage everyone to use Monogram technology responsibly, exercising good judgment and professionalism at all times. Occasional personal use is permitted as long as it doesn't interfere with work, our systems, or business operations; doesn't replace any business activity; doesn't use a significant amount of resources; and is within the law. Please follow these guidelines when using any Monogram technology. If you have any concerns about an email's authenticity or notice suspicious computer activity, report it to the IT Support Desk immediately at itsupport@monogramfoods.com. The use of Monogram's technology is governed by our Acceptable Use Policy, which can be found on the Policies page of *MyMonogram*.



Our People

ELIGIBILITY TO WORK

We only employ individuals who are legally authorized to work in the United States. We inspect, verify, and document the identity, age, and employment authorization of every team member. We do not hire or allow anyone to continue working at the company if they are not eligible to work in the United States. All applicants, newly hired, and rehired team members must complete our required employment application and employment verification forms and provide employment eligibility documentation as required by federal law.

We routinely audit documentation completed and submitted by team members to confirm age, identity, or prove eligibility to work in the United States. The results of these audits may lead to requests for additional age, identity, and employment verification, and may also result in disciplinary action.

CHILD LABOR

Monogram strictly prohibits anyone under the age of 18 from working at any of our facilities. This includes team members, temporary workers, interns, and anyone working for a supplier or contractor. We inspect, verify, and document the identity and age of every team member. Human Resources performs the initial screening of applicants for employment and ensures continued compliance with this policy. Any individual who is determined to be under the age of 18 or whose age cannot be verified or confirmed will be removed from the hiring process or, if already hired, terminated. We regularly conduct visual assessments and interviews with our team members to confirm identity and age, or if we have concerns that a team member may have violated our policy.

We prohibit our suppliers and contractors from sending anyone under the age of 18 to our facilities. We will remove any employee or representative of a supplier or contractor who is found to be under 18 or whose age cannot be verified. Our local management and procurement teams will ensure that suppliers and contractors follow this policy and our Supplier Code of Business Conduct, which is available on the Policies page of *MyMonogram*, and on our website at www.monogramfoods.com.

If you become aware of anyone under the age of 18 working at our company, you are required to advise your manager or Human Resources immediately. You can also report a potential violation of this policy to EthicsPoint.

ACCOMMODATIONS

We are committed to providing reasonable accommodations to applicants and team members with disabilities where appropriate, and in accordance with applicable laws and regulations. To request a reasonable accommodation, applicants and team members should contact Human Resources and Lincoln Financial, our third-party administrator, by calling 888-408-7300 or online at mylincolnportal.com. Once a team member requests a reasonable accommodation, we will work together to determine whether a suitable accommodation exists that would enable you to perform the essential functions of your job without placing an undue burden on Monogram. Requests for reasonable accommodation will be considered on a case-by-case basis. During the interactive process, you may be asked to provide medical information or submit to a medical examination by your treating physician or a physician chosen by the company to assist in evaluating and accommodating your disability. It is your responsibility to ensure you provide the necessary medical information to support the accommodation you are requesting. Any team member who believes they have been discriminated against or denied reasonable accommodations should promptly report the concern to their manager and Human Resources.

RE-EMPLOYMENT OF FORMER TEAM MEMBERS

Former team members are eligible for rehire only once and must wait 60 days following their termination date before reapplying for a position. The determination of whether a former team member is eligible for rehire is based on their work history and reason for separation, and they must be qualified for an available open position. A former team member with at least one year of service who is rehired within one year of their termination date will be eligible for service bridging, including receiving credit for prior service. Waiting periods for benefit plans may be waived or shortened, subject to the terms of the benefit plan documents. No employment offer can be extended to a former team member without prior approval from Human Resources.

ACCESS TO PERSONNEL FILES

You may request to review the contents of your personnel file, to which you do not already have access, by submitting a written or emailed request to Human Resources. The review will generally take place within seven days of receipt of your written request or as otherwise required by law. If applicable, a designated member of management will be present during the review.

If you disagree with any information in the file, you may submit a written statement to Human Resources explaining your position. The statement will be added to the file. The inclusion of your written statement in your personnel file does not imply our agreement with the contents of the statement.

Upon request, you may receive access to any document you have signed that is related to your employment or payroll records.

DATA PRIVACY AND BIOMETRICS

We will comply with all relevant laws regarding the protection of our team members' personal information obtained through the employment process. This commitment covers the collection, use, sharing, storage, conversion, and destruction of biometric data.

Biometric information may include an image of your hand, finger, face, retina, or voice, or data derived or extracted from a mathematical formula or algorithm from such image, and is often collected at our facilities as part of the timekeeping process to record days and hours worked and to process payroll. We may collect, store, share, and use your fingerprints for identification and fraud prevention, giving you secure access to our timekeeping systems to document (a) clock-in/clock-out times; (b) clock-in/clock-out locations; and (c) attempts/failures/errors in biometric data scans. We lease devices and use software from our payroll processing supplier, and team member biometric information is disclosed to them for the payroll and timekeeping purposes described. Your fingerprint is collected at the time clock, and the time clock utilizes algorithms to convert the fingerprint into a numeric code. Each time your fingerprint is collected, it is verified against the algorithms and compared to the code.

We only keep biometric information until the initial purpose for collecting or obtaining the data has been satisfied. The purpose expires upon termination of the employment relationship, at which time the payroll processing supplier permanently deletes your biometric information from their system. We share your biometric data with the payroll processing supplier and licensor of this system so that they can provide their services. We also disclose biometric data when required by law; in response to subpoenas, warrants, or court orders; to complete financial transactions requested by you; or as otherwise authorized by you.

Team members in certain states may also be asked to sign a release or consent form regarding our collection, use, and disclosure of biometric information. We will not sell, lease, trade, or otherwise profit from your biometric data; however, our supplier is compensated for their services.

INTELLECTUAL PROPERTY, TRADE SECRETS, AND CONFIDENTIAL INFORMATION

Throughout your time working with us, you might create, contribute to, receive, use, or have access to our intellectual property, trade secrets, and confidential information, all of which are vital to our operations, product quality, and competitive edge. We value creativity and innovation, and this policy helps protect our company's assets, as well as the creative efforts, ideas, materials, and sensitive information that are vital to our business. It applies to all team members, suppliers, contractors, short-term workers, such as interns, and temporary workers, who are involved in creating or contributing to intellectual property and may have access to trade secrets or confidential information.

Intellectual property includes, but is not limited to, technical information, know-how, inventions such as new processes and systems, as well as design specifications, business methods, and written materials, including manuals, training materials, and marketing content. It also includes designs and drawings, graphics and logos, trademarks, trade dress, copyrights, color schemes, software codes, applications, algorithms, databases, confidential information, and trade secrets, such as recipes, ingredient details, formulas, customer and supplier lists, data, strategies, and pricing and cost information.

If you create, develop, or access any intellectual property during your employment, it belongs to Monogram. You should also be careful not to use third-party intellectual property, like copyrighted materials or proprietary software, without proper permission.

Confidential information, including both physical and digital data related to our business and not publicly known, includes details about Monogram and its operations, as well as sensitive technical matters and confidential information about future developments, such as research, development, marketing, or merchandising. It may encompass business strategies, financial data, pricing and projections, customer and supplier details, trade secrets, recipes, formulas, product specifications, development plans, research and development data, manufacturing processes, technical expertise, prototypes, innovation processes, supplier and distributor information, team member records, and other sensitive data. Disclosing any of this could harm Monogram or our valued customers.

You must maintain the confidentiality of our intellectual property, trade secrets, and confidential information. Sharing this information without permission is strictly prohibited. Protect both physical and digital information from unauthorized access by securing your workstations and production areas when they are not in use. Use only company-approved systems for storing and transmitting data. Avoid discussing sensitive topics in public.

If you suspect a breach of confidentiality, immediately report it to your manager and Human Resources. If you are required by subpoena or court order to disclose confidential information, promptly notify the Law Department and Human Resources and follow their instructions. You may disclose confidential information without prior approval if necessary to report or investigate a suspected law violation to a government official or attorney, or in a legal filing filed under seal.

Your obligation to maintain confidentiality remains in effect throughout your employment with us and continues after your employment ends, unless otherwise required by law. When you leave Monogram, you agree to return all materials containing our intellectual property, trade secrets, and confidential information, including in both printed and electronic formats, and agree not to use or disclose any proprietary information that you obtained while you were employed.

SOCIAL MEDIA

We encourage team members to be thoughtful and responsible when using social media, both personally and professionally. While you are free to express your personal opinions, remember that your online activity can reflect on Monogram. This policy provides guidance on social media use and applies to team members, suppliers, contractors, and temporary workers who use platforms including Facebook, X, Instagram, LinkedIn, TikTok, YouTube, and blogs.

