



Employee Handbook

Revised January 2026

Personal Copy of the Following Employee:

TABLE OF CONTENTS

COMPANY HISTORY ----- **4**

MESSAGE FROM THE PRESIDENT ----- **5**

ABOUT THIS EMPLOYEE HANDBOOK ----- **6**

SECTION 1: THE WORK ENVIRONMENT ----- **7**

 1.1 EQUAL EMPLOYMENT OPPORTUNITY & ACCOMMODATIONS ----- 7

 1.2 UNION-FREE POLICY STATEMENT ----- 8

 1.3 YOUR SUPERVISOR ----- 8

 1.4 WORK ASSIGNMENTS ----- 9

 1.5 REMOTE WORK AGREEMENT ----- 9

 1.6 OPEN COMMUNICATION POLICY ----- 9

 1.7 ADDRESSING YOUR COMPLAINTS ----- 10

 1.8 PARKING ----- 10

 1.9 BULLETIN BOARDS / INTRANET ----- 10

 1.10 CIVIC AND COMMUNITY INVOLVEMENT ----- 10

 1.11 SECURITY/SEARCHES ----- 11

 1.12 EMPLOYMENT OF RELATIVES ----- 11

SECTION 2: YOUR PAY AND WORK HOURS ----- **12**

 2.1 EMPLOYEE STATUS ----- 12

 2.2 TIMEKEEPING POLICY ----- 13

 2.3 PAY DAY ----- 14

 2.4 EMPLOYEE SCHEDULES ----- 14

 2.5 OVERTIME PAY ----- 14

 2.6 CALL BACK PAY ----- 14

 2.7 INCLEMENT WEATHER POLICY ----- 14

SECTION 3: YOUR BENEFITS ----- **15**

 3.1 HEALTH INSURANCE ----- 15

 3.2 CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION ----- 15

 3.3 LIFE INSURANCE ----- 16

 3.4 SHORT-TERM DISABILITY BENEFIT ----- 16

 3.5 LONG-TERM DISABILITY BENEFIT ----- 16

 3.6 WORKERS' COMPENSATION INSURANCE ----- 16

 3.7 TEMPORARY MEDICAL ABSENCE/SICK DAYS ----- 17

 3.8 PAID TIME OFF ----- 17

 3.09 PERSONAL LEAVE ----- 19

 3.10 MEDICAL LEAVE OF ABSENCE ----- 19

 3.11 MILITARY LEAVE OF ABSENCE ----- 20

 3.12 BEREAVEMENT LEAVE ----- 20

 3.13 JURY DUTY ----- 20

 3.14 SCHOOL VISITATION LEAVE ----- 21

 3.15 HOLIDAYS ----- 21

 3.16 PAID BREAKS/MEALS ----- 22

 3.17 ACCOMMODATIONS FOR NURSING MOTHERS ----- 22

 3.18 EDUCATIONAL ASSISTANCE ----- 22

SECTION 4: YOUR CAREER AT YOUR AG PROVISION LLC ----- **23**

**Ag ProVision LLC
Employee Handbook**

4.1 EMPLOYEE ORIENTATION	23
4.2 PROMOTIONS	24
4.3 JOB POSTING	24
SECTION 5: YOUR RESPONSIBILITIES	25
5.1 ATTENDANCE/ABSENTEEISM/TARDINESS	25
5.2 CORRECTIVE DISCIPLINARY ACTION	26
5.3 INSUBORDINATION	27
5.4 HEALTH AND SAFETY	27
5.5 REPORTING ON-THE JOB INJURIES, ACCIDENTS & EMERGENCIES	27
5.6 DRIVING ON THE JOB	28
5.7 PERSONAL TELEPHONE CALLS / CELL PHONE USE	28
5.8 REFERENCE REQUESTS	29
5.9 COMPANY COMMUNICATIONS POLICY	29
5.10 PERSONNEL FILES/ADDRESS OR PERSONAL STATUS CHANGES	30
5.11 CONFIDENTIAL INFORMATION	30
5.12 CONFLICT OF INTEREST	31
5.13 BUSINESS GIFTS	31
5.14 CARE OF COMPANY EQUIPMENT	31
5.15 SOLICITATION AND DISTRIBUTION OF LITERATURE ON COMPANY PREMISES	31
5.16 ARRESTS AND CONVICTIONS POLICY	32
5.17 HARASSMENT/SEXUAL HARASSMENT	32
5.18 THREATS AND VIOLENCE POLICY	33
5.19 ALCOHOL AND DRUG POLICY	34
5.20 SMOKING POLICY	34
5.21 OUTSIDE EMPLOYMENT	35
5.22 DRESS CODE	35
5.23 SEPARATION OF EMPLOYMENT	36
5.24 EXIT INTERVIEW	36
RECEIPT OF EMPLOYEE HANDBOOK	38
RECEIPT OF CONFIDENTIALITY AGREEMENT	40

Company History

Ag ProVision was designed to be flexible and to work with suppliers in any way to fulfill our mission statement. The organization is not a sales or profit center. All products, under contract or bought, are for internal consumption only. All savings are passed on to the end-users.

Initially, we began working with suppliers by combining volumes, agreeing to use same brand of products, and giving projections of the group's usages. This allowed manufacturers to plan production and incur savings. We decided to deal directly with some manufacturers, while with others we went through local distribution, depending upon volumes and the level of service we needed.

Later, some suppliers showed that it would be beneficial for us to take full truckloads of products, operate as a consignment warehouse, and deliver products to our various owners' locations.

In March 1993, we began operating as a warehouse. We bought a tractor-trailer to make weekly deliveries. We found there were many ways to use the warehouse to fulfill our goals, so we expanded to 20,000 square feet of insulated space and 5,000 feet of non-insulated storage in Rose Hill, NC.

Ag ProVision has worked with over 300 suppliers and currently manages over 1,800 SKUs. We use four commercial trucks with two dry vans, and four bulk tankers, making over 30 deliveries to local owners' warehouses, feed mills, and processing plants each week. We use LTL and/or contracted dedicated trucks for out-of-state deliveries to over 145 locations in 21 states. Ag ProVision employs approximately 45 individuals.

The primary product lines Ag ProVision procures and distributes are animal health/veterinary products, artificial insemination supplies, cleaners and disinfectants, feed grade supplements, food ingredients for processing plants, paper products, personal protective apparel, and pest control products.

Ag ProVision also negotiates the contracts for many items and services that are then purchased directly by our ownership.

We work flexibly with suppliers to leverage the pricing of purchases more favorably than if each owner was to negotiate separately.

Ag ProVision is owned by Goldsboro Milling, Nash Johnson & Sons' Farms, Prestage Farms, and Smithfield Hog Production.

Ag ProVision LLC Employee Handbook

We are pleased to have you join our team. We hired you because we believe that you will be able to successfully contribute to the goals and success of Ag ProVision, and to share in our mission as a Company. We want you to be comfortable with the Company and its employees.

Our Mission Statement:

It is the mission of Ag ProVision to work with our suppliers to reduce the cost of doing business with us and thereby enabling suppliers to reduce our cost.

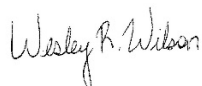
A tremendous part of Ag ProVision's success is dependent upon its most important assets—its people. It is the Company's aim to provide a relationship of mutual trust and respect, which will allow employees to reach personal satisfaction from their work and contribute to our Company's successful growth.

This employee handbook is designed to better acquaint you with policies, goals, benefits, privileges, and expectations of Ag ProVision. It is a summary of Company policies which apply to all regular full-time employees and will provide you with positive guidance in your day-to-day working life. You should make yourself familiar with the information contained within. Since this handbook cannot supply all the details on any given subject, you should feel free to ask your supervisor or Human Resources about any sections which need clarification.

This handbook is not an employment contract and may not be all inclusive. Changes will be made from time to time based on employee input and the needs of the business. The Company reserves the right to change the handbook as a whole or in part as needed. You will be notified of changes as soon as possible; however, where differences occur, official policies, procedures, or benefit plans are the governing documents.

Please read each section of the handbook carefully. Use the policies and principles as a guide in the performance of duties. Make family aware of its contents, as it applies to them as well.

We are proud to have you as part of our organization.



Wesley Wilson
President

ABOUT THIS EMPLOYEE HANDBOOK

At **Ag ProVision LLC**, we recognize the importance of providing our employees with a good work environment and an excellent benefits package.

This employee handbook was prepared to help you become acquainted with **Ag ProVision LLC** and to provide answers to questions you may have about your employment. It is designed as a convenient guide to Company policy and employee benefits. By our formal communication of these policies, procedures, and benefits, we hope that you will gain a better understanding of your position and of **Ag ProVision LLC**.

