



Human Resources Policy & Procedure Manual

TABLE OF CONTENTS

<u>GENERAL INFORMATION</u>	<u>Page</u>
The ASM Global Company Philosophy	5
Introduction	5
ASM Global's Management Credo	6
Employee Relations	7
What We Expect of Our Team Members	8
Business Ethics	9
Business Conduct Certification Procedure	10
Confidential Information	11
Conflict of Interest	12
Fraud Awareness Policy	14
Business Travel & Entertainment	16
Gifts to Team Members	18
Personal Property	19
Company Property Policy	19
Solicitation & Distribution	20
Bulletin Boards	20
Inclement Weather	21
 <u>EMPLOYMENT PRACTICES</u>	
Equal Employment Opportunity and Affirmative Action Policy	24
Americans with Disabilities Act Policy Statement	25
Reasonable Accommodation for Disabilities or Religious Beliefs	25
Service Animals	25
Lactating Mothers	26
Procedure for Requesting an Accommodation	26
Inclusion and Diversity	27
Gender and Gender Identity	27
Immigration Reform Act Compliance	29
Advertising Position Openings	30
Background Screening Procedures	32
Employment Offer Letters	34
New Hire Procedures	35
Employment Classifications	37
New Team Member Orientation	39
Introductory Period	39
Employment of Family Members	40
Fraternalization Policy	41
Outside Employment	42
Smoking	43
Dress Code	44
Electronic Device Usage Policy	45
Open Door Policy	47



Human Resources Policy & Procedure Manual

EMPLOYMENT PRACTICES (Cont.)

Conflict Resolution Policy	48
Formal Grievance Procedure	49
Where to Call with Questions or Concerns	50

BENEFITS ADMINISTRATION

The Benefits Package	52
Group Health Insurance	53
Continuation of Benefits (COBRA)	54
Life Insurance	55
Accidental Death and Dismemberment Insurance (AD&D)	55
Termination of Insurance	55
401(k) Retirement Savings Plan	56
Employee Assistance Program (EAP)	58
Holidays	59
Personal Days	60
Vacation	61
Sick Time Policy	64
Short Term Disability	66
Long Term Disability	68
Family Medical Leave Act (FMLA)	69
HIPAA Medical Privacy	75
Military Leave	76
Jury Duty	77
Voting Leave	77
Bereavement	78
Personal Leaves of Absence	78
Education Assistance	79
External Meetings, Conferences & Seminars	80
Company – Sponsored Memberships	80

COMPENSATION

Job Descriptions	82
Salary Administration	83
Pay Periods	84
Payroll Deductions	84
Direct Deposit Plan	84
Hours of Work	84
Availability	85
Time Recording	85
Overtime Hours	86
Promotions	87
Rehire Policy	87



Human Resources Policy & Procedure Manual

PERSONNEL RECORDS

Personnel Records	89
Records Retention	90
Employment Verification/Reference Inquiries	90
Government Requests for Information	90

DISCIPLINE/SEPARATION

At-Will Employment	92
Termination of Employment	93
Corrective Action	94
Attendance Policy	97
Rules of Conduct	100
Respect in the Workplace	104
Violence in the Workplace	109
ASM Global End User Computing Policy	110
Drug & Alcohol-Free Workplace	119
Substance Abuse Policy	119
Searches	121
Internal Investigations and Searches	121
Disclosure	122
Unemployment Compensation	123

SAFETY

Security	125
Safety	125
Driving Company Vehicles	127
Accidents and Emergencies	129
Worker's Compensation Policy	130

<u>INDEX</u>	131
--------------	-----



GENERAL INFORMATION

The materials contained in this document are protected by copyright of ASM Global. ©2020 ASM Global. All rights reserved. No part of this document may be reproduced, stored in a database and retrieval system or transmitted in any form or by any means - graphic, electronic, photocopying, recording, mechanical or otherwise - without the prior written permission of ASM Global.

The materials contained in this document include data or other information that is proprietary and confidential information of ASM Global. This information shall not, without the prior written permission of ASM Global, be used by any person or entity, except in connection with the providing of consulting and/or management services by ASM Global or by any of its affiliates or subsidiaries.



Human Resources Policy & Procedure Manual

THE ASM GLOBAL COMPANY PHILOSOPHY

ASM Global is continually committed to conducting all company and municipal business with the utmost integrity and according to the highest ethical standards. We know the very heart of our business is the faith our clients have in us. We, as a company and as individuals, must never do anything to compromise that trust.