Our Corporate Communications department manages all social media postings on behalf of Monogram. This ensures that all content aligns with our brand voice, values, and communication standards.

If you use social media during your personal time, make sure you do not present your personal opinions as those of Monogram. Avoid sharing confidential or proprietary information, such as internal communications or customer details, or posting content that could damage our reputation or harm relationships with customers, suppliers, or contractors. Do not post photographs or personal information of team members or customers without their permission. If you identify yourself as a Monogram team member online, clarify that your views are your own.

Never use social media to harass, bully, or discriminate against others, and avoid posting false or misleading information or anything you know is false. Do not engage in illegal activities or promote violence or anything that could be seen as hate speech.

We reserve the right to monitor your public social media activity. Violations of this policy may result in disciplinary action. If you are unsure whether a post or action complies with this policy, please contact Human Resources.

NON-SOLICITATION AND NON-DISTRIBUTION

To maintain a productive workplace, we prohibit:

- Distribution of advertising material, handbills, or any printed or written literature of any kind by team members in working areas or during work time, or the creation or production of such items using work equipment or materials;
- Solicitation of any kind during work time or in working areas;
- Solicitation of another team member for personal charitable activities; and
- Solicitation or distribution of literature by suppliers, contractors, visitors, non-team members, or other outsiders anywhere on our property at any time without our approval.

TOBACCO AND VAPE-FREE WORKPLACE

To provide a tobacco and vape-free workplace for all team members, we prohibit the use of any tobacco-related products inside our facilities or our vehicles without exception. We also prohibit smoking and vaping within a designated minimum distance of all entrances to our facilities. This applies to traditional tobacco smoking, chewing tobacco, e-cigarettes, vaporizers, and similar products and devices.

Certain areas at our facilities and on our property may be designated for tobacco smoking and vaping. If a facility has such designated areas, smoking and vaping are only allowed in these areas and only during meal and rest breaks. Team members smoking, vaping, or using tobacco in any non-designated area may be subject to disciplinary action.

PERSONAL APPEARANCE AND DRESS

We expect all team members to exercise good judgment in selecting their attire and in their appearance, and to present a neat, well-groomed look, accompanied by a courteous attitude toward customers, suppliers, and coworkers.

You should dress and present yourself in a manner that reflects the professional and safety standards of the area in which you work. Team members who report to work in unacceptable attire may be asked to leave work and return in acceptable attire. Such time away from work will generally be without pay.

Proper work attire is essential for a safe workplace. Certain roles, particularly in production areas, may require PPE and uniforms, with stricter rules for footwear and clothing. Your specific job responsibilities and work facility will determine what is appropriate to wear.



ATTENDANCE

To best serve our customers and optimize production, regular attendance is a fundamental requirement of employment. If you aren't here to perform your work, we won't be able to finish our scheduled tasks. Team members are expected to arrive on time and be fully prepared for their scheduled work shifts, allowing sufficient time to don and doff any required clothing or protective equipment. The following guidelines will help you ensure good attendance:

- Show up on time;
- Work your entire shift;
- Schedule time off in advance;
- If you are not able to report for work, make sure you call in with as much notice as possible. If you do not call in when you are absent, your employment may be terminated. If your absence is due to approved leave under either the FMLA or ADA, it is your responsibility to advise your manager of this; and
- Manage your paid time off so that you always have some in reserve for days when you cannot come to work.

If you are a non-exempt team member at a production location, the attendance policy below applies to your employment, and you will receive attendance points for the incidents described, unless prohibited by law. These attendance points will expire 12 months after you receive them. If you accumulate seven or more points, or more than two and a half points within your first 60 days of employment, or you fail to call and fail to show up for your scheduled shift three consecutive times, your employment with Monogram will be terminated. If you are absent for up to five consecutive days due to illness, you must provide documentation from a doctor on the day you return to work, and you will receive one point, unless prohibited by law. Each absence due to illness exceeding five days will result in one additional point. Team members working in Massachusetts or Minnesota should refer to the state-specific policies below. If you have questions about the policy, please contact your manager or Human Resources.

Attendance Event	Points
No Call, No Show (NCNS) for scheduled shift	2 points incurred 2 hours after shift start time
No Call, No Show (NCNS) for three consecutive scheduled shifts	Termination of employment
Absence (call in, not pre-approved)	1 point
Tardy (not pre-approved) > 5 minutes to < 2 hours	½ point
Tardy (not pre-approved) > or = 2 hours	1 point
Leave Early > 30 min to < 2 hours	½ point
Leave early > or = 2 hours	1 point
Points Incurred	Progressive Coaching Action
1-3 points	None
4 points	Verbal Counseling
5 points	Written Warning
6 points	Final Written Warning
7 points	Termination of Employment
2.5 points in the first 60 days of employment	Termination of Employment

CORRECTIVE ACTION

We are each responsible for upholding professional performance and behavioral standards, as well as for adhering to all applicable policies. When your actions do not meet these standards, corrective measures might be needed. In such situations, your manager, in consultation with Human Resources, may initiate corrective action in accordance with the company's policies and procedures.

Corrective action will often, though not always, progress as follows:

- Counseling and verbal warning – a verbal warning will be given, and the conversation will be documented;
- Written warning – a warning will be documented in writing by the team member's manager and Human Resources. The written warning may also be referred to as a Performance Improvement Plan;
- Final written warning or suspension – a final written warning will be given, which may include an unpaid suspension from work; and
- Recommendation for termination of employment – the team member's manager will make a recommendation for termination of employment to Human Resources.

Corrective action can start at any of the levels above, and may skip levels, depending on various factors, including the severity of the performance or behavioral issue or policy violation. We have the sole discretion to select the appropriate form of corrective action. Cases will be handled individually, and considerations may include the seriousness of the issue at hand, the circumstances surrounding the situation, its impact on other team members, and the team member's work record.



Total Rewards

COMPENSATION

Our compensation programs help us recruit, retain, and reward team members for their contributions to our success. They are designed to provide security and opportunity based on the employment market where we work and live. Team members have the right to tell anyone the amount of their own wages.

Employment Status and Classifications

We define each team member's employment status and classification to determine eligibility for benefits, overtime, and other related obligations.

Status	Regular Hours Worked	Benefit Eligibility*
Regular Full-Time	At least 40 hours per week	Eligible
Regular Part-Time	Between 30 and 39 hours per week	Eligible
Part-Time	Between 16 and 29 hours per week	Limited Eligibility
Short-Term	Hours may vary; specified/limited time	Not Eligible

*Subject to the terms and conditions of the benefit plan or policy

Team members will be classified as exempt or non-exempt. Exempt team members are exempt from overtime and related provisions of the Fair Labor Standards Act. In general, exempt team members are administrative, professional, or sales team members. Non-exempt team members are entitled to overtime pay. The classification of Short-Term team members refers to individuals directly hired by the company, such as interns, and does not include individuals employed by staffing agencies or suppliers who come onto our property to conduct work.

Pay Periods

We pay all exempt team members biweekly; pay is available every other Friday, and we typically have 26 pay periods per year for this group of team members. We pay all non-exempt team members weekly; pay is available every Friday, and we typically have 52 pay periods per year for this group of team members.

Direct Deposit

We pay team members through direct deposit to their bank account. If a team member provides inaccurate account information for direct deposit, which results in a paycheck being returned, we will re-issue the funds once they are returned to us from the banking institution. If the amount due to you is less than \$100, it will be added to your next paycheck. If the amount due to you is \$100 or more, a manual check will be sent to you by overnight delivery.

Payroll Deductions

We are required to deduct certain items from your paycheck. Your paycheck may include personal deductions as well. We are required to deduct the following items from your paycheck, where applicable:

- Federal income tax
- State income tax
- Social Security and Medicare contributions (FICA)
- State disability insurance
- County, city, and school district taxes

We may also need to deduct from your pay any garnishments, wage deduction orders, wage assignment support orders, or other legal requirements. These orders may include a small administrative processing fee, and, where permitted by law, we will charge you for this fee.

Additional payroll deductions may be made if the team member has provided authorization to do so, including but not limited to:

- Health insurance premiums
- 401(k) contributions
- Charitable donations
- Other items for your benefit or with your consent and to the extent permitted by law

Payroll Adjustments

From time to time, we may need to make adjustments to paychecks for exempt team members. Adjustments may be made for the following reasons:

- Work less than a full workweek in the initial or final week of employment;
- Absences from work for three or more full days due to sickness or disability, if the adjustments are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, or the team member is not yet eligible for pay, or pay has been exhausted under such plans, policies, or practices;
- Absence from work for one or more full days for personal reasons other than sickness, disability, or otherwise covered events in this Guidebook, if the team member is not yet eligible for or has exhausted their paid leave; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

Pay for Attendance at Company Events

We love to celebrate the success of our team members and our company, and on occasion, may host company-related recognition, celebratory, or other similar events during normal business hours. Non-exempt team members who choose to attend these events will be compensated and should remain clocked in during their attendance. For all other voluntary, company-related events outside of normal business hours, team members will not be compensated.