We encourage you to read the employee handbook and refer to it for your employment questions. This employee handbook provides only a summary of policies and benefits. If there is a discrepancy between the material in this employee handbook and the terms of benefits or other contractual documents, the document specific to the individual plan will govern.

Should any portion of this handbook conflict with local, state, or federal law, the appropriate law will govern.

If you have questions about information in this employee handbook, consult your supervisor or the Human Resource Manager.

The contents of this employee handbook are presented as guidelines of some of the Company's current policies and procedures, and they will be changed and updated by the Company when necessary. This Employee Handbook does not constitute a contract for employment between you and the Company. Employment is on an "at-will" basis, and the Company or the employee may terminate the employment relationship at any time for any reason, other than those prohibited by law.

No supervisor or member of management, except for the Company's President, has the authority to bind the Company to any employment contract for any specified period, with any employee, either verbally or in writing.

This employee handbook is not intended as an exhaustive compilation of the Company's expectations, but rather it provides information on certain policies and benefits which are currently in effect. These policies may be modified or supplemented, as part of our continuous effort to improve operations and to make **Ag ProVision LLC** a better place to work.

As of its issue date, this employee handbook replaces all previously distributed editions. Any policy contained in any previous employee handbook which does not appear in this edition or is different from the information provided in this edition is invalid.

SECTION 1: THE WORK ENVIRONMENT

Ag ProVision LLC has developed written policies and procedures to help you function effectively and to help shape the environment in which you work. This section briefly describes some of the policies and procedures that affect each employee.

If you need additional information or have questions about the policies and procedures described in this section, see your supervisor, or contact the Human Resource Director.

1.1 EQUAL EMPLOYMENT OPPORTUNITY & ACCOMMODATIONS

Ag ProVision LLC makes recruitment, employment, promotional and all other Human Resource decisions without regard to race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, pregnancy, childbirth and related conditions, including, but not limited to, lactation, disability, veteran status, genetic information, or any other class protected by state or local law.

This policy applies to all aspects of employment that include but are not limited to hiring, promotion, training, transfers, job assignments, terminations, recalls, wage and salary administration, and application of all Company policies, procedures, and benefits.

All employees are expected to comply with this Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting **Ag ProVision LLC's** equal employment opportunity objectives. Any employee who believes they have been discriminated against must immediately report any incident to his or her supervisor or Human Resources. The Company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

It is **Ag ProVision LLC's** policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, The Pregnant Workers Fairness Act (PWFA) of 2023 and related state and local laws. **Ag ProVision LLC** will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of physical or mental disability, pregnancy, childbirth, or related condition.

The Company will provide employees and applicants with reasonable accommodation for known limitations related to pregnancy, childbirth or a related medical condition, including lactation, unless doing so imposes an undue hardship on the Company's business, consistent with state and Federal law.

Reasonable accommodation may include, but are not limited to the following non-exhaustive list of examples:

- temporary transfer to an open, alternative position, for which the employee qualifies
- remote or hybrid work arrangements
- a modified work schedule
- light duty assignments
- leave to recover from childbirth
- more frequent or longer break times
- acquisition or modification of equipment or seating

The Company will not take adverse action against an applicant or employee because they request or use reasonable accommodation in accordance with this policy.

Any employee who feels that accommodation is necessary to be able to perform the essential functions of his or her job should speak with his or her manager or contact Human Resources.

In connection with an accommodation request, an employee may be asked to provide documentation from their healthcare provider(s) that is sufficient to either substantiate a medical condition and/or the need for reasonable accommodation. Not providing such information may lead to the denial of an accommodation request to the extent permitted by applicable law. As permitted by the ADA, under certain circumstances, an employee may also be asked to undergo one or more examinations by a physician chosen by **Ag ProVision LLC**. In such cases, **Ag ProVision LLC** will pay the full costs associated with the examination(s).

In accordance with the ADA, any medical information for an employee will be kept in a confidential file and will be maintained in compliance with legal requirements. In addition, the existence of an employee's medical condition, and any associated records, reports, and other knowledge gained by **Ag ProVision LLC** will be kept confidential.

1.2 UNION-FREE POLICY STATEMENT

Ag ProVision LLC is committed to treating its employees with respect and dignity and to providing them with excellent benefits, optimum working conditions and competitive wages. **Ag ProVision LLC** understands that at times employees have concerns and suggestions for improvements. The Company encourages its employees to speak up and take advantage of the open-door policy. The Company listens to its employees and takes their comments seriously.

The direct personal relationship between **Ag ProVision LLC** employees and their supervisors ensures the best environment for achievement of individual and company goals. **Ag ProVision LLC** believes that a third-party influence would erode its well-established successful employee-supervisor relationship. A union would not benefit the company's employees, customers, or the company.

1.3 YOUR SUPERVISOR

You and your supervisor are two essential parts of a close working team, each with certain responsibilities to the other. Your supervisor will ensure that you do your job correctly, thoroughly, and safely. Your supervisor will also help you get the necessary training to do your job.

At **Ag ProVision LLC**, success at your job means as much to your supervisor as it does to you. Your supervisor is very interested in you as an individual and as a member of **Ag ProVision LLC**. One of your supervisor's most important jobs is helping you to work effectively and to the best of your abilities.

Because we are committed to safety and quality at **Ag ProVision LLC**, it is important that you seek assistance from your supervisor if you have questions about your job. Your supervisor is dedicated to being responsive to your needs. If you seek answers to your questions and resolutions to problems, you can perform your job with greater ease.

All employees should feel free to contact their supervisor with any questions, suggestions and/or complaints. If employees do not feel comfortable contacting their supervisor or are not satisfied with their supervisor's response, they should contact Human Resources.

1.4 WORK ASSIGNMENTS

There may be times when your work assignment will change; sometimes, for example, it is necessary to reassign employees to available work based on their qualifications, experience, and abilities. **Ag ProVision LLC** will attempt to work with you if such an assignment change is necessary, so that it is mutually agreeable. Reassignments include but are not limited to a change in work schedule, job function, and relocation to another department at **Ag ProVision LLC**.

1.5 Remote Work Agreement – (This applies to Directors and Managers Only)

Employees who choose to work from home must sign a remote work agreement to establish their roles and responsibilities outside of the office. Employees cannot work remotely unless approved by their supervisor. Employees must work in the office at least 3 days a week. Position requirements and responsibilities will not change due to remote work. Management and Directors are required to maintain their PTO, sick days, times out of office within the "Management Out of Office" Calendar. You will also be required to track your hours in uAttend to confirm your time obligations. In accordance with Ag Provision standard policy, if employee is unable to be in attendance for office hours, it is the employee's responsibility to inform their supervisor.

1.6 OPEN COMMUNICATION POLICY

Ag ProVision LLC strives to maintain good relationships among its employees. We believe that for the Company and its employees to properly and efficiently carry out their responsibilities to each other, both parties must promote effective communication. The Company will make every effort to keep you informed of operations and policies.

We take pride that our Company is enriched by the ideas and experiences of our employees. Respect for the individual is reflected in our commitment to being responsive to our employees' inquiries. If you have a question or a problem, your supervisor is available to listen to you. They should be able to assist you or direct you to the person best suited to help you. It is **Ag ProVision LLC's** intent that you will receive answers to your questions or resolutions to your problems. A remedy that is completely satisfactory to you is not always possible, but you are entitled to a fair and adequate explanation.

If you have any questions or problems regarding your job or the workplace, you should seek assistance to have them resolved promptly and adequately by your supervisor. If you do not feel comfortable contacting your supervisor or are not satisfied with your supervisor's response, you should contact Human Resources.

1.7 ADDRESSING YOUR COMPLAINTS

Professionalism is important at **Ag ProVision LLC**. It is the Company's desire that you are treated with dignity, respect, consideration, and fairness in your work relationships. If a problem occurs on the job, we try to ensure a fair and prompt solution. If you have a complaint or problem and need assistance, you should do the following:

1. Discuss the situation with your supervisor within three working days of the incident. Your supervisor will promptly respond to you. If your complaint is against your supervisor, you should proceed directly to step 3 in this process.
2. If, after discussing the situation with your supervisor, you feel a satisfactory solution has not been reached, you have the option of having your supervisor arrange a meeting for you with your Department Manager.
3. If you continue to feel the problem has not been satisfactorily resolved, you may arrange to discuss the matter with Human Resources.

Ag ProVision LLC ensures that any employee who follows this procedure may do so without fear of retribution and will not be criticized, penalized, or discriminated against in any way.

1.8 PARKING

The Company provides ample parking spaces for employees, and employees should park only in those parking spaces designated and marked as employee parking spaces. All employees are expected to drive safely and to demonstrate courtesy, safety, and concern for pedestrians and other vehicles on Company property.

Employees use such spaces at their own risk. The Company will not be liable for any damage or theft caused to any motor vehicle, or contents thereof, while parked in the Company parking lot.