INTRODUCTION

A career with ASM Global offers the opportunity to work in an environment that encourages personal development and active participation in the continued success of the company. The Human Resources Policy and Procedure Manual is designed to acquaint our Team Members with our company's policies and benefits, as well as the rules and regulations by which we are governed. This policy and procedure manual contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if Team Members have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, they should address specific questions with the Human Resources Department.

Neither this manual nor any other company document, confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the company, or a Team Member may resign for any reason at any time. No Supervisor or representative of the company (except the President or his designee) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

ASM Global intends to maintain policies that support our specific business objectives and that are in the best interest of both the company and our Team Members. Therefore, the policies contained within this manual are intended as a guideline and are subject to change at the discretion of the company.



Human Resources Policy & Procedure Manual

ASM GLOBAL'S MANAGEMENT CREDO

Client Satisfaction

Never lose sight of who owns the facility.

Client Accountability

Recognize your responsibility to openly and frequently communicate with our clients.

Community Involvement

Take seriously your responsibility to your local community.

- Participate in their activities;
- Hire their citizens;
- Take on the personality of the community in which you reside, and ASM Global operates.

Operational Excellence

Run your facility as if it were ours.

- Maintain it;
- Enhance it;
- Keep it secure.

Customer Service

Treat everyone as you wish to be treated.

- Emphasize being cordial;
- Anticipate and satisfy needs;
- Make every encounter pleasant and efficient.

Profitability

Always remember ASM Global is in the business to achieve the objectives of our facility owners. Set rigorous goals and use the corporate tools and measurement devices available to you to achieve your financial goals.

Team Member Satisfaction

Take care of your people so they can take care of your customers. Emphasize individual accountability with all Team Members. Set the example.

Business Conduct

Read and understand our policies. Always adhere to the highest standards of business practices.



Human Resources Policy & Procedure Manual

EMPLOYEE RELATIONS

It is our firm conviction that a sound and profitable company is the Team Member's best guarantee of economic security and personal opportunity. Our policy of employee relations is based upon the objective of maintaining a well-trained, enthusiastic and efficient organization of people who work well together to make our business successful and profitable.

In order to attain and sustain this goal, we are striving, as a matter of policy:

- To provide full-time regular employment whenever possible;
- To maintain compensation and benefit programs that are fully up to the standard of similar work in each geographical area and equitable in the relationship of one job to another;
- To provide opportunity for wage and salary progress on the basis of performance and promotion;
- To provide our Team Members with the opportunity to be aware of and considered for job openings within the organization;
- To maintain open lines of communication that provide Team Members with the information and knowledge necessary to have an understanding of the business as it relates to their jobs and careers;
- To provide prompt and fair hearings of Team Member complaints and grievances, without threat of reprisal, and offer assurances that honest efforts will be made to remedy any wrong;
- To encourage Team Members to take an interest in their work and to contribute, to the best of their abilities, toward the successful and profitable operation of the company;
- To provide our Team Members with an environment that fosters growth and learning through professional development programs and training.



Human Resources Policy & Procedure Manual

WHAT WE EXPECT OF OUR TEAM MEMBERS

An employer-employee relationship creates expectations on both sides. The Team Member is expected to do their best to justify continued employment, and the employer is expected to maintain a work environment that allows competent Team Members to do their best. Specifically, each Team Member is expected:

- To act with honesty, integrity, and professionalism in accordance with the company's high standards of ethical conduct and to comply with all laws that affect us;
- To respect the company's rules and policies and the rights of other Team Members;
- To know and accept the company's goals and contribute fully to their attainment;
- To be honest and truthful in relationships with others and to treat all persons with equal respect and concern;
- To honor relationships within the workplace and observe appropriate boundaries;
- To be judicious in the exercise of the power and privileges of their position;
- To avoid conflicts of interest that might compromise the effectiveness of their work;
- To respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
- To refrain from gossip and abusive speech;
- To assume primary responsibility for their professional development and to pursue additional training as appropriate, both inside and outside the company;
- To strive for superior job performance characterized by maximum effort and a personal commitment to quality in all activities of the business;
- To develop a business community based on mutual respect and support which values everyone's dignity, abilities, and unique contributions.