Timekeeping

We are committed to ensuring that our non-exempt team members are compensated in accordance with all applicable local, state, and federal laws and receive compensation for all hours worked. Because we rely on our team members to accurately and honestly record the hours they work, it is essential that you record all the time worked. Team members will be informed of the procedures for tracking and reporting hours worked at their work facility and are expected to follow those timekeeping procedures. If you have any questions about accurately tracking your time during employment, you should contact your manager or Human Resources.

Team members are prohibited from falsifying or knowingly submitting inaccurate time records or from recording time for another team member.

Remote Access

Non-exempt team members who are not working are not required to review or respond to work-related electronic communications of any type, including email and text messages. Remote access for non-exempt team members is provided for your convenience and benefit. Non-exempt team members are not automatically granted permission to work remotely, even if you have remote access. Permission from a team member's manager or Human Resources must first be obtained before performing any work remotely. If approved to use remote access to perform your work, you must record your work time in Paycom on a daily basis.

It is your responsibility to ensure that your remote access connection to our email system and network receives the same level of security consideration as your on-site connection. Team members should never leave a computer used for remote access unattended while connected to our email system or network.



Work Schedules

Monogram offers opportunities for flexible work schedules where business needs allow. Flexible work eligibility depends on the requirements of each role, as outlined in the job description, and the needs of the business. Approved flexible work schedules include the following:

On-Site: Work full-time at your assigned work location if your role requires it.

Remote: Eligible roles may work fully remote, with occasional on-site presence requested for meetings or business needs.

Hybrid: Typically, three days in-office and two days remote. Two in-office days are required, and a third is set with your manager.

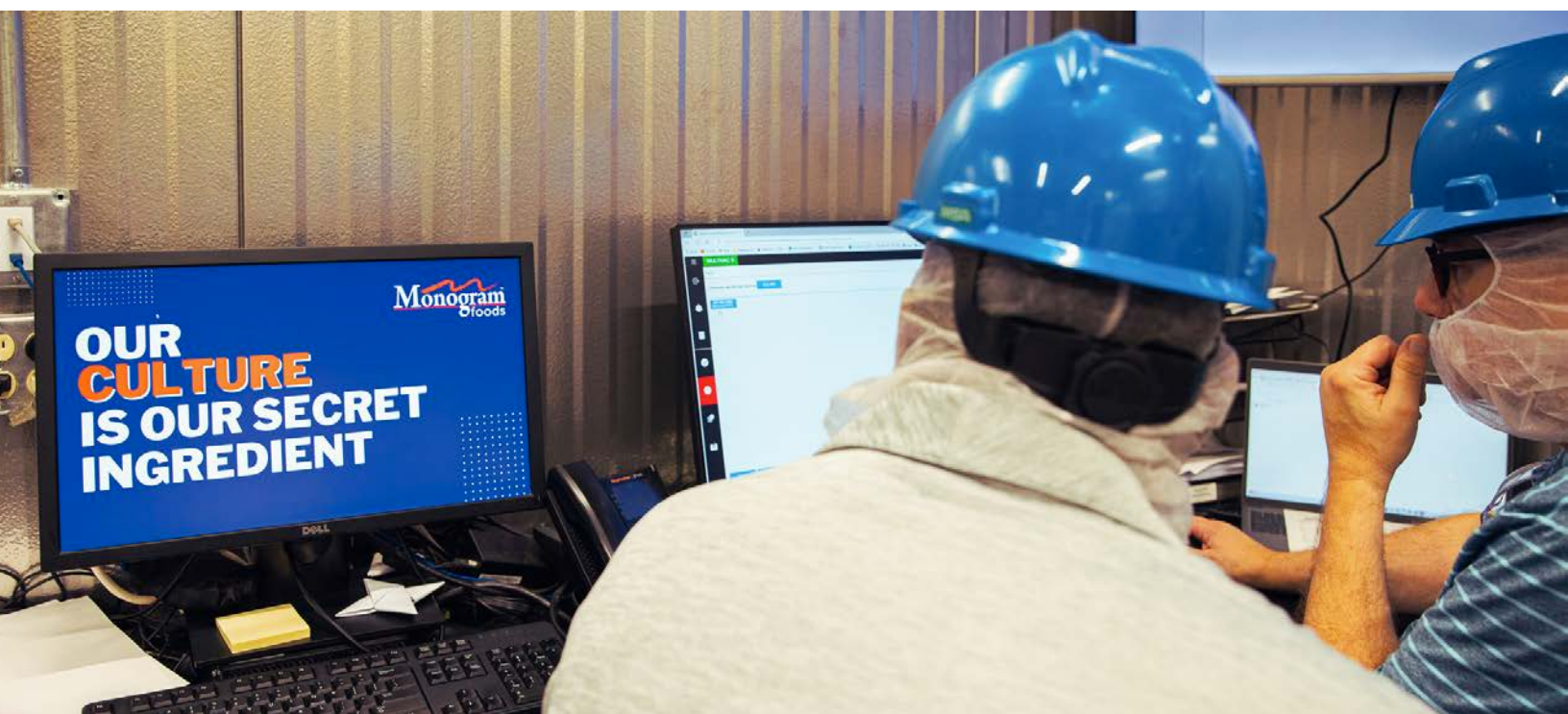
Flexible Schedule: Adjust start/end times or split your day, based on role and department needs, with manager approval.

Team members approved to work on a hybrid schedule and in good standing may be approved to work fully remote for up to two full weeks per year, subject to their manager's approval. These weeks are referred to as "Choice Weeks". Eligibility begins after 90 days of employment. Choice Weeks must be taken in full-week increments and do not roll over from year to year. Team members must continue meeting performance, security, and business requirements throughout Choice Weeks.

All flexible work schedules require manager approval and support business and performance needs. Team members are expected to:

- Complete all job responsibilities and work a standard eight-hour day;
- Participate in required meetings and be available during core hours, 9 a.m.–3 p.m. Central Time, for Flexible Schedules and Choice Weeks;
- Use Monogram-issued equipment and work from your state of residence; and
- Obtain permission from the Chief People Officer before changing your state of residence.

Approved flexible work schedules will be documented and reviewed at least twice per year to ensure alignment with your role, team, and business needs.



Overtime

From time to time, team members may be asked to work overtime due to staff shortages or to meet customer demand. While we will try to make overtime voluntary, ensuring we meet our customers' needs may make it difficult to do so. Overtime will be used responsibly, considering the extent, frequency, and hours worked by individual team members and the workforce.

Whenever possible, Monogram will make every effort to give team members at least 24 hours' notice of an overtime request. Non-exempt team members may be required to work overtime and, if asked, can give their consent. Such consent can be withdrawn by submitting a written notice to Human Resources. Overtime work will be compensated at one and one-half times the regular hourly rate.

Overtime will not be used to replace regular employment. All overtime must be approved in advance by your manager. If we become aware that you worked overtime without prior approval, you will be paid for the overtime hours worked; however, you will also be subject to disciplinary action for violating our policy, which requires advance approval for overtime work.

We strive to maintain working hours below 60 hours per workweek. We monitor weekly hours and work to limit the number of weeks that require working more than 60 hours per week. You may exceed 60 hours in a workweek only in exceptional circumstances resulting from unexpected production peaks, accidents, or emergencies, or when maintenance must be performed during a production shutdown. When team members work more than 60 hours in a workweek, your manager will be required to document the reason in Paycom.

Off-the-Clock Work

Non-exempt team members may not work off the clock at any time, even if a manager asks you to do so. This means you cannot perform any work without compensation. No one is authorized to instruct any team member to work off the clock. Examples of prohibited off-the-clock work include, but are not limited to:

- Performing work before clocking in and not recording the time;
- Putting on or removing PPE without recording the time;
- Performing work during your rest or breaks and not reporting the time;
- Performing work at home and not reporting the time worked; and
- Sending or responding to work-related emails or texts at home without recording the time (excluding receiving emails or texts about plant closures, plant schedules, or other plant emergencies).

Reporting Errors

When a team member receives their paycheck, they should verify immediately that all time worked was recorded accurately, and they were paid correctly for all time worked. Team members should report any errors in their paycheck to their manager or Human Resources immediately so the proper adjustments can be made.

Meal Breaks, Rest Breaks, and Lactation Breaks

We comply with all laws regarding meal breaks, rest breaks, and lactation breaks. Meal breaks and rest breaks are determined by each work facility, and you will be advised of your facility's policy upon employment. Team members are entitled to take a 30-minute unpaid meal break for every six hours worked. If a team member elects not to take this meal break at any time during their employment, they acknowledge that they are voluntarily waiving their right to this meal break. Team members may revoke this waiver at any time by giving written notice to their manager or to Human Resources.