The Company reserves the right to search vehicles in the Company's parking lot when there is reasonable suspicion to believe illegal activities have taken place, such as, theft or possession of drugs.

1.9 BULLETIN BOARDS / INTRANET

Bulletin boards located throughout **Ag ProVision LLC** and/or our Company Intranet are used to inform you about Company information and contain communication on workplace activities, employee resources, federal, state, and local guidance, law and policies, reminders, and additional information relevant to Company and its employees. The intranet and all bulletin boards are maintained exclusively by the Human Resources Department, and personal notices/announcements must be approved by the Human Resources Department before they are posted on Company bulletin boards.

1.10 CIVIC AND COMMUNITY INVOLVEMENT

We encourage our employees to participate in civic and community activities and organizations. We ask only that you conduct such activities on your off-hours.

1.11 SECURITY/SEARCHES

To provide for your security as well as that of the Company and all its employees, we ask that you report any act of suspicious nature or the presence of any unauthorized people on Company premises. In addition, we ask that you cooperate in all security procedures.

Before removing discarded or salvage materials from Company premises, you must have written permission from your supervisor.

The Company reserves the right to conduct announced and unannounced searches and inspections of employees, their personal effects or Company provided materials such as lockers, desks, files, computers, and packages, as it deems appropriate, as long as there is reasonable basis for doing so. Employees are expected to cooperate in the conduct of any such searches. Any employee who is found in possession of any illegal or prohibited articles will be subject to disciplinary action, up to and including termination.

1.12 EMPLOYMENT OF RELATIVES

Ag ProVision LLC recognizes that employing relatives or individuals with close personal relationships may create actual or perceived conflicts of interest, such as favoritism, bias, or interpersonal conflicts. To maintain fairness and professionalism, the following guidelines apply:

Employment Guidelines

1. Candidates for employment cannot work directly for or supervise a relative.
 - If a supervisory or managerial relationship exists, the relative cannot be considered for the position.
2. Candidates cannot occupy a position in the same line of authority where they could initiate or participate in employment decisions affecting the relative.
 - Decisions include hiring, retention, transfer, promotion, wages, or leave requests.

Definition of Relatives

For the purposes of this policy, “relatives” include:

- Spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, first cousin, step-relative
- Any individual with whom an employee has a close personal relationship, including domestic partners, cohabitants, or significant others

Reporting Relationships and Personal Relationships

- Employees who begin dating, marry, or otherwise enter into a relationship with a co-worker where one holds a supervisory position must inform both their supervisor and Human Resources.
- Employees have 60 days to resolve the situation independently (e.g., transfer, reassignment, or employment outside the Company).
- If unresolved after 60 days, supervisors and Human Resources will determine the appropriate course of action, which may include transfer or, if necessary, termination of one employee.

Conflict Situations

- Employees in relationships that may create a conflict must notify their supervisor or Human Resources.

- In cases where an action of the Company (e.g., reduction in force) results in two relatives, partners, or household members being in a reporting relationship, one employee will be reassigned within 60 days.
 - During this period, the supervisory employee will not participate in employment decisions regarding the other employee.
- Ag ProVision LLC reserves the right to apply this policy in any situation where a conflict or potential conflict exists, even without a direct reporting relationship. In such cases, one employee will be reassigned within 60 days.

SECTION 2: YOUR PAY AND WORK HOURS

This section is designed to give you a better understanding of your employment status at **Ag ProVision LLC** and to provide information on your compensation and work hours.

2.1 EMPLOYEE STATUS

Employees at Ag ProVision LLC are classified based on their regular work schedule and their eligibility for benefits, as well as their classification under the Fair Labor Standards Act (FLSA) as either exempt or non-exempt.

By Work Schedule / Employment Type

1. Regular, Full-Time Employees who are regularly scheduled and work 30 or more hours per week on a continuing basis.
 - Eligible to participate in the Company's benefits program as outlined in related policies and plan documents, or as required by law.
2. Regular or Temporary Part-Time Employees
 - Employees who work less than 20 hours per week, though they may occasionally work more than 20 hours.
 - Not eligible for Company benefits, except as required by law.
3. Temporary Full-Time Employees
 - Individuals hired on a temporary basis, directly or through a staffing agency, including interns and students.
 - Temporary status is identified at hire or whenever status changes and is reviewed periodically by management.
 - Not eligible for Company benefits, except as required by law.

By Fair Labor Standards Act (FLSA) Classification

1. Non-Exempt Employees
 - Must maintain an accurate record of all hours worked.
 - Paid overtime for all hours worked in excess of 40 hours per week.
 - Can be full-time, part-time, or temporary and may be paid hourly or salaried.
2. Exempt Employees

- Paid a predetermined salary for any week in which work is performed, regardless of hours worked.
- Not eligible for overtime pay.
- Can be full-time, part-time, or temporary.
- Predetermined salary may only be reduced for specific, lawfully permitted reasons.

2.2 TIMEKEEPING POLICY

Accurate recording of time worked is required for payroll and benefit purposes. All employees must record the actual hours they work. Time worked includes all periods in which an employee is required to perform duties for the Company.

Time Clock System

- Ag ProVision LLC uses facial recognition time clocks at both NC and MO facilities.
- Employees may clock in by:
 - Standing briefly in front of the time clock until identity is confirmed, or
 - Entering their personal identification number (PIN).
- Employees will also receive a consent form regarding this policy, which must be read, signed, and returned to Human Resources during the first week of employment.

Exempt Employees

- Required to record daily attendance.
- Must report full days of absence due to leave, sick time, or personal business.

Non-Exempt / Hourly Employees

- Must record:
 - Start and end time of work
 - Start and end time for any departure from work for personal reasons
- May not begin work before their scheduled start time.
- May clock in no sooner than 10 minutes before and clock out no later than 10 minutes after their scheduled shift.
- Required to take a full 30-minute lunch break away from their work area.
- Without prior approval, non-exempt employees may not work from home evenings or weekends, including emails and phone calls.

Timekeeping Accuracy and Discipline

- Report any errors in your time record immediately to your supervisor for correction.
- Consistently missing clock-ins/outs may result in disciplinary action.
- Altering, falsifying, or tampering with time records is strictly prohibited and may result in discipline up to and including termination.

2.3 PAY DAY

- The Company's work week begins 12:00 A.M. Monday and ends 11:59 P.M. the following Sunday.
- Employees are paid bi-weekly on Thursdays for all hours worked through the end of the associated pay cycle.
- Paychecks are direct deposited into the account(s) you designate.

2.4 EMPLOYEE SCHEDULES

- Ag ProVision LLC generally operates on a 40-hour work week.
- Many employees work regularly scheduled shifts, typically: Monday – Friday: 8:00 A.M. – 5:00 P.M.
- Office employees follow the standard schedule of 8:00 A.M. to 5:00 P.M.
- Your supervisor will provide specific guidance regarding your work schedule, lunch, and break times.

2.5 OVERTIME POLICY

From time to time, business demands may require employees to work overtime. Ag ProVision LLC complies with the Fair Labor Standards Act (FLSA) regarding overtime pay.

- Hourly Employees: Overtime is paid at 1.5 times the regular rate of pay for all hours physically worked over 40 in any given workweek.
- Approval Requirement: All overtime must be pre-approved by your supervisor.
 - Working unapproved overtime may result in disciplinary action in accordance with Company policy.
- Notification: The Company will make every effort to provide advance notice of overtime; however, it may not always be possible.
- Employees are expected to work all requested overtime as directed by management.

2.6 CALL BACK PAY

Should an emergency arise requiring you to be called back in to work during hours other than your regularly scheduled work hours, you will receive, at a minimum, two hours pay. If you work longer than two hours, you will receive pay for all time worked.

2.7 INCLEMENT WEATHER POLICY

Because of our responsibilities and obligations to our customers, it is our goal to remain open if possible. If severe weather conditions exist, forcing the facility to shut down, we will try to inform you of this before you leave to come to work. If you have any questions as to whether the facility is open, it is your responsibility to call the Company.

SECTION 3: YOUR BENEFITS

While your compensation provides current income to meet your needs, your employee benefits protect you and your family against rising costs and the financial consequences of ill health, disability, or death. **Ag ProVision LLC's** employee benefits are briefly described in this section. If you have questions or need additional information on these benefits, please contact your supervisor or the Human Resource Director.

3.1 HEALTH INSURANCE

All regular, full-time employees and their eligible dependents qualify for group medical insurance. Your insurance will be in effect following your first 60 days of employment. See your Employee Benefits Booklet for details.

3.2 CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

The policy of **Ag ProVision LLC** is to maintain the privacy of protected health information of individuals covered under the group health plans sponsored by **Ag ProVision LLC** and to provide such individuals specific rights with respect to their protected health information in accordance with the Health Insurance Portability and Accountability Act ("HIPAA").