Human Resources Policy & Procedure Manual

BUSINESS ETHICS

The company's reputation and the trust and confidence of those with whom we deal, are among our most vital resources. ASM Global is committed to conducting its affairs in a uniformly ethical manner and according to a standard of fundamental honesty and fair dealing. ASM Global requires honesty and sincerity in all dealings, not only with our customers, but also with our fellow Team Members. Our actions and behaviors must match our intentions. This standard requires adherence to all laws, regulations and normal ethical practices that apply to the company's activities and our core value of integrity.

ASM Global will comply with all applicable laws and regulations and expects its officers, senior management, directors, Team Members and volunteers to conduct business in accordance with the law and refrain from dishonest or unethical conduct. Team Members shall, during both working and nonworking hours, act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of the company and its customers.

To ensure ethical and impartial business, it is prohibited for ASM Global Team Members to:

- Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence, or the recipient would be influenced by such conduct in the discharge of public duties.
- Use their official position, uniform or badge to secure special advantage in business, personal gain or other benefit derived from such relationship;
- Use any company-owned facility, building, equipment, materials or vehicle for their personal use or benefit, or for the personal use or benefit of any other individual. No Team Member shall have unauthorized possession of company property;
- Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between the company Team Member's duty to uphold the public trust and the individual's private interest.



Human Resources Policy & Procedure Manual

BUSINESS CONDUCT CERTIFICATION PROCEDURE

To fully comply with the laws in each country in which ASM Global conducts its business, we must do everything in our power to avoid any actions that could remotely suggest impropriety in business.

The Business Conduct Policy outlines ASM Global's basic conduct policies. All Team Members are required to comply with these policies by respecting the principles and observing the conduct described.

All full-time and part-time Team Members are to receive a copy of the Business Conduct Policy upon hire. The Business Conduct Policy Certification Form, located in the back of the book, must be signed and returned to the facility's Human Resources Department promptly.

The Human Resources Policy and Procedure Manual contains a more expansive and detailed version of ASM Global's policies.



Human Resources Policy & Procedure Manual

CONFIDENTIAL INFORMATION

Confidential information obtained as a result of employment with ASM Global is not to be disclosed to anyone outside of the company, nor is it to be used by a Team Member for the purpose of furthering any private interest.

The term "Confidential Information" means any and all data and information relating to the business of ASM Global (whether or not it constitutes a trade secret), which is or has been disclosed to a Team Member or in which a Team Member becomes aware as a consequence of my employment or relationship with the Company, and which has value to ASM Global and is not generally known by its competitors. Information about ASM Global, unless previously released to the public, must be considered as private and confidential.

All manuals, procedures, reports, papers, or other documents (and all copies thereof) relating to the business of ASM Global obtained while employed, is the property of the company, and shall be returned at any time upon request by the company or in the event of termination of employment.

Nothing in this policy or any other policy of ASM Global prohibits accurate and truthful reporting in connection with a report to or investigation by the Securities & Exchange Commission, or any other law enforcement or regulatory authority.



Human Resources Policy & Procedure Manual

CONFLICT OF INTEREST

In order to safeguard the tangible and intangible assets of the company, each officer, Team Member and board member is required to avoid any situation, which may be or appear to be a conflict of interest. Conflict of interest is not a precise term, and it is subject to interpretation and degree. It is recognized that certain situations or issues involving ethical judgment may not always be free from ambiguity. As a general rule, therefore, a person should not only consider the actual fact of conflict, but the appearance to an unknowing third party who might have occasion to judge or interpret the transaction. The highest standards of honorable and ethical conduct must be observed in all relationships.

In connection with the foregoing, the following is intended to offer broad guidance with respect to recognizing and reporting a possible conflict of interest:

- All individuals employed by the company are charged with fidelity in the performance of functional duties and should conduct such duties for the purpose, benefit and interest of the company.
- Individuals shall be aware that their position should not be used to gain favorable treatment or self-enhancement unless such occurs as a result of a primary effort to benefit the company, its customers and the public.
- In supporting or protecting political and legal causes or issues, the use of one's title is not considered inappropriate; however, careful judgment should be exercised to preclude any inference that one is using their position or speaking on behalf of the company in such instances, unless proper authorization has been obtained.
- Information known to be confidential or privileged acquired in the course of employment at the company should be used only for company purposes.
- Officers, Team Members and administrative personnel shall be aware that they are expected to devote their best efforts to further the company's mission during the course of employment. Outside employment or personal commitments, if such activity would tend to impair an individual's ability to effectively fulfill their regular responsibilities, are not appropriate.
- Team Members may occasionally be solicited to invest in other businesses. Team Members should not invest in any business, which competes, either directly or indirectly, with any business affiliated with ASM Global or where there is a realistic future potential for such competition to develop. Further, Team Members should not invest in other businesses if such an investment would require the Team Member to devote time to the investment to the extent the Team Member is unable to fulfill their regular responsibilities. Investment opportunities that arise as a result of employment with ASM Global should be referred to the CEO for appropriate guidance.