We will provide team members with a reasonable amount of break time each day to accommodate their need to express milk. The break time may run concurrently with rest or meal breaks. We will make reasonable efforts to provide a clean, private, and secure space near the work area, not a toilet stall, with access to an electrical outlet to express milk. Team members should discuss with their manager or Human Resources the location for expressing milk, storing it, and any other arrangements outlined in this policy. Team members should give reasonable notice to Monogram before taking breaks to express milk upon returning to work from maternity leave.

BENEFITS

We offer many benefits to our team members, including health and welfare programs, retirement and savings plans, and employee assistance programs. Information about benefits is typically provided when you are hired and during open enrollment periods. Details about benefits are accessible on Paycom, on the Human Resources page of *MyMonogram*, and through Human Resources. For more information, you can contact Monogram's Benefits Specialist toll-free, 800-607-1404, by email at monogrambenefits@lockton.com

Employee Assistance Program (EAP)

Monogram has partnered with Lincoln Financial to provide our team members with access to an Employee Assistance Program (EAP) that offers confidential support for you and your family as you navigate life's challenges. Available at no cost to our team members, this program gives you access to helpful tools and resources for issues such as family support, financial and legal guidance, grief counseling, health and wellness, and more. It also includes confidential face-to-face counseling sessions with experienced clinicians. You can contact Lincoln Financial by phone, 888-628-4824, or by email at guidanceresources.com. More details are available on the Benefits Website on the Human Resources page of *MyMonogram*.

PAID TIME OFF

We believe our team members are the key to what makes our company great. Although work takes up a significant part of your life, we think that balancing work and personal activities is crucial for top performance and a healthy work environment. To support this, we have established a Paid Time Off (PTO) program that includes vacation time, sick leave, and holiday pay.

Our PTO program is designed to give team members flexibility to take time off for vacation, illness, injury, or other personal reasons. Since each team member plays a crucial role in helping us meet our business commitments, and the absence of any team member can cause difficulties for others who need to step in, it is essential that the procedures outlined below are strictly adhered to.

Accrual Rate for Vacation Time

All regular full-time and part-time team members will accrue vacation time according to the following accrual rate schedules. Accrual rates for part-time team members will be based on hours worked.

Years of Service	Vacation Hours	Bi-weekly Accrual Rate	Weekly Accrual Rate
0-1 years	40	1.54	0.77
1-4 years	80	3.08	1.54
5-9 years	120	4.62	2.31
10-19 years	160	6.15	3.08
20+ years	200	7.69	3.85

The accrual rate is based on the team member's hire date. The Chief People Officer may approve a different accrual rate for vacation time at the time a team member is hired and may also grandfather existing accrual rates that exceed the above accrual rate schedule.

Exempt team members begin accruing vacation time immediately upon their hire date. Non-exempt team members begin accruing vacation time following 30 days of continued employment. During the year in which a team member is hired, prorated vacation time will be accrued and available.

Through 2026, if a team member needs time off before accruing enough vacation time, they may accumulate a negative balance of up to 40 hours, provided they obtain prior written approval from their manager and Human Resources. Team members will not be permitted to accumulate a negative balance beginning in 2027.

Carryover of Vacation Time

Beginning in 2026, full-time team members may carryover up to 40 hours of accrued, unused vacation time to the following year. Any accrued, unused vacation time exceeding 40 hours will be forfeited.

Scheduling Your Vacation Time

Vacation must be preapproved by and prescheduled with your manager. You should provide at least 24 hours of advance notice to your manager prior to taking any vacation time. Approval for all scheduled time away is subject to applicable workloads. You must follow the vacation report and approval process established in Paycom.

Non-exempt team members must take vacation time in increments of no less than two hours and no more than the total scheduled hours for the workday missed.

Exempt team members are required to take vacation time in full-day or half-day increments. A full day is eight working hours, and a half-day is four working hours.



Sick Leave

The guidelines in this policy do not supersede applicable federal, state, or local laws regarding protected leave. Where applicable, leave under this policy will run concurrently with all other applicable leaves. Team members working in our facilities in Massachusetts and Minnesota should consult the sick leave policies for their respective states, which are located in the state-specific section of this Guidebook.

Accrual of Paid Sick Leave

Eligible team members begin accruing paid sick leave on their date of hire at a rate of one hour for every 30 hours worked, up to a maximum of 32 hours per year. Exempt team members are assumed to work 40 hours per workweek and will accrue sick leave based on their regular time worked as indicated on their paystub. You may not use more than 32 hours of paid sick leave in a calendar year.

Reasons Paid Sick Leave May Be Used

You may use paid sick leave for yourself and your family members:

- For medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition of you or the care of a family member;
- For preventative medical or health care;
- To address your own physical and mental health needs, and those of your spouse, if you or your spouse experiences pregnancy loss or a failed assisted reproduction, adoption, or surrogacy;
- To make arrangements for a funeral or memorial service after the death of a family member, to attend the funeral or memorial service, or to address financial or legal matters arising after the family member's death;
- Due to the closure of your work facility because of weather or other public emergencies, or your need to care for a family member whose school or care facility has been closed for the same reasons;
- Your inability to work or work remotely, if approved, is due to: (i) being prohibited from working by us because of health concerns related to the potential transmission of a communicable illness during a public emergency; or (ii) seeking or waiting for the results of a diagnostic test or medical diagnosis for a communicable disease related to a public emergency, especially if you have been exposed to such a disease or if Monogram has requested testing or diagnosis; or
- When the relevant health authorities or a healthcare professional determine that your or your family member's presence in the community could pose a threat to others' health due to possible exposure to a contagious disease, regardless of whether you or your family member has actually contracted the disease.

You may also use paid sick leave if you are a victim of domestic violence, sexual assault, or stalking, and time off is needed to:

- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

For purposes of this policy, “eligible family members” include:

- Spouse, biological, adult, or foster child; legal ward; or a child to whom the team member is a legal guardian or who stands in place of a parent, biological, adoptive, or foster parent; stepparent, or a person who stood in place of a parent when the team member was a minor child, biological, step, or foster sibling, child of the team member’s sibling, sibling of the parents of the team member, child-in-law or sibling-in-law, grandparent or step-grandparent, biological, foster, or step-grandchild, registered domestic partner (as defined by state or local law), as well as the same family members of the registered domestic partner as listed above for the team member; any other individual related by blood or whose close association with the team member is the equivalent of a family relationship, and up to one individual designated annually by the team member.

Requesting Paid Sick Leave

When you need paid sick leave, you should give your manager or Human Resources at least seven days’ notice before any absence. If the need is unforeseeable, you should notify your manager or Human Resources as soon as possible. If a team member uses more than three consecutive days of earned sick leave, they must provide documentation, including a signed statement from a healthcare professional confirming the need for paid sick leave. You can also submit a written statement that you prepare when using paid sick leave to care for a family member.

Returning to Work

Upon returning from sick leave, you will be reinstated to the same position and pay (including any automatic adjustments that occurred during the leave period) or to a position of comparable duties, hours, and pay. We may agree to allow you to return to work part-time during the sick leave period without forfeiting the right to return to work at the end of the leave.

Tracking Paid Sick Leave

At the end of each pay period, we will provide the number of sick leave hours you have used during that period, as well as the amount of those hours available for future use.

No Retaliation

Monogram will not consider taking paid sick leave as a negative factor in any employment action, including performance reviews, evaluations, promotions, disciplinary actions, termination, or other types of team member discipline. If a team member believes they have been retaliated against or improperly denied earned paid sick leave, they can contact their manager, Human Resources, Ethicspoint, or bring a civil action in court for violations related to paid sick leave.

HOLIDAYS AND HOLIDAY PAY

Non-exempt team members are eligible for up to eight hours of holiday pay. To qualify for holiday pay, you must work your full scheduled shifts before and after the holiday unless you have approved absences other than leave or sick time.

Holiday pay will be paid at your regular base rate and does not count as time worked for overtime purposes. Monogram may schedule work on a company-observed holiday. Typically, work on an observed holiday will be paid as if it were a regular workday, in addition to holiday pay, based on the number of hours a team member usually works on that day, up to eight hours.

You will be paid for all earned and unused vacation time upon termination of employment. Sick time and holiday pay are not paid upon termination of employment unless required by state law. Final paychecks may include deductions to repay any negative vacation time balance upon termination, as permitted by applicable law.

The following holidays will be officially observed by Monogram and all plant facilities, during which normal business operations will be closed or adjusted accordingly:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday

Team members working in or assigned to Memphis will observe Martin Luther King Jr. Day as an official holiday, rather than Good Friday. Those who wish to observe Good Friday may use their Floating Holiday.