Ag ProVision LLC and the group health plan will not use or disclose protected health information except as necessary for treatment, payment, and other healthcare operations, or as otherwise permitted or required by law. Protected health information may be disclosed to and used by employees responsible for carrying out administrative functions for the Company's group health plans – for example, enrollment/disenrollment, claims administration, and benefit payment. However, these employees will only have access to information on a "need to know" basis and will use and disclose only the minimum necessary protected health information to accomplish the intended Plan administration purpose. **Ag ProVision LLC** and the plans will not, without authorization, use or disclose protected health information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of **Ag ProVision LLC**.

For full details regarding privacy rules, please refer to the summary plan description for the relevant health plan. You may also obtain copies of the Notice of Privacy Practices distributed for each plan from Human Resources.

This section does not apply to **Ag ProVision LLC's** use or disclosure of employee medical information obtained outside of the group health plan, the ADA reasonable accommodation process, or workers' compensation. Such medical information will be maintained, used, and disclosed in accordance with legal requirements, including the Americans with Disabilities Act.

3.3 LIFE INSURANCE

Upon becoming a regular, full-time employee, you will receive Life Insurance in the amount of two (2) times their annual salary. This amount is rounded to the next higher \$1,000 if it is not already an exact multiple of \$1,000. The maximum benefit amount is \$250,000 and the minimum amount is \$10,000. At age 65 the coverage is reduced by 35% and at age 70 the coverage is one (1) year's salary.

Dependent life insurance is available at an additional cost to you.

You will also receive as a regular, full-time employee, Accidental Death, and Dismemberment Insurance. For more information on these benefits, refer to your Employee Benefits booklet.

3.4 SHORT-TERM DISABILITY BENEFIT

All regular, full-time employees are eligible to participate on the first of the month following their date of hire. This benefit provides income protection to you if you incur a non-occupational illness or injury that disables you from your regular job. All full-time hourly employees, the short-term disability plan will cover 60% of the employee's weekly wage (not to exceed \$1,000 per week) starting on the 14th day post-accident or sickness. Coverage can be up to 11 weeks.

Salaried employees do not have short-term disability coverage. If a salaried employee must be out of work for up to 11 weeks due to a disability, he/she will continue to be paid full salary during that period, with all benefits being deducted from their check as usual.

For more information on the cost of participating in this benefit, or on the coverage itself, contact the Human Resource Department.

3.5 LONG-TERM DISABILITY BENEFIT

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the Company and the insurance carrier. It will cover 60% of the employee's monthly salary (not to exceed \$6,000 per month) starting on the 91st day post-accident or sickness. Coverage can be up to 62 years of age. The employee will handle all benefit deductions during the long-term disability leave period.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3.6 WORKERS' COMPENSATION INSURANCE

All employees are covered by Workers' Compensation Insurance. This insurance is administered in accordance with state law.

This coverage provides medical care and partial income payments in case you suffer from a work-related injury or illness. There is no cost to you for this protection.

If you suffer a work-related injury or illness (no matter how minor it may appear), you must report it to your supervisor as soon as reasonably possible, but in no event, later than leaving the facility, or within 8 hours of the illness or injury, whichever is earlier. This will enable you to obtain any necessary medical attention and qualify for coverage as quickly as possible.

3.7 TEMPORARY MEDICAL ABSENCE/SICK DAYS –

All employees receive three (3) days of sick leave per year. Sick leave may only be used for an employee's own illness and must be supported by a medical or doctor's note. This includes doctor's appointments, blood work, urgent care visits, treatment for an illness, telemedicine appointments, and similar medically-related absences.

Both sick leave and PTO may be used to cover time missed due to illness; however, sick leave cannot be used as PTO. If you are absent due to sickness and do not see a medical provider, PTO must be used instead of sick leave. If you are unable to return to work after one week, it is your responsibility to request a medical leave of absence by contacting Human Resources.

- Sick leave may be taken in one-hour increments.
- Sick leave cannot be carried over from year to year.
- Unused sick leave is not paid out upon termination of employment.
- Paid sick leave does not count toward weekly overtime calculations.

3.8 PAID TIME OFF (PTO) POLICY

Ag ProVision LLC believes employees should have opportunities to take time away from work to help maintain a healthy work-life balance. PTO is designed to meet employees' diverse needs, including vacation, illness, medical appointments, emergencies, or other personal matters.

Purpose and Benefits:

- PTO promotes a flexible approach to time off, allowing employees to be accountable and responsible for managing their own PTO hours.
- Employees can maintain adequate PTO reserves for vacation, illness, appointments, emergencies, or other needs requiring time away from work.

Eligibility and Accrual:

- Regular full-time employees begin accruing PTO upon hire.
- Part-time and temporary employees are not eligible to accrue PTO.
- PTO accruals are available for use after 60 calendar days of employment.
- Advanced PTO is not granted. Employees are paid for time off only when sufficient PTO is available.

Accrual Rates and Length of Service:

- PTO accrual rates are based on length of service.
- Employees become eligible for the higher accrual rate on the first day of the pay period in which their anniversary date (hire date) falls.

Leave Considerations:

- Paid leave of absence counts as service when calculating PTO eligibility.
- Unpaid leave of absence (excluding military leave) of four weeks or longer does not count as service for PTO eligibility.

Years of Service	Hourly accrual rate per month	Annual PTO Accrual
1 year	0.83 days/month	10 days (80 hours)
2 – 4 years	1.16 days/month	14 days (112 hours)
5 – 11 years	1.58 days/month	19 days (152 hours)
12+ years	2.00 days/month	24 days (192 hours)

PTO Compensation:

- PTO is paid at the employee’s current straight-time pay rate at the time it is used.
- PTO does not include overtime, incentives, variable compensation, or bonuses.

Usage:

- PTO may be used in hourly increments.
- Requests to use PTO must comply with Ag ProVision LLC’s Attendance Policy.
- PTO is not considered hours worked for purposes of computing weekly overtime.
- Employees on a Performance Improvement Plan (PIP) may only use PTO that has been earned and credited to their balance.

Rollover and PTO Buyback:

- **Hourly Employees:**
 - May roll over any number of unused PTO days into the following year, up to a maximum of 30 days, which includes a birthday holiday recorded as PTO.
 - May sell back up to 10 days of PTO to the Company before the last payroll of the current calendar year.
 - Any PTO in excess of the 30-day maximum will be forfeited.
 - If an employee exceeds their allotted PTO in a calendar year, the excess will be deducted from the following year’s PTO balance.
- **Salaried Employees:**
 - May roll over any number of unused PTO days into the following year, up to a maximum of 30 days, which includes a birthday holiday.
 - Any PTO in excess of the 30-day maximum will be forfeited.
 - If an employee exceeds their allotted PTO in a calendar year, the excess will be deducted from the following year’s PTO balance.

Forfeiture of Accrued, PTO:

Any accrued, but unused, PTO will be paid to you upon resignation of employment, provided you offer to work a two-week notice, as outlined in our Resignation Policy. Failure to provide notice will result in the forfeiture of accrued, unused PTO. This PTO payout will be less any money owed to the Company, as authorized by law.

3.9 PERSONAL LEAVE

In the event you experience personal needs, unpaid personal leave may be granted for up to one week by your supervisor. Such requests must be made in writing to the employee's supervisor and will be reviewed on a case-by-case basis. Several factors will be considered, including, but not limited to, the reason for the leave, tenure, the length of time the employee will be away, current staffing requirements, and whether the employee has received any form of disciplinary action within the prior six (6) months. Personal leaves requiring more than one week require the approval of the Department Manager and Human Resources. Generally, personal leave will not typically last more than thirty (30) days, but extensions may be granted in extenuating circumstances. No personal leave will be granted for more than three months. All personal leaves are granted without pay. Employment benefits, such as PTO, will not accrue while on leave.

Employees must exhaust any eligible PTO before taking unpaid personal leave. Employee health benefits will be continued in the same manner as prior to the leave. The employee must remit payment for the employee's portion of the health insurance premium prior to leaving on personal leave, and in an amount equivalent to the expected period of absence. If the leave exceeds beyond a **six (6)** week period, employees will be advised of their COBRA rights.

The Company cannot guarantee reinstatement to their former position, work area, or department when the employee returns from a leave of absence (regardless of length); however, every effort given staffing needs and general business needs at the time of the leave will be made to have the employee placed in his/her former position or in another available position when he/she is able to return to work.

3.10 MEDICAL LEAVE OF ABSENCE

If a full-time employee is disabled because of a non-occupational illness, injury, or pregnancy, he/she may request a medical leave of absence without pay as an accommodation, up to an undue hardship, under ADA. An unpaid medical leave may be granted upon certification of your medical condition by your physician.