Human Resources Policy & Procedure Manual

CONFLICT OF INTEREST continued

- The company encourages Team Member participation in various extramural organizations, government agencies or professional associations that are of service to the general public, the company or the individual. However, if the nature of the association is such that the company's name may be identified with the outside organization, the individual must exercise caution and sensitivity to avoid any participation or affiliation, which could be detrimental to the company. Individuals are expected to seek advice from the department head or senior executive before making any commitments that may be potentially compromising to the company's interests.
- All Team Members must act with integrity and good judgment and recognize that accepting gifts from suppliers may cause legitimate business concerns. Team Members shall not directly or indirectly solicit or accept gifts, gratuities or personal favors from any person, vendor or organization doing business or could be seeking to do business with the company if, under any circumstances, there is any potential to reasonably infer that these remunerations would tend to influence an individual's judgment.
- Team Members of ASM Global and related entities are given the privilege of obtaining tickets to various events as a benefit of their employment. Tickets should not be procured for any person or entity, even if such tickets are paid for, if the procurement of such tickets would personally benefit, or appear to benefit, the Team Member procuring such tickets.



Human Resources Policy & Procedure Manual

FRAUD AWARENESS POLICY

ASM Global recognizes the importance of protecting the organization, its operations, its Team Members and its assets against financial risks, operational breaches and unethical activities. ASM Global recognizes a zero-tolerance policy regarding fraud and corruption. All matters raised by any source will be taken seriously and properly investigated. ASM Global has established internal controls, policies and procedures in an effort to deter, prevent, and detect fraud and corruption. This policy covers all ASM Global Team Members. Additionally, this policy covers all ASM Global vendors, customers and partners to the extent that any ASM Global resources are involved or impacted.

Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include:

- Falsification of expenses and invoices
- Theft of cash or fixed assets
- Alteration or falsification of records
- Failure to account for monies collected
- Knowingly providing false information on job applications

Corruption is defined as the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity. Some examples of corruption include:

- Bribery
- Conspiracy
- Extortion

Reporting of Fraud or Corruption

Allegations and concerns about fraudulent or corrupt activity may come from various sources including:

- Team Members
- Vendors
- Members of the public
- Results of internal or external audit reviews
- Any other interested parties

All Team Members have a duty to report concerns they have, or information provided to them about the possible fraudulent or corrupt activity of any Team Member, vendor or any other party with any association with ASM Global. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.



Human Resources Policy & Procedure Manual

FRAUD AWARENESS POLICY continued

Reporting Complaints

Complaints can be submitted to the Team Member's immediate Supervisor, any department Supervisor, the facility's Human Resources Business Partner, Director of Finance, General Manager, ASM Global's Human Resources Central Office in West Conshohocken, PA/Business Conduct Policy Hotline at (800) 964-4764, select option 2 or any other member of management the Team Member feels comfortable with. Individuals should not feel obligated to file their complaints with their immediate Supervisor first before bringing the matter to the attention of one of the other ASM Global designated representatives identified above.

Any Supervisor receiving a complaint of fraud or corruption should immediately contact the ASM Global Human Resources Central Office. Retaliation and retribution will not be tolerated against any Team Member who reports suspected fraudulent or corrupt activities. However, if a Team Member is determined to have brought false allegations and/or acted maliciously or with deceit, the Team Member will be subject to disciplinary action and may be terminated.

All reports will be taken seriously and will be investigated by Human Resources or Internal Audit staff. If deemed necessary, ASM Global will notify and fully cooperate with the appropriate law enforcement agency. Any investigation resulting in the finding of fraud or corruption will be referred to ASM Global Human Resources Central Office for corrective action.

Corrective Action

Offenders at all levels of the Company will be treated equally regardless of their position or years of service with ASM Global. Determinations will be made based on a finding of facts in each case, actual or potential damage to the company, cooperation by the offender and legal requirements.