Team members in our Plover, Wisconsin plant, who are members of the United Food and Commercial Workers, Local 1473 Union, will observe the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- Floating Holiday



LEAVES OF ABSENCE

When you need time off that doesn't fall under our PTO program, we may consider offering you a paid leave of absence or leave without pay. Below are examples of different types of leave you might need during your employment with us. If you feel you've been treated unfairly regarding the application or enforcement of these leave policies, you should contact Human Resources. Under no circumstances will team members be terminated, threatened, coerced, disciplined, or penalized for requesting or taking leave in accordance with this policy.

Bereavement Leave

You may take up to three days of paid bereavement leave upon the death of a member of your immediate family, or five days if the family member's arrangements are outside the country. "Immediate family members" are defined as your spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparents or step-grandparents, parent-in-law, child-in-law, sibling-in-law, your sibling's child, your parents' sibling, grandchildren, or step-grandchildren. If you need additional time off for a death in your family beyond the leave provided, you should contact Human Resources to see if you have other paid leave available or if you can take an unpaid leave of absence. Upon your return, we reserve the right to request information to verify your need for bereavement leave.

Civic Duties Leave

We encourage each team member to accept civic responsibilities, and we comply with all applicable federal, state, and local laws regarding jury duty, witness duty, and voting.

Jury Duty Leave

If you receive a summons for jury duty, you should show it to your manager as soon as possible after receiving the notice so we can plan for your absence. You will receive paid time off for jury duty according to applicable laws. If you are released from jury duty after four hours or less of service, you should return to work for the rest of that workday if it is practical to do so, considering any time it may take you to travel back to your facility or work location.

Witness Duty Leave

If you receive a subpoena to appear in court, you should notify your manager immediately. Leave taken to serve as a witness will be unpaid unless pay is required by state law. Team members are expected to return to work as soon as their service as a witness is finished. We may require documentation from the court clerk confirming your service as a witness.

Voting Leave

If you would like to vote in a public election but do not have sufficient time to vote during non-work hours, you may arrange to take time off from work without pay (unless pay is required by state law). To receive time off for voting, you must obtain advance approval from your manager and must take the time off to vote either at the beginning or end of your work shift.

Military Leave

We support our team members' military obligations and provide leaves for uniformed service in accordance with applicable federal and state laws. Any team member needing time off for military service should immediately inform their manager or Human Resources, who will give details about the leave. If you are unable to provide notice before leaving for military service, you should have a family member contact Human Resources as soon as possible. Upon returning from military leave, you will be reinstated in accordance with applicable federal or state law. All team members entering military service may have a total absence of up to five years and still retain employment rights. Failure to report back to work within the designated time after completing military service will be considered a voluntary resignation and will result in termination of employment.

Family and Medical Leave (FMLA)

We are committed to complying with the Family and Medical Leave Act of 1993 (FMLA). We will grant eligible team members up to 12 workweeks of job-protected unpaid leave during a rolling 12-month period.

To be eligible to take leave under the FMLA, you must:

- have been employed by Monogram for at least 12 months (separate periods of employment will be counted, provided the break in service does not exceed seven years); and
- have worked at least 1,250 hours in the preceding 12 months from the first date of leave (must be actual hours worked, not including time off, whether paid or unpaid).

Reasons for FMLA Leave:

FMLA leave may be for one of the following reasons:

- A team member's own serious health condition, which makes them unable to perform the essential functions of their job;
- Birth of, or to care for, the team member's newborn child;
- Placement of a child with the team member for adoption or foster care;
- Caring for an immediate family member (spouse, child, or parent) with a serious health condition;
- A qualifying urgent need occurs when a team member's spouse, child, or parent is part of a regular component of the U.S. Armed Forces or the National Guard or Reserves and is deployed to a foreign country on active duty under Section 101(a)(13)(B) of Title 10 of the United States Code. Qualifying urgent needs that allow a team member to take FMLA leave include:
 - Making alternative childcare arrangements for a child of the deployed military member, which includes providing childcare directly, searching for new childcare, or making temporary arrangements for care;
 - Attending certain military ceremonies and briefings;
 - Making financial or legal arrangements to address the military member's absence; or
 - To care for a U.S. servicemember or veteran with a serious injury or illness incurred or aggravated in the line of duty while on active military duty, if the team member is the spouse, child, parent, or next of kin of the servicemember or veteran. For military caregiver leave, we will grant eligible team members up to 26 workweeks of job-protected, unpaid leave during a rolling 12-month period.

Requests for FMLA Leave

To request FMLA leave, notify Human Resources. Upon receipt of this notification, Human Resources will provide instructions on submitting a leave request through Lincoln Financial, our third-party administrator. You can reach Lincoln Financial by phone, 888-408-7300, or online, mylincolnportal.com. Once it's been submitted, Lincoln Financial will provide you with a Notice of Eligibility, Rights, and Responsibilities and share any additional obligations, including a medical certification supporting the need for FMLA leave, if applicable.

When the need for FMLA leave is foreseeable, you must give at least 30 days' advance notice. If you become aware of a need for FMLA leave with less than 30 days' notice, you must provide notice as soon as practicable. When the need for FMLA leave is not foreseeable, you should comply with customary call-in procedures and this process for requesting leave.

Leave requests that are not submitted as described above and as soon as possible may be delayed or denied based on individual facts and circumstances.

Intermittent FMLA Leave

FMLA leave is typically taken in a continuous block of days, weeks, or months; however, if medically necessary, you may take FMLA leave intermittently (periodically when needed over the 12-month period), or by reducing your normal weekly or daily work schedule for:

- Your own serious health condition, which makes you unable to perform the essential functions of your job;
- Birth of, or to care for, your newborn child;
- Placement of a child with you for adoption or foster care;
- Caring for an immediate family member (spouse, child, or parent) with a serious health condition; or
- Caring for the serious injury or illness of an eligible servicemember.

Team members who require intermittent leave or a reduced schedule must schedule their leave to minimize disruptions to normal business or operations.

If the intermittent leave or the reduced schedule is foreseeable due to planned medical treatment, we may require you to transfer to a different position during the period that the intermittent leave or reduced schedule is needed. For the transfer to occur, there must be an available position for which you are qualified that better accommodates your intermittent leave or reduced schedule.

Certification of FMLA Leave

We require medical certification to support FMLA for a team member's serious health condition or for a family member's serious health condition. Supporting documentation may be needed to approve leave for other FMLA-qualifying reasons. All certifications and supporting documents should be submitted directly to Lincoln Financial. If applicable, the Notice of Eligibility will specify what documentation is required. You must submit the required documentation within 15 calendar days of your receipt of the Notice of Eligibility. Failing to respond within this timeframe could delay or result in the denial of your leave.

Team members who are on intermittent leave may be required to recertify in accordance with applicable state or federal law. Recertification is required every six months for ongoing medical conditions. You may also need to recertify if the circumstances described in the previous certification have changed significantly, or if we receive information that casts doubt on your stated reason for the absence or the continuing validity of the certification. To recertify, you will be required to submit a new certification to Lincoln Financial.

Incomplete Certification

If your certification is incomplete, Lincoln will give you the opportunity to complete it. You will have seven calendar days to resolve any deficiencies, or the FMLA leave request may be denied.

Second and Third Opinions

If we request recertification or a second opinion for you or your family member's serious health condition in accordance with FMLA regulations, we will choose a healthcare provider to give the second opinion and will pay the cost. If the first and second opinions differ, we may require a third opinion. The healthcare provider giving the third opinion must be jointly approved by you and us, and that third opinion will be binding. We will pay the cost of the third opinion.

Approval or Denial Notice

Once Lincoln receives a completed medical certification from you and your physician, you will be notified within five days whether your leave is approved or denied and whether the leave will be designated as FMLA leave.

If you are absent from work for a serious health condition or a condition that progresses into a serious health condition, we may designate all, or some portion, of the absence as FMLA leave, to the extent that the absence meets the necessary qualifications.

Extension of Leave

If your healthcare provider believes you or your family member requires additional leave beyond the dates outlined in the approval notice, you must contact Lincoln Financial, your manager, and Human Resources immediately. To request additional leave, you will be required to submit an extension request no later than seven days before your scheduled return to work date.

Call-in Procedures

You must comply with your facility's customary call-in procedures when you are absent from work for reasons covered by FMLA leave unless you are on an approved block leave. During the call-in, you must indicate that the absence is for an FMLA-covered reason. It is also your responsibility to notify Lincoln Financial of any absences due to a FMLA-covered event each time intermittent leave is used.

Communications While on Leave

While on leave, you will be fully relieved of your work. However, Human Resources may occasionally contact you with reasonable requests, such as straightforward questions to obtain vital or institutional knowledge.

If you are on an approved block leave, you should provide a status update to Human Resources and Lincoln Financial before the end of your leave. You should also keep Human Resources updated on any changes to your leave.