Generally, leaves will be granted for a period of six (6) weeks. However, the amount of leave granted will be determined on a case-by-case basis depending upon the amount necessary and if granting such leave can be accommodated without creating an undue hardship for the Company. The maximum amount of leave that may be granted is six (6) months. Employment benefits, such as PTO, will not accrue while on leave.

A medical leave of absence should be requested in writing to the supervisor with a copy to Human Resources no later than thirty (30) days prior to the effective date of the leave. The thirty (30) day notice may be waived when, in the doctor's opinion, the employee must leave the job earlier for medical reasons.

Employees must use any available PTO concurrently with this medical leave. Employee health benefits may be continued in the same manner as prior to leave, if the leave is for **six (6)** weeks or less, but the employee will be expected to remit payment for the employee's portion of the health insurance premium prior to leaving on personal leave, and in an amount equivalent to the expected period of absence. If the leave exceeds beyond a **six (6)** week period, employees will be advised of their COBRA rights.

If you do not return to work at the expiration of your leave, your employment may be terminated. While every effort will be made to hold your position during this leave of absence, **there are no job reinstatement rights associated with this leave of absence.**

When an employee returns to work, he/she must provide Human Resources with documentation from a doctor that says the employee has fully recovered and is physically able to perform the job. The documentation must be provided prior to beginning assigned duties.

Any employee needing a leave of absence should reach out to their manager or Human Resources as soon as possible.

3.11 MILITARY LEAVE OF ABSENCE

A military leave of absence is a military obligation that requires a short-term absence (two weeks or less) or a long-term absence (usually no longer than five years). Federal law governs a military leave of absence. For more information regarding a military leave of absence please consult the Human Resources Department. **Ag ProVision LLC** will not retaliate against employees who request or take leave in accordance with this policy.

3.12 BEREAVEMENT LEAVE

As a regular, full-time employee, if a relative in your immediate family dies, **Ag ProVision LLC** grants you up to three (3) days leave with pay at their current leave rate for each occasion of death in the immediate family and (1) day of leave for extended family.

Immediate family includes spouse/significant other, child, parent, sibling, grandparent, grandchild, parent-in-law, grandparent-in-law, stepchild, stepparent, step sibling, or foster child. Extended family is defined as aunt, uncle, and sibling-in-law. Bereavement leave for people outside the immediate or extended family may be approved as a special circumstance by Human Resources.

Should a death occur in your immediate family, please notify your supervisor as soon as possible.

Paid bereavement leave does not count toward weekly overtime.

3.13 JURY DUTY

Ag ProVision LLC encourages you to accept and fulfill your civic duty in your community. Employees required to perform jury duty must notify their supervisor and Human Resources within two (2) working days of their notification from the court. Your supervisor must also be provided with a copy of your summons.

If you serve on jury duty, you will continue to receive all normal pay and benefits while performing jury duty and may keep any compensation received from the court for their time served for a maximum of two calendar weeks per year.

To receive pay from the Company, you must provide a statement certified by a court official as to your service as a juror, the dates and hours of attendance, and the compensation received. If jury duty is cancelled, shortened, or postponed, the employee must return to work to complete the workday to receive payment for jury duty.

Paid jury leave does not count towards weekly overtime.

Ag ProVision LLC will not retaliate against employees who request or take leave in accordance with this policy.

3.14 SCHOOL VISITATION LEAVE

If an employee is the parent, guardian, of a school-aged child, **Ag ProVision LLC** will provide the employee with up to four hours of time off per calendar year to attend or otherwise be involved in activities at the child's school. The employee and their supervisor must mutually agree to the scheduling of leave. Employees should submit a written request for leave at least 48 hours in advance of the requested absence. Employees may be required to provide documentation from the child's school verifying that the employee was involved at the school during the leave time.

Leave under this policy is unpaid; however, exempt employees will be paid as required by law. Employees may opt to use paid time benefit in place of unpaid leave.

Ag ProVision LLC will not retaliate against employees who request or take leave in accordance with this policy.

3.15 HOLIDAYS

Ag ProVision LLC recognizes certain days of religious and historic importance as holidays, and pays regular, full-time, active employees eight hours straight time for each of nine holidays. Piece rate employees, and drivers who are paid by mileage, will receive eight hours of pay based on their six-week hourly average, excluding overtime.

The holidays observed by **Ag ProVision LLC** are:

New Year's Day	Floating Holiday (Personal Day)
Memorial Day	Thanksgiving Day & the day after
Independence Day	Christmas Eve
Labor Day	Christmas Day

Non-exempt employees who are required to work on a scheduled holiday will receive their regular rate of pay for hours worked, in addition to holiday pay. However, if you are scheduled to work on a holiday or on the day before or after a holiday, and do not report as scheduled, you will forfeit your holiday pay.

Holiday pay does not count as hours worked when calculating weekly overtime.

To ensure adequate coverage, only 50% of the workforce may take PTO on the day before or the day after a holiday. These days will be assigned on a rotating basis. For example, if you take time off around the Christmas holiday this year, employees who worked during that period will have the first option for time off the following year.

3.16 PAID BREAKS/MEALS

Ag ProVision LLC provides you with two paid breaks per day. Your supervisor will discuss the break schedule with you. You are also allowed 60 minutes of time for meals that is not paid time. Your supervisor will discuss the timing of your meal period with you.

All employees are entitled to and expected to take an unpaid meal period for a minimum of thirty (30) minutes. An employee must have their supervisor's permission to take a lunch period any shorter than thirty (30) minutes.

3.17 ACCOMMODATIONS FOR NURSING MOTHERS

Ag ProVision LLC will provide nursing mothers reasonable break time to express milk for their infant child(ren) for up to one year following the child's birth. If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public. Employees must bring their own cooler or storage container. Breaks greater than 20 minutes to express milk will not be paid for non-exempt employees. Break time should, if possible, be taken concurrently with any other break time already provided.

3.18 EDUCATIONAL ASSISTANCE

Ag ProVision, LLC encourages employees to continue developing their skills through approved educational programs outside the Company. The following guidelines apply to employees requesting financial assistance under this policy.

Eligibility

Full-time, regular employees who have completed six (6) months of employment are eligible for educational assistance.

Program Requirements

- Courses or programs must be offered through an approved institution, such as an accredited school, college, or university.
- All classes must be scheduled outside the employee's regular work hours, and any homework must be completed on the employee's personal time.
- Each course must be applied for and approved individually based on its merit and relevance.

Application Process

Employees should submit a request for approval at least three (3) weeks before the course begins. Human Resources will provide the necessary forms.

Reimbursement

Upon successful completion of an approved course, the Company will reimburse eligible expenses, including tuition, required books, and mandatory fees, as follows:

- Grade A or B – 100% reimbursement
- Grade C or below, withdrawals, or incompletes – no reimbursement

Employees are responsible for submitting receipts, proof of payment, and official transcripts before reimbursement will be issued. Maximum reimbursement amounts will be determined by Human Resources.

Repayment Requirement

If the Company reimburses an employee for coursework and the employee voluntarily leaves the Company for any reason other than a reduction in force, repayment is required according to the following schedule:

- Leaving within 0–6 months of reimbursement: 100% repayment
- Leaving within 9–12 months of reimbursement: 50% repayment

SECTION 4: YOUR CAREER AT YOUR Ag ProVision LLC

Ag ProVision LLC makes every effort to hire qualified people to do quality work. The fact that you were hired by **Ag ProVision LLC** means that someone here has already recognized your skills and potential.

Whether you are just beginning your career with us, or continuing a successful one, your supervisor can provide you with some goals and objectives that can add purpose to your career with the Company.

4.1 EMPLOYEE ORIENTATION

The first 90 calendar days of your employment are considered an Orientation period during which you are becoming familiar with the Company and your job. At the same time, the Company will evaluate all aspects of your work performance. During this time, you may have periodic interviews with the Human Resource Department and/or your supervisor. At the end of your Orientation period, you may receive a Progress Review

conducted by your immediate supervisor or Department Manager. The Company reserves the right to extend the orientation period if deemed necessary.

Employees in their orientation period will be held to a higher level of performance standard. Outside of the Orientation Period, the company will continue to manage employee performance in accordance with established policies and practices. Successful completion of the Orientation-Training period does not alter the “at-will” employment relationship.

4.2 PROMOTIONS

Ag ProVision LLC seeks to select the individuals who best meet the organization’s needs to fill open positions.

To be considered for promotion, you must have been in your current position for at least six months and have demonstrated consistently high standards of performance, as reflected in your two most recent review cycles. Other factors taken into consideration include relevant work experience, skill set that matches or exceeds the minimum requirements of the new position, personal motivation, and willingness for a change in responsibilities. When no major differences exist between internal candidates, length of service may also be considered. Employees who have received any form of disciplinary action within the past 12 months, or who are currently on a performance improvement plan, are not eligible for promotion consideration.

Ag ProVision LLC reserves the right to hire the individual (internally or externally) who best meets the organization’s needs.