Attendance and FMLA

Absences covered by FMLA leave will not be counted as unexcused absences under the attendance policy in this Guidebook.

Pay Status While on Leave

All FMLA leave time taken will count against your leave entitlement. FMLA leave is generally unpaid; however, we have made provisions for team members to receive pay during FMLA leave under certain circumstances, described below.

Use of Accrued Paid Time Off

Non-exempt team members taking intermittent leave must use available vacation time and sick leave accruals on an hour-for-hour basis before taking unpaid time.

Exempt team members taking FMLA leave will have their salary deducted proportionally for hours not worked due to FMLA. Days not worked due to FMLA leave will be charged against your accrued vacation time and sick leave unless there is insufficient accrued time. Accruals must be used in full-day increments. If the team member does not have a full day of accruals, that day will be unpaid. Exempt team members taking intermittent leave will not be charged for time off for less than a full day, but the hours taken as FMLA leave will be tracked by Lincoln Financial.

Accruals cannot be used in place of an otherwise applicable leave of absence. The company may designate a leave of absence or benefit as appropriate. A team member on an approved FMLA leave for more than half of the workdays in a month will not accrue sick time or vacation time.

Accruals will be used in the following order:

- **Sick Leave:** A team member is required to use any available accrued sick time concurrently with FMLA.
- **Vacation:** A team member is required to use any accrued vacation time with the option to save five days total if they are on a block leave. Short-term disability may affect this requirement.

Failure to comply with any of the above-mentioned provisions may result in delay or denial of leave, potentially subjecting the team member to corrective action for their unexcused absence(s) up to and including termination.

Maternity and Parental Leave

We offer eight weeks of paid maternity leave for team members who are the primary caregivers and who have given birth, plus an additional four weeks of paid leave to bond. All leave must be taken continuously and within six months of the delivery date.

We offer four weeks of paid parental leave for team members to bond with a new child, including a child they adopt or foster, but excluding the adoption of a new spouse's child. Leave must be taken continuously.

Short-term team members, such as interns, are not eligible for these benefits.

Eligibility

To be eligible for maternity and parental leave, you must meet the following criteria:

- Have been employed with Monogram for at least 12 months (does not need to be consecutive, not to exceed seven years); and
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin; and
- Have given birth to a child; or
- Are the secondary caregiver for a new child, including a child they adopt or foster, excluding the adoption of a new spouse's child; or
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

Duration of Leave

Multiple births, adoptions, or placements (e.g., the birth of twins or the adoption of siblings) do not increase the total amount of paid maternity and parental leave granted for that event over 12 weeks. Additionally, no team member will receive more than eight weeks of paid maternity leave or four weeks of paid parental leave in a rolling 12-month period, regardless of whether multiple birth, adoption, or foster care placement events occur within that timeframe.

Each week of paid maternity and parental leave is compensated at 100% of the team member's regular, straight-time weekly pay. It will be paid weekly.

Approved paid maternity and parental leave may be taken immediately following the birth, adoption, or placement of a child with you, and must be taken within six months of such event. You must take paid maternity and parental leave in one continuous period of leave and must use all paid maternity and parental leave during this time.

The eight weeks of paid maternity leave or four weeks of paid parental leave will run concurrently with any short-term disability leave or benefit provided to the team member and not in addition to the team member's own medical recovery following childbirth.

The purpose of paid maternity and parental leave is to allow the team member to recover from childbirth and ensure they are available to care for and bond with their child. If a team member chooses to return to work before the approved end date of the paid maternity and parental leave, any remaining leave will be forfeited. Upon termination of employment, a team member will not receive payment for any unused maternity and parental leave for which they were eligible.

Coordination with Other Policies

Paid maternity and parental leave will run concurrently with leave under the FMLA; thus, any leave taken that qualifies for leave under the FMLA due to the birth or placement of a child, due to adoption or foster care, will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. If a team member has exhausted their FMLA leave entitlement for a different qualifying event and is approved for and takes parental leave, their job will not be protected during that parental leave.

After the paid maternity and parental leave (and any short-term disability leave for team members who are giving birth) is exhausted, the team member may use accrued sick and vacation time. Once accrued sick and vacation leave is exhausted, any remaining leave, if available, will be unpaid; however, such leave is not guaranteed, unless otherwise provided by applicable law.

We will maintain all benefits for team members during the paid maternity and parental leave period.

If a company-observed holiday falls during a team member's paid maternity leave, the team member will only receive pay as per the applicable leave policy and will not also be entitled to holiday pay. Holidays do not extend the total paid maternity and parental leave entitlement.

Requests for Maternity and Parental Leave

You must notify your manager and Human Resources of your request for leave at least 30 days before the proposed date of your leave (or, if the leave was not foreseeable, as soon as possible). You must also submit a leave request to Lincoln Financial and provide all necessary documentation to substantiate the request.

Leave Without Pay

In cases where you need to take a personal leave of absence not covered by other policies, leave without pay (LWOP) may be granted. You must first use all available vacation time and other leave benefits before applying for LWOP. You may not combine LWOP with any other types of leave unless required by law. All regular full-time and part-time team members who are in good standing (not on a performance improvement plan and have received a satisfactory rating on a performance review, as applicable) and who have been employed for at least six months are eligible to request LWOP once per year, for a maximum of four weeks. Approval is discretionary and depends on operational needs.

LWOP requests must be submitted in writing to your manager and Human Resources at least 30 days in advance, except in emergencies. The request should include the reason for leave, the duration, and the expected return date. The written request should be submitted using the LWOP Request Form, which is available from Human Resources. Approval depends on business and operational needs, as well as the team member's employment and leave history.

While on LWOP, you will not receive pay and will not accrue vacation, sick leave, or other benefits. You will be responsible for paying the full health insurance premium to keep these insurance benefits. LWOP exceeding 30 calendar days may affect service credit and other long-term benefits. While you are on LWOP, we will try to hold your position; however, this does not guarantee reinstatement to the same position, pay rate, or any other position after you return from leave.

Team members must inform their manager at least seven days prior to their scheduled return from LWOP. Failure to do so may result in disciplinary action, including termination. Team members who fail to return from LWOP after exhausting their four weeks of leave will have their employment terminated.



SHORT-TERM AND LONG-TERM DISABILITY

We offer short-term and long-term disability benefits as a form of income protection, managed by Lincoln Financial, our third-party administrator. For more details about eligibility and coverage, refer to the Benefits Website on the Human Resources page of *MyMonogram*, or contact Human Resources.

At Will Employment

This Guidebook, along with our policies and procedures, does not create a contract of employment and does not guarantee employment or benefits of any kind. Monogram team members are “at will” employees unless a written agreement signed by an authorized representative of the company provides otherwise (e.g., a collective bargaining agreement).

“At will” employment means that employment is not for any specified period, and a team member may voluntarily leave or be terminated by us at any time, and for any reason, with or without prior notice.

Failure to comply with the programs, policies, and procedures outlined in this Guidebook or any other company policy may lead to disciplinary action up to and including termination.

Return of Company Property

Upon termination of employment, whether voluntary or involuntary, team members are required to return all company property and equipment. This includes, but is not limited to, electronic devices, keys, access cards, documents, and any other equipment or materials issued during the course of employment. All items must be returned promptly and in good condition. Team members must also return all company documents and materials, whether in physical or electronic form, and refrain from retaining any copies. This includes confidential and proprietary information, trade secrets, and any other data obtained during the course of employment. Team members are prohibited from disclosing or using such information after termination, in accordance with company policy and applicable law.

Acknowledgement of Receipt of Guidebook

I acknowledge receiving a copy of the Monogram Foods Team Member Guidebook, which contains important information about the company's programs, policies, and procedures. I understand that I am responsible for familiarizing myself with the policies in this Guidebook and any additional policies at my work facility that are not covered in this Guidebook.

I understand and agree that if I have any questions regarding this Guidebook or other company programs, policies, and procedures, I am expected to seek clarification and additional information from my manager or Human Resources. I agree to follow this Guidebook and all applicable programs, policies, and procedures, and understand that my failure to do so could result in disciplinary action, up to and including termination of my employment.

I understand that Monogram is committed to complying with the requirements of federal, state, and local laws. I understand that to the extent federal, state, and local laws provide greater rights than set forth in this Guidebook, Monogram will comply with such laws. I understand that if I have any questions about the legal requirements in the state where I am employed, I should contact Human Resources or the Law Department.

I understand that Monogram reserves the right to review and modify its policies, procedures, compensation, benefits, and other programs at any time, at its discretion, with or without notice. I further understand that Monogram reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I understand that Monogram may take photographs or video recordings of me while I am at work or at a work-related event, and I consent to the use of such photographs and video recordings.

I have read the Team Member Guidebook and agree to comply with the policies and procedures outlined in it.

Team Member's Signature

Date

Print Name

Facility

Massachusetts Policies

Leaves of Absence

Sick Leave

Team members in Massachusetts start accruing and become eligible to use paid sick leave from their first day of work and can carry over up to 40 hours of accrued sick leave into the next year. No more than 40 hours of paid sick leave can be used within a 12-month period.

Team members must provide documentation, including a signed statement from a healthcare professional, indicating the need for paid sick leave if they: use more than twenty-four consecutive scheduled hours or three consecutive days of earned sick time; use any sick time within two weeks of their last scheduled workday before separation of employment and are not a short-term team member; or use sick leave after four unforeseen, undocumented absences within a three-month period.

Parental Leave

Team members in Massachusetts who have been employed full-time for at least three consecutive months are eligible for up to eight weeks of unpaid leave under the Massachusetts Parental Leave Act for:

- The birth or care of a newborn child;
- The adoption of or intent to adopt a child under the age of 18; or
- The adoption of or intent to adopt a child under the age of 23 who is mentally or physically disabled.

Family and Medical Leave

Team members in Massachusetts are eligible for Paid Family and Medical Leave Benefits if they have received wages of at least \$5,700 in the past 12 months. Former team members may also be eligible for paid benefits if they apply within 26 weeks of their separation from employment. The Massachusetts Department of Family and Medical Leave (MADFML) administers this program, which is funded by mandatory payroll contributions made by both Monogram and the team member. Leave and benefits are administered by Lincoln Financial, our third-party administrator. Team members must apply for benefits with Lincoln Financial by calling 888-408-7300 or online at mylincolnportal.com, and Lincoln Financial will coordinate directly with MADFML. We provide wage income verification to MADFML, and all benefits determinations are made exclusively by MADFML.



Amount, Timeframe, and Duration

Eligible team members can take up to 26 weeks of job-protected leave for specific family and medical reasons as noted below, within a benefit year.

The benefit year is determined in advance and covers 52 weeks, starting on the Sunday before the team member's job-protected leave begins. During this period, leave may be taken for any of the following reasons or a combination thereof:

- Up to 12 weeks of family leave:
 - for a qualifying urgent need arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces;
 - to bond with a child during the first 12 months after the child's birth, adoption, or foster care placement; or
 - to care for a covered family member who has a serious health condition.
- Up to 20 weeks of medical leave for your own serious health condition that prevents you from performing one or more of the essential functions of your job;
- Up to 26 weeks of family leave to care for a family member who is a covered service member with a serious health condition.

Qualifying urgent needs may include caring for a military member's child or other family member of the military member on covered active duty, making financial or legal arrangements for the military member, attending counseling, participating in military events or ceremonies, spending time with the military member during a rest and recuperation leave or after returning from deployment, or making arrangements following the death of the military member.

A covered family member includes the team member's spouse, domestic partner, child (biological, adoptive, foster, step, or legal ward), parent (including biological, adoptive, step, or foster parent), parent of a spouse or domestic partner, a person who stood in place of a parent when the team member was a minor, grandchild, grandparent, or sibling (biological, adoptive, or step).

A serious health condition is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility, or ongoing treatment by a healthcare provider.

A covered servicemember is either:

- A member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list due to a serious injury or illness that was incurred in the line of duty on active duty; or has a serious injury or illness existing before starting active duty that was aggravated by service in the line of duty in the Armed Forces; or
- A former member of the Armed Forces, including a former member of the National Guard or Reserves, who is undergoing medical treatment, recovery, or therapy for a serious injury or illness that was sustained while on active duty in the Armed Forces, or for a serious injury or illness that existed before the member's active duty and was worsened by service during active duty, and that manifested before or after the member was discharged or released from service.

The first seven days of leave are unpaid, except for family leave after a medical leave for pregnancy or childbirth, where the waiting period is waived. During unpaid waiting periods, team members can use paid sick leave, vacation, or other paid time off to replace lost income. Benefits typically begin at least 14 days after approval, unless benefits are approved more than 14 days prior to the eligibility date.

Supplementation of MADFML Benefits with Monogram Benefits

You can use accrued vacation or sick leave to supplement your benefits, provided it complies with our policies and the total does not exceed your regular income. This does not extend Paid Family and Medical Leave entitlements, which run concurrently. You may also use short-term or long-term disability benefits for serious health issues. Any company benefits received, such as maternity and parental leave or short or long-term disability benefits, will be offset by any benefits received under this policy. For example, team members will not receive MADFML benefits in addition to eight weeks of paid maternity leave and four weeks of paid parental leave.

Use of Leave

Paid Family and Medical Leave can be taken continuously or intermittently when medically necessary due to a serious health condition of you or your family. Qualifying urgent needs leave also may be taken on an intermittent or reduced schedule.

Intermittent leave can be taken in 15-minute increments, but the MADFML will not pay benefits for periods shorter than 15 minutes. Using intermittent leave reduces your leave balance proportionally. For example, if you work 40 hours weekly and take 20 hours of intermittent leave in that week, your leave balance is reduced by 20 hours. Team members can apply for benefits after accruing at least eight hours of leave, unless more than 30 days have passed since the first leave.

You should work with Human Resources to develop an agreed-upon leave schedule for taking leave.

Notice

To start Paid Family and Medical Leave protections, you must inform Human Resources of the need for leave and the anticipated timing and duration of the leave, if known. The notice must state:

- The anticipated start date of the leave;
- The anticipated length of the leave; and
- The expected return date.

You must give Human Resources at least 30 days' notice for foreseeable Paid Family and Medical Leave. This notice should be given before applying for benefits through Lincoln Financial. If 30 days' notice isn't possible or the timing isn't predictable, give notice as soon as practicable. Your benefits under this policy may be denied or delayed if you do not provide at least 30 days' notice without a reasonable excuse, or if you apply for benefits before notifying Human Resources, or violate any other notice rules and obligations.

When planning medical treatment, you should consult with Human Resources to schedule treatments that minimize disruption.

Application for Benefits

After giving notice to Human Resources (unless the need for leave is unforeseen), you will be provided with forms to complete and submit directly to Lincoln Financial. Lincoln Financial will review your application for completeness and coordinate directly with MADFML. Once you apply through Lincoln Financial, you do not need to also apply to MADFML.

Amendment or Extension of Leave Period and Paid Leave Benefits

If there is a change in relevant circumstances that justifies an extension, reduction, or other modification of the leave period, you and Human Resources must notify the MADFML, through Lincoln Financial, within seven days of that change using the forms required by the MADFML. Specifically, for extensions, you must request an extension at least 14 days prior to the original leave expiration date. The MADFML may consider late requests if the team member shows good cause. The extension request must include:

- The reason for the extension;
- The requested duration of the extended leave;
- The date on which the covered individual provided notice for the request for extension to the employer; and
- A newly completed or updated health care certification supporting the need for leave.

Job Benefits and Protection

During Paid Family and Medical Leave, we will maintain your health coverage under our health insurance plan on the same terms and conditions as if you had continued working. If company-provided benefits are used as a substitute for the benefits payments received under his policy, we will deduct your portion of any applicable health plan premium from any benefits payment received under this policy. If you are not receiving any company-provided benefits during the leave, you will need to make arrangements with Human Resources before taking leave to pay your portion of any applicable health insurance premiums each month.

Unless otherwise provided by applicable law, team members returning from Paid Family and Medical Leave will be restored to their previous or equivalent position with the same status, pay, benefits, length-of-service credit, and seniority as of the date of the leave.

Return to Work and Fitness for Duty Medical Certifications

Unless notified otherwise, team members returning to work from Paid Family and Medical Leave taken for their own serious health conditions must provide us with a medical certification confirming they are able to return to work and perform the essential functions of their positions, with or without reasonable accommodation. We may delay or deny job restoration until team members provide return-to-work/fitness-for-duty certifications.



Interactions with Other Leave Policies

Leave taken under the Massachusetts Paid Family Medical Leave Act will run concurrently with leave taken under other applicable state and federal leave laws, including the Massachusetts Parental Leave Act and the FMLA, when the leave is for a qualified reason under those laws.

Questions or Complaints About Paid Family Medical Leave

Questions regarding Paid Family Medical Leave should be directed to Human Resources. For questions about the MADFML's determinations on leave eligibility, entitlement, and/or benefits, contact the MADFML directly or reach out to Lincoln Financial by calling 888-408-7300 or online at mylincolnportal.com. The Paid Family Medical Leave Act makes it unlawful for employers to discriminate, retaliate, threaten to retaliate, or interfere with the exercise of any rights provided. In addition, employers may not retaliate or threaten to retaliate against any person who has filed a complaint, has caused a complaint to be filed, has or will participate or testify in a proceeding relating to a violation of the Paid Family Medical Leave Act, or has given or is about to give information connected to a proceeding relating to a violation. If you believe your Paid Family Medical Leave Act rights have been violated, you should contact Human Resources or file a complaint with the MADFML. We will investigate any complaints and take prompt and appropriate action to address them.