4.3 JOB POSTING

When there is an opening for a position at **Ag ProVision LLC**, information on the position may be posted internally for a week before it is posted externally.

If you are interested in, and meet the minimum qualifications for a position, you must complete a Job Request Form. Only regular, full-time employees, who have not received any disciplinary action within the past 12 months, are eligible to apply.

You must stay in your position for six months before you are eligible to apply for another position in the Company.

Ag ProVision LLC reserves the right to transfer employees to different positions, when deemed necessary, to maintain efficient operations and production.

The Company has the right to consider individuals from outside the Company as well as individuals who have applied via the job posting system. Additionally, **Ag ProVision LLC** reserves the right to fill positions through any means or combination of means it deems preferable, including but not limited to posting the position internally and/or externally, directly promoting an employee and/or searching through its candidate database.

SECTION 5: YOUR RESPONSIBILITIES

Working at **Ag ProVision LLC** not only offers certain benefits and privileges but also requires some important responsibilities. To help you understand and carry out your responsibilities, the Company has established specific written rules and procedures.

This section summarizes some of **Ag ProVision LLC** policies and rules. Some are general Company rules, and others are in relation to individual conduct.

It is important that you understand and adhere to these guidelines. If you need any of these responsibilities clarified, contact your supervisor, or the Human Resource Director.

5.1 ATTENDANCE/ABSENTEEISM/TARDINESS

Because every job at **Ag ProVision LLC** is important to the Company's efficient operation, **Ag ProVision LLC** depends on employees coming to work each day, arriving on time, and not leaving work earlier than scheduled. Regular and punctual attendance is essential to our success and is an expected and essential function of every position at **Ag ProVision LLC**. Absenteeism and tardiness reduce efficiency and burden fellow employees. Attendance is also a key factor in your performance appraisal.

Attendance, Notice, and Call-In Procedures

If you are late or must be absent, you are required to provide reasonable notice to your supervisor. Ag ProVision LLC's procedures for unplanned and scheduled absences are outlined below.

Notice / Call-In Procedure – Unplanned Absences

If you are unable to work, unable to report to work on time, or unable to complete your full workday, you must notify your supervisor as soon as possible.

When reporting an unplanned absence, you must provide the following information:

- The specific reason for your absence, with enough detail for the Company to determine whether ADA may apply.
- The expected date and time of your return to work, if known.
- A telephone number where you can be reached for follow-up, if needed.

Failure to follow this Notice / Call-In Procedure may result in termination.

Absences due to illness or injury that last longer than three (3) days may require documentation such as a doctor's note. Without a doctor's note, PTO will be used for the absence.

If you need to leave work early, you must receive prior approval from your supervisor. You are responsible for ensuring any urgent or uncompleted tasks are properly covered.

Notice / Call-In Procedure – Scheduled Absences

For scheduled absences—such as routine doctor’s appointments, personal commitments, or vacation—the Company requires at least two (2) weeks’ advance notice.

Excused absences and tardies are those pre-arranged and approved by your supervisor. Exceptions may be made for sudden emergencies, sickness, or accidents. Excessive unplanned absences may result in disciplinary action, up to and including termination, unless otherwise protected by federal, state, or local law.

Tardiness

If you are not at your workstation within five (5) minutes of your assigned start time, you will be considered tardy.

Job Abandonment

If you are absent for three (3) or more consecutive workdays without providing proper notice to your supervisor, the Company will consider this voluntary job abandonment and treat it as your voluntary resignation from employment.

5.2 CORRECTIVE DISCIPLINARY ACTION

Ag ProVision LLC believes that open communication between employees and supervisors is essential to resolving issues related to behavior or performance.

Disciplinary action may be taken when necessary, based on the facts of each situation. The purpose of discipline is not to punish, but to help employees understand and correct their behavior.

Potential Disciplinary Actions Include:

- Verbal warning
- Written warning
- Suspension
- Demotion
- Transfer
- Final warning
- Termination of employment

Guidelines:

- For minor incidents, a verbal redirection may be given before a written warning.
- More significant or repeated issues may result in a written warning.
- Depending on the seriousness of the offense, a final warning or termination may occur at any point.

Documentation:

- Corrective actions should be documented and signed by the employee.
- The documentation will be placed in the employee’s personnel file.
- Employees may be requested to acknowledge corrective action with their signature.

Ag ProVision LLC reserves the right to determine the appropriate level of disciplinary action corresponding to the severity of the behavior or problem.

5.3 INSUBORDINATION

All employees are expected to comply with all lawful and reasonable instructions from their supervisors and other management personnel. Insubordination is defined as a willful refusal to follow a supervisor's directive or a challenge to their authority. Examples include:

- Refusing a direct and reasonable work assignment.
- Failing to report for duty when required.
- Disobeying company policies and procedures.

Violation of this policy may result in disciplinary action, up to and including termination.

5.4 HEALTH AND SAFETY

Ag ProVision LLC is dedicated to providing an environment that is health and safety conscious. Your security is our concern. Only with a concentrated effort on everyone's part can we provide this environment.

Therefore, the following list has been provided to help everyone focus on our safety efforts:

- Always report any injury, no matter how slight, to your supervisor.
- Be alert to fire and safety hazards and report them immediately.
- Keep aisles free at all times.
- Wear proper clothing and personal protective equipment at all times.
- Observe all safety practices associated with your job.
- Refrain from eating and drinking in manufacturing areas.
- Housekeeping is everyone's responsibility; please clean up your work area throughout the day.
- Use proper lifting techniques.
- Radio ear plugs, headsets, etc. are prohibited for safety reasons.

Employees who have ideas or suggestions to improve the safety of the work environment are encouraged to talk with their supervisors. Employees can voice their safety concerns, report unsafe conditions, or make suggestions for improvements without fear of retaliation.

5.5 REPORTING ON-THE JOB INJURIES, ACCIDENTS & EMERGENCIES

Should you be injured on the job, or even if an incident occurs that does not result in an injury or illness, you must report the incident to your supervisor as soon as reasonably possible, but no later than leaving the facility, or 8 hours after becoming aware of the injury, whichever is earlier.

Should your injury require medical treatment, your supervisor will arrange for you to see a physician. If the physician determines that you cannot return to work that day, you will be paid at your regular rate of pay for the remainder of the day.

No employee who makes a good-faith effort to comply with this policy will be disciplined for not promptly reporting a workplace incident.

5.6 DRIVING ON THE JOB

All employees authorized to drive Company-owned, leased or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in their possession while operating a vehicle on company business. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting electronic devices, including cell phones or personal digital assistants, while driving. Even if use is legally permitted, employees must continue to operate their vehicle in a safe manner. Use includes, but is not limited to talking, listening or sending an electronic message via the electronic device.

If you are driving a vehicle (personal or Company) on Company business, you **MUST** use a hands-free device while using a cell phone. Calls made while using hands-free devices should be made only when necessary and kept as brief as possible. If use of a hands-free device is not possible, you are required to pull off the road to a safe area before using your cell phone.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use an electronic device while driving, employees are solely responsible for traffic violations, personal injury, property damage and all liabilities resulting from the use of an electronic device while driving. The employee is also subject to disciplinary action up to and including termination. In the event **Ag ProVision LLC** is deemed legally responsible to a third party, the employee will reimburse **Ag ProVision LLC** for all fines, damages, judgments, attorneys' fees, and costs incurred as a result. Texting and emailing while driving are prohibited in all circumstances.

5.7 Personal Telephone Calls / Cell Phone Use

Ag ProVision LLC understands that employees may occasionally need to attend to personal matters during working hours. However, personal telephone calls, texting, or other personal device use should be kept to a minimum, as excessive use can disrupt workflow and reduce productivity.

Guidelines:

1. Personal Calls & Texting

- Keep personal calls and texts brief and limited to urgent matters.

- Avoid making or taking personal calls at workstations or in areas where it may disrupt coworkers.
- 2. Company Phones & Equipment**
 - Company-provided phones, computers, or other devices are intended for business use.
 - Limited personal use may be permitted but should not interfere with job responsibilities or business operations.
- 3. Social Media & Online Activity**
 - Personal social media use, online shopping, or non-work-related browsing during work hours should be minimized.
 - Excessive personal use of company devices or internet resources may result in disciplinary action.
- 4. Disciplinary Action**
 - Abuse of personal or company privileges, including excessive personal calls, texting, or online activity, may result in corrective action up to and including termination of employment.

Employees are encouraged to handle personal matters during breaks, lunch periods, or outside of scheduled work hours whenever possible.

5.8 REFERENCE REQUESTS

Inquiries regarding current or former employees should always be directed to the Human Resources Department. If you have questions about this policy, please refer to your supervisor.