Small Necessities Leave

Eligibility

You are eligible for Small Necessities Leave if you have worked for us for 12 months, either consecutively or nonconsecutively, and have worked at least 1,250 hours in the previous 12 months. The leave can be taken on an intermittent or reduced schedule, but it must be taken in increments of at least one hour.

Amount, Time Frame, and Duration

Eligible team members will be given up to 24 hours of unpaid leave during the calendar year for the following reasons:

- To participate in school, Head Start, and daycare activities directly related to their child's educational progress, including parent-teacher conferences or interviewing for a new school;
- To take their child to routine medical or dental appointments, including check-ups or vaccinations; or
- To take their elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, including interviewing at nursing or group homes.

Notice

You must provide seven days' notice if the need for leave is foreseeable. Otherwise, you must provide notice as soon as possible. Additionally, you may be required to submit certification verifying the reason for the leave.

Leave will be unpaid, except that any accrued paid time off must be used during the leave.

Minnesota Policies

Leaves of Absence

Sick Leave

Team members in Minnesota start accruing and become eligible to use paid sick leave from their first day of work and can carry over up to 80 hours of accrued sick leave into the next year. No more than 48 hours of paid sick leave can be used within a 12-month period.

Team members who use more than three consecutive days of earned sick time must provide documentation, including a signed statement from a healthcare professional, indicating the need for paid sick leave. The usage of sick leave under this policy is protected by Minnesota law.

Parental Leave

Team members who are either biological or adoptive parents due to the birth or adoption of a child qualify for leave under the Minnesota Pregnancy and Parenting Leave Act. A child is defined as a person under 18, or under 20 if still attending secondary school. The leave must begin within 12 months of the child's birth or adoption, or if the child stays hospitalized longer than the mother, within 12 months after the child is discharged. Leave may also be requested by female team members for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions.

Eligibility and Duration

Eligible team members can receive up to 12 weeks of unpaid pregnancy or parental leave. To qualify, team members must have worked for us for at least 12 months immediately before requesting leave and averaged at least half of a full-time schedule during that period.

Notice

You must notify Human Resources and Lincoln Financial of the date and duration of the requested leave at least 30 days prior to the commencement of the leave. Team members returning from a leave lasting longer than one month must notify Human Resources at least two weeks prior to their anticipated return date.

School Conference and Activities Leave

Team members who are parents of children under 18 (or under 20 and still in high school), including adoptive and foster parents, are eligible for up to 16 hours of unpaid leave per child during any 12-month period to attend school conferences or activities that cannot be scheduled outside working hours. If the need for leave is foreseeable and cannot be scheduled outside work hours, you should give reasonable notice and plan the leave to minimize operational disruptions. You may also use accrued paid vacation or other paid leave, if available.

Family and Medical Leave

Eligibility

Team members are eligible for leave under the Minnesota Paid Family and Medical Leave Act (MNPFML) if they have worked for Monogram for at least 90 days and have earned at least \$3,900 in the last year working in the state of Minnesota.

Monogram provides these benefits through a private plan approved by the Minnesota Department of Employment and Economic Development (DEED) and administered by the Department of Family and Medical Leave (MNDFML). Our private plan offers paid time off, payments, and certain job protections that are equal to or greater than those provided under the state-administered MNPFML plan. During your leave, your insurance coverage under your healthcare plan will remain in effect as if you were working. To file a claim, you can contact Human Resources, who will help connect you to Lincoln Financial to submit your claim.

Duration of Leave

Eligible team members may take up to 12 weeks of paid family leave or up to 12 weeks of paid medical leave. The combined maximum leave you may take in a benefit year is 20 weeks.

Leave under this policy may be taken on a continuous or intermittent basis. Intermittent leave maybe taken in increments that align with Monogram's timekeeping policy, provided that the policy permits a minimum increment of at most one (1) calendar day of intermittent leave. Team members must make a reasonable effort to schedule intermittent leave to avoid unduly disrupting operations.

Team members are not allowed to apply for payment for benefits related to intermittent leave until they have eight (8) hours of accrued leave, unless more than thirty (30) calendar days have passed since the initial start of the leave.

Eligible team members can take paid Family and Medical Leave for the following reasons:

- For a team member's own serious health condition, including medical care related to pregnancy (medical leave);
- Bonding with a new child (birth, adoption, foster placement) (family leave);
- Caring for a family member with a serious health condition (family leave);
- For a Military-related urgent situation or caregiving (family leave);
- For safety leave, for issues related to domestic violence, sexual assault, or stalking (family leave).

Notice

Eligible team members must give at least 30 days' notice for foreseeable leave, such as scheduled medical treatments or planned bonding with a new child, adoption, or foster placement. For unforeseeable leave, such as an emergency illness or sudden family crisis, notice should be provided as soon as possible. Notice must be given to your manager and Human Resources.

Covered family members include a spouse, domestic partner, child, parent, legal guardian, parent-in-law, grandchild, sibling, or an individual who has a personal relationship with the team member that creates an expectation that the team member will provide care without compensation. Child relationships include biological, adoptive, foster, stepchild, child of a domestic partner, stepchild, child of a domestic partner, child-in-law, a child for whom you are standing in as a parent, a legal guardian, or custodian. Parent relationships include biological, adoptive, custodial, or foster parents, stepparents, or legal guardians of a team member or the team member's spouse, or an individual who stood in a parental role to a team member when the team member was a child.

Benefits

The benefits you may be eligible for vary based on the following criteria:

- If you earn less than or equal to 50% of the state average weekly wage (SAWW), which is \$1,423 per week for 2026, your benefit will be 90% of your average weekly wage (AWW).
- If you earn more than 50% but less than 100% of the SAWW, your benefit will be the 90% benefit described above, plus 66% of your AWW that exceeds 50% of the SAWW but is less than 100% of the SAWW.
- If you earn more than 100% of the SAWW, your benefit will be the combined amount of the 90% benefit and the 66% benefit described above, plus 55% of your AWW that exceeds 100% of the SAWW.

The maximum weekly benefit is \$1,423 for 2026 and could change in future years.

You may choose, but are not required, to use accrued sick and safe time, vacation pay, or other paid leave benefits instead of paid family and medical leave, or to supplement paid family and medical leave up to the amount of your regular wages. If you receive company benefits that exceed your regular wages, you must refund the overpayment to Monogram.

Your health benefits remain active during the approved leave period.

Your MNPFML coverage is funded partly by deductions from your paycheck and partly by Monogram. Effective January 1, 2026, you'll be charged 0.440% of all wages paid, not to exceed the current Social Security wage cap rounded down to the nearest \$1,000 (\$184,500 for 2026). This rate includes 0.31% of wages to fund medical leave and 0.14% of wages to fund family leave benefits. The total contribution equals about \$0.440 for every \$100 you earn. This deduction is subject to change each January 1. Monogram cannot charge you more than 0.44% of wages to fund your portion of the private plan in 2026.

Monogram cannot interfere with or retaliate against you if you apply for or use paid leave. Our private plan cannot impose any additional costs, conditions, or restrictions on paid leave beyond those in the state plan.

If your claim under the private plan is denied, you may request reconsideration from Lincoln Financial, our third-party administrator, within 30 days of the denial notice. If Lincoln Financial denies your appeal, you may appeal to DEED.

For eligibility requirements and more details, or if you have additional questions about this leave, visit mn.gov/deed/paidleave/employees/ or contact DEED directly:

Minnesota Department of Employment and Economic Development
180 E. Fifth Street, 12th floor, Saint Paul, MN 55101
651-556-7777 or 844-556-0444
Email: paidleave@state.mn.us

Interaction With Other Leave Policies

When team members are eligible for leaves under multiple policies, such as FMLA, Minnesota Parenting and Pregnancy Leave Act, and the Minnesota Paid Family and Medical Leave Act, the leave provided by each will count against your entitlement under all laws. A team member who is eligible for leave under only one of these laws will receive benefits in accordance with that law only. The amount of pregnancy or parenting leave will be reduced by any company-provided paid leave, including disability, personal, medical, or sick leave, if applicable, or accrued vacation time, so the total leave (pregnancy/parenting plus paid leave) is not more than the amounts specified under the laws.

Job Benefits and Protection

We will continue to provide insurance coverage under any healthcare plan to you and your dependents on the same basis as if you were not on leave. However, during the leave period, you will be responsible for paying the full cost of coverage, including any contributions previously paid by us when you were not on leave.

Upon return, you will be reinstated to the same position and pay (including any automatic adjustments that occurred during the leave period) or to a position of comparable duties, hours, and pay.

No Retaliation

We will not retaliate against a team member who requests or takes a pregnancy or parenting leave of absence in accordance with this policy.

For further information or to request leave under this policy, contact Human Resources.


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