5.9 COMPANY COMMUNICATIONS POLICY

Ag ProVision LLC provides employees with telephones, computers, email, and internet access (collectively, “Company Devices”) for business use. While limited personal use is permitted, excessive personal use is prohibited.

Ownership and Use of Company Devices

- All Company Devices—including computers, software, phones, voicemail, email, internet systems, and network resources—are Company property.
- Company Devices are provided to employees to perform their duties and support business operations.
- Installing software on Company Devices is prohibited unless approved by the IT Director and your manager.
- Company Devices may be used for personal purposes within reasonable limits, but all communications and activities are subject to Company monitoring.

Acceptable Use

- Use of Company Devices must comply with all Company policies, including those regarding harassment, discrimination, and professional conduct.
- Use of discriminatory, hostile, suggestive, or otherwise inappropriate language is strictly prohibited.
- Sexually explicit material may not be displayed, transmitted, archived, stored, distributed, edited, or recorded on any Company Device. This includes images, documents, or internet content.
- Employees must immediately disconnect from any site containing sexually explicit or offensive material, even if the site was previously deemed acceptable by screening software.

Internet, Email, and Voicemail Monitoring

- The Company may monitor internal and external communications to ensure compliance with this policy.
- Employees have no expectation of privacy when using Company Devices.
- All emails, voicemail, and internet records are considered Company records and may be disclosed to law enforcement or government officials if required.

Social Media and Online Conduct

- Employee use of social media during work hours must be limited to business purposes only.
- Employees must conduct themselves professionally on social media, even outside work hours and on personal devices.
- Harassment, bullying, discrimination, or retaliation toward coworkers online is prohibited.
- Disclosure of trade secrets or proprietary information is strictly prohibited.
- Public expression of opinions that conflict with the Company's equal employment and harassment policies is prohibited, as it may contribute to a hostile work environment.

Prohibited Uses

- Use of Company Devices in violation of policies regarding solicitation, distribution of literature, or harassment is strictly prohibited.
- Posting disparaging material, inappropriate content, or misuse of Company Devices may result in disciplinary action, up to and including termination.
- The Company reserves the right to take legal action if necessary.

Legal Compliance

- Nothing in this policy restricts employee rights under Section 7 of the National Labor Relations Act.
- This policy does not interfere with whistleblower protections under federal or state law.

Employee Responsibility

Employees are expected to protect the Company's positive reputation, use Company resources responsibly, and comply with all policies. Violation of this policy will be considered grounds for disciplinary action, up to and including discharge.

5.10 PERSONNEL FILES/ADDRESS OR PERSONAL STATUS CHANGES

It is important that the Human Resource Director and your supervisor have your correct home address and telephone number at all times. You should report any changes to the Human Resource Director and your supervisor immediately.

If your personal status, such as your marital status, should change or if you have an addition to your family and you need to change your insurance and/or tax elections, you should notify the Human Resource Director.

5.11 CONFIDENTIAL INFORMATION

As a condition of employment, **Ag ProVision LLC** employees are required to protect the confidentiality of Company proprietary information, and confidential commercially sensitive information (collectively referred to as "Confidential Information"). The following is a non-exhaustive list of Confidential Information: all information relating to the Company's or its customers', contractors', suppliers', vendors', or partners' financial or sales records/reports; marketing strategies/plans; price lists; business strategies/plans; products and product

development; customer, client, membership or donor lists; trademarks and other intellectual property; contracts; personnel and customer information; or other information that the Company considers Confidential Information. If you have any questions about whether some information or document is considered by the Company to be Confidential Information, please contact your supervisor. Access to this information should be limited to a "need to know" basis and must not be used for personal benefit, disclosed, or released without prior written authorization from management. If you have information that leads you to suspect that employees or competitors are obtaining such information, you are required to inform your supervisor. Violation of this policy may result in disciplinary action up to and including termination.

5.12 CONFLICT OF INTEREST

Due to the nature of our business, we ask that you not perform services in any manner for anyone whose business is the same as, similar to, or otherwise competitive with, the Company. Likewise, we ask that you do not engage in any after-hours business or business practices that would conflict with your time or interests with our Company.

5.13 BUSINESS GIFTS

It is the policy of **Ag ProVision LLC** that business gifts are not to be used to influence suppliers or customers in any business transactions. Business gifts are permissible only when they are used as a symbol of goodwill or appreciation, or in the interest of public affairs. For more information on this policy, contact your supervisor.

5.14 CARE OF COMPANY EQUIPMENT

The equipment, machinery, materials, supplies, and vehicles provided by **Ag ProVision LLC** represent a substantial investment. You are expected to use proper care when using Company property and equipment. If you lose, break, or damage any property or equipment, you must report it to your supervisor immediately. Conserving equipment, materials, and time creates savings that helps our Company keep a competitive price edge, which in turn helps the Company remain profitable. When the Company profits, you also profit.

5.15 SOLICITATION AND DISTRIBUTION OF LITERATURE ON COMPANY PREMISES

To maintain efficient and safe operations and to encourage employees to give their full attention to their jobs, **Ag ProVision LLC** must limit solicitation and distribution of literature on Company premises. Please help us to ensure this by refraining from the following:

- Distribution of literature by employees in work areas on Company property
- Distribution of literature by employees during working time in non-work areas on Company property, which in any way interferes with work
- Solicitation by employees on Company property during working time, which in any way interferes with work
- Solicitation and/or distribution of literature by non-employees on Company property

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

5.16 ARRESTS AND CONVICTIONS POLICY

Employees arrested or convicted of a crime for any reason (other than a traffic citation such as a speeding ticket in a personal vehicle) must notify **Ag ProVision LLC** within 24 business hours. In accordance with legal requirements, the Company will conduct an individualized assessment to determine whether the employee will be disqualified from employment, using the following factors:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense, conduct and/or completion of the sentence; and
- The nature of the job held.

In all cases, **Ag ProVision LLC** reserves the right to:

- Assign the employee to different responsibilities or department,
- Suspend the employee with or without pay, or
- Terminate the employee.

5.17 HARASSMENT/SEXUAL HARASSMENT

Ag ProVision LLC is committed to maintaining a pleasant, professional, and productive work environment. The Company has a strict policy against all forms of workplace harassment, including sexual harassment and harassment based on race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, pregnancy, childbirth and related conditions (including lactation), disability, veteran status, genetic information, or any other class protected by state or local law.

All forms of harassment, whether by employees, vendors, visitors, customers, or clients, are strictly prohibited.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a condition of employment.
2. Submission to or rejection of such conduct is used as a basis for employment decisions; or
3. Such conduct unreasonably interferes with an individual's work performance or creates a hostile, intimidating, or offensive work environment.

Examples of sexual harassment include:

- Unwelcome requests for sexual favors
- Lewd or derogatory comments or jokes
- Comments regarding another person's sexual behavior or body
- Sexual innuendo, catcalls, whistles, or other vocal activity
- Obscene letters, notes, emails, invitations, photos, cartoons, articles, or internet content of a sexual nature
- Repeated requests for dates after being declined

- Retaliation against someone for refusing a sexual advance or reporting harassment
- Offering promotions, favorable evaluations, shifts, or other employment benefits in exchange for sexual favors
- Unwanted physical touching, assaults, or blocking movements

Other Workplace Harassment

Other harassment includes verbal or physical conduct that insults, shows hostility toward, or denigrates an individual based on protected characteristics.

Examples include:

- Disparaging words, slurs, stereotyping, or hostile acts based on protected categories
- Joking, teasing, or singling out individuals based on protected characteristics
- Computer programs, websites, or written/graphic materials that insult or ridicule based on protected categories
- Display of symbols, slogans, or items associated with hate or intolerance

Reporting Harassment

If you experience or witness harassment:

- Immediately report the incident to your supervisor or any member of management.
- If your complaint involves your immediate supervisor, report to the next level of supervision or Human Resources.

Employees have the right and responsibility to report harassment without fear of reprisal. Supervisors must report any suspected policy violations immediately to the Director of Human Resources or higher management.

Investigation and Confidentiality

Ag ProVision LLC investigates all complaints thoroughly and promptly. The Company will maintain confidentiality to the fullest extent practicable. If harassment is confirmed, corrective action will be taken, up to and including termination.

Retaliation against any employee who reports harassment in good faith or participates in an investigation is strictly prohibited.

Scope

This policy applies to harassment by employees or non-employees encountered during the course of employment, including harassment occurring off Company premises.

5.18 Threats and Violence Policy

Ag ProVision LLC is committed to maintaining a safe, secure, and productive work environment free from intimidation, threats, or violent acts.

Prohibited Behavior

The following behaviors are strictly prohibited on Company property or during the course of employment:

- Intimidating, threatening, or hostile behavior
- Physical abuse or assault
- Vandalism, arson, or sabotage
- Use or possession of weapons of any kind
- Any other acts deemed inappropriate in the workplace by the Company

- Jokes, comments, or references regarding violent events

Any violation of this policy may result in disciplinary action up to and including termination.

Reporting Procedures

Employees who feel threatened, intimidated, or subjected to violence must immediately report the incident to their supervisor or the Human Resources Department.

All complaints will be promptly investigated, and appropriate action will be taken.

Disciplinary Action and Enforcement

- Employees found to have violated this policy are subject to disciplinary action, up to and including termination.
- Nonemployees engaging in violent acts on Company property will be reported to authorities and prosecuted to the fullest extent of the law.

Searches and Inspections

The Company reserves the right to conduct searches and inspections of employees, personal effects, or Company-provided materials, including lockers, desks, files, computers, packages, and vehicles without notice. Employees who refuse to submit to a search or are found in possession of prohibited items may face disciplinary action, up to and including termination.

5.19 ALCOHOL AND DRUG POLICY

Ag ProVision LLC is committed to providing a safe and healthy work environment for all employees. To support this commitment, the use, possession, manufacture, or distribution of illegal or unauthorized substances, including alcohol, in the workplace is strictly prohibited.

Drug and Alcohol Testing

1. Pre-Employment Testing
 - Prospective employees must submit to and pass a drug test before employment.
 - Applicants refusing testing will not be considered for employment.
2. Post-Accident Testing
 - Employees involved in on-the-job accidents may be required to submit to drug and alcohol testing.
3. Reasonable Suspicion Testing
 - Employees may be required to submit to testing if there is reasonable suspicion of being under the influence.
 - Reasonable suspicion is generally based on observations by a supervisor or the Human Resources Manager. Examples include:
 - Odor of alcohol or drugs
 - Unsteady movements, dizziness
 - Dilated, constricted, or watery eyes; involuntary eye movements
 - Flushed face, sweating, confusion
 - Slurred, slow, or distracted speech
4. Random Testing
 - The Company reserves the right to conduct random drug and alcohol testing.

Consequences

- Employees who refuse testing will face disciplinary action up to and including termination.
- Employees who test positive or attempt to alter test results will be terminated.

Searches

- The Company reserves the right to search personal belongings and work areas for drugs or alcohol.
- Refusal to submit to a search may result in removal from Company property and disciplinary action up to and including termination.

5.20 SMOKING POLICY –

Our Company has been designated as “smoke-free.” This means that we do not permit smoking anywhere on the Company premises except in the designated smoking area (Picnic Tables). This includes electronic cigarettes or other electronic smoking devices, cigars, pipes, chewing tobacco, and any other tobacco products. Use of tobacco is permitted outside our facilities and in the parking lot. Please deposit your cigarette butts in the proper receptacles before you enter the building. Employees must observe all smoking rules when visiting client or customer sites.

5.21 OUTSIDE EMPLOYMENT

Ag ProVision LLC recognizes that employees sometimes seek additional employment during their off hours. **Ag ProVision LLC** asks these employees to remember that, despite any outside employment, their position with **Ag ProVision LLC** is their primary responsibility.

All employees holding outside employment must inform their supervisor of the nature of the work and the hours when they work. If an employee’s supervisor determines that the outside employment interferes with the employee’s performance or creates an actual or apparent conflict of interest, the employee can be asked to terminate the outside employment.

Ag ProVision LLC does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime.

5.22 DRESS CODE

Appropriate dress is a critical issue because it makes an impression on the people who come in contact with **Ag ProVision LLC**. Employees are required to dress in appropriate professional attire. Proper hygiene is also required.

Appropriate attire would include garments such as dress pants, business appropriate dresses, dark jeans, polo shirts, dress shirts, etc.

Inappropriate attire at all times includes garments such as sweatpants, jeans with rips or tears or holes, spandex, tight-fitting or revealing clothing, backless tops or dresses, midriff tops, halter tops, mini-skirts, and visible undergarments.

If you have a need for a modified dress code due to religious belief, please see your supervisor or the Human Resources Department. **Ag ProVision LLC** will engage in an interactive process with you to determine if accommodation can be made.

Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and **Ag ProVision LLC**. When in doubt, don't wear it. If you have questions about what is appropriate, see your supervisor or the Human Resources Department.

5.23 SEPARATION OF EMPLOYMENT

Employment with Ag ProVision LLC may end voluntarily or involuntarily. The following guidelines apply:

Voluntary Separation

- Employees may voluntarily terminate employment by submitting a written resignation to their supervisor.
- The Company requests two weeks' notice when resigning.
 - If you do not provide a two-week notice, unused accrued PTO will not be paid.
 - The Company may reduce or waive the notice period depending on circumstances. If this occurs, the unworked notice period will not be paid.
- If an employee is absent for three or more consecutive workdays without notifying their supervisor, the Company will consider this voluntary job abandonment, treated as a resignation.
- After resignation, employees will receive their final paycheck and any unused PTO on the next regularly scheduled payday.

Involuntary Separation

- In cases of involuntary separation, employees will be paid for accrued, unused PTO.
- In a reduction in force, employees may be laid off due to changes in duties, organizational restructuring, lack of funds, or lack of work.
- Final paychecks will be issued on the next regularly scheduled payday, unless otherwise required by state or local law.

5.24 EXIT INTERVIEW

Should you choose to leave **Ag ProVision LLC**, an exit interview provides the opportunity for you to discuss your problems, feelings, and attitudes about the Company, your supervisor, fellow employees, and your pay and benefits.

If circumstances permit, employees who leave **Ag ProVision LLC** will be asked to participate in an exit interview with the Human Resource Director.

RECEIPT OF EMPLOYEE HANDBOOK

I have received a copy of **Ag ProVision LLC** employee handbook. I acknowledge that I am required to read and abide by the policies included in this employee handbook.

Because the information in this employee handbook is necessarily subject to change as situations warrant, I understand that changes in policies may supersede, revise, or eliminate policies in this employee handbook. I further understand that the handbook does not guarantee me any specific policies, procedures, rules, or length of employment. All references to policies and procedures are only discretionary guidelines. Nothing in this handbook is to be construed as a contract of employment. No one, other than the chief executive officer of the Company, has the authority to initiate a contract with an employee, and all contracts will be in writing.

I acknowledge that my employment with **Ag ProVision LLC** is on an “At-Will” basis, and the Company or I may terminate the employment relationship at any time. This employee handbook is not intended as an exhaustive compilation of the Company’s expectations, but rather it provides information on certain policies and benefits which are currently in effect. These policies may be modified or supplemented, as part of our continuous effort to improve operations and to make **Ag ProVision LLC** a better place to work.

As of its issue date, this employee handbook replaces all previously distributed editions. Any policy contained in any previous employee handbook which does not appear in this EDITION OR is different from the information provided in this edition, is invalid.

Employee Name

Employee Signature

Date Signed

Non-Disclosure – CONFIDENTIALITY AGREEMENT

Ag ProVision requires all employees to sign a confidentiality agreement as a condition of employment, due to the possibility of being privy to information which is confidential and/or intended only for Company use. All employees must keep such information in strict confidence. This policy helps the employee by protecting the interests of Ag ProVision and its owners in the safeguard of confidential, unique, and valuable information that is part of our competitive advantage in the marketplace.

The Company and employees of Ag ProVision shall each ensure that all measures necessary are taken to ensure the confidentiality of this information including, but not limited to, the following:

1. The Employee acknowledges that, in the course of employment by Ag ProVision, they may come into the possession of certain confidential and proprietary information belonging to Ag ProVision and its related companies; including, but not limited to, profit and margin information, finances and financial projections, customers, vendors, contracts, product information, product usages, formulas, mechanical operations, research and development, employee wages, employee files, and any other information that can be classified as trade secrets.
2. The Employee hereby covenants and agrees that he or she will at no time, during or after the term of employment, disclose or divulge to individuals outside of Ag ProVision any such confidential information, or disclose to other employees that should not be privy to such information inside Ag ProVision itself.
3. Upon termination of employment, the Employee will surrender, during or prior to exit interviews, all documents relating to Ag ProVision and its businesses and personnel including, but not limited to, reports, manuals, drawings, diagrams, passwords, correspondence, customer lists, phone records, emails, computer programs, and all other materials and all copies of such materials, obtained by the Employee during employment. Use of such information post-termination will be considered illegally obtained and remedy will be sought.
4. Violation of this agreement by the Employee will entitle Ag ProVision and its related companies to injunctive relief to prevent such usage or disclosure, and will entitle Ag ProVision, its related companies and ownership group to full legal remedy, including legal fees, costs, and damages.

Should an occasion arise in which the employee is unsure of their obligations under this policy, it is their responsibility to consult with their supervisor. Failure to follow this policy could result in disciplinary action, up to and including termination.

EMPLOYEE
Name: _____

Title: _____

Date: _____

WITNESS
Name: _____

Title: _____

Date: _____