Depending upon the seriousness of the offense and the facts of each individual case, action against a Team Member can range from written reprimand to legal action – either civil or criminal. In all cases involving monetary losses, ASM Global will pursue recovery of losses.



Human Resources Policy & Procedure Manual

BUSINESS TRAVEL & ENTERTAINMENT

When Team Members must travel on company business, the company intends to provide for their comfort and wellbeing and to receive the best value for the money spent on business expenses. In general, the company will pay all reasonable business travel expenses. Team Members are expected to live normally while on company business without experiencing any personal losses. At the same time, Team Members are asked to spend the company's money with the same care and judgment that they would use with their own funds.

It is the policy of ASM Global to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company.

Travelers seeking reimbursement should exercise care to avoid impropriety or the appearance of impropriety in their travel expenses. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with ASM Global funds must comply with company expenditure policies.

The following guidelines are intended to summarize the company's practices in several key areas. Specific details about these and other aspects of business travel are available from the Human Resources and Finance departments.

Travel Arrangements

Team Members should use ASM Global's local designated travel vendors in order to obtain the most economical prices for airfare, car rentals, hotels and other related expenses.

Team Members should decline the collision damage waiver and personal accident insurance offered in the car rental agreement since the company provides this benefit. Team Members who want to use their personal automobile for a business trip may do so if they carry personal automobile insurance for both bodily injury and property damage. Reimbursement for expenses associated with the use of a personal automobile includes mileage at the prevailing corporate rate and tolls.

Entertainment

Team Members who travel on company business may be obliged to entertain business associates in the normal course of a business trip. The amount of the expenses incurred should reflect good business practice and judgment. All entertainment expenses should be well documented to include time, place, business purpose, names and business relationships of the people involved.



Human Resources Policy & Procedure Manual

BUSINESS TRAVEL & ENTERTAINMENT continued

ASM Global Team Members are expected to act with professionalism in accordance with the company's high standard of ethical conduct, and to engage in courteous and respectful relationships with all others including clients, co-workers and the general public. Team Members on company business are prohibited from consuming alcohol during scheduled meetings, seminars and other work-related functions. If you are of legal drinking age and chose to consume alcohol while at non-work-related functions, please remember that even while you are not on the clock, you are still a reflection of your facility and ASM Global as a whole. Please drink responsibly and conduct yourself in an appropriate manner at all times.



Human Resources Policy & Procedure Manual

GIFTS TO TEAM MEMBERS

Personal gifts from one Team Member to another or from a group of Team Members to another Team Member are a private matter. The act of soliciting office collections, however, is not in compliance with company policy. Team Members are encouraged to use good judgment in this matter. If, when choosing to give a gift, an invitation is extended to co-workers to participate, such an invitation should be extended personally, not by memorandum. Similarly, if such an invitation is received, Team Members should be aware that there is no obligation in such matters.

Team Members shall not solicit or accept for personal benefit directly or indirectly any gift, loan, or any item of substantial monetary value from any person, or company that is seeking to conduct or currently conducting business with the Company.

Team Members shall not solicit or accept monies, loans, or any item of substantial monetary value from any other Team Member for personal benefit directly or indirectly.



Human Resources Policy & Procedure Manual

PERSONAL PROPERTY

Insurance company contracts entered into by employers generally do not provide protection for the loss, theft or destruction of a Team Member's personal property on the employer's premises. Careful consideration has been given to the question of responsibility for the loss of Team Members' personal possessions located on company property. In order to avoid questions of value and possible contributory negligence, it has been concluded that the employer entity will not reimburse Team Members for the loss of personal items brought to the facility.

Team Members should not leave valuables unattended in the work area. Team Members should not bring large sums of cash into the office or leave purses, wallets or cash unattended.

Desks, lockers, and other storage devices may be provided for the convenience of Team Members but remain the sole property of the facility and consequently can be inspected by any agent or authorized representative of ASM Global. Every effort will be made to have the Team Member present during such inspections.

ASM Global cannot be responsible for any losses that occur, and therefore, the company recommends that Team Members do not leave valuables in lockers, desks, etc. Team Members are encouraged to take special precautions to safeguard their personal possessions.

COMPANY PROPERTY POLICY

Team Members are not permitted to use company property in a manner that is dangerous, illegal, or not in accordance with best business practices. It is the policy of ASM Global to provide Team Members with use of company property (telephones, computers, cash registers, etc.). Every Team Member is expected to treat company property as they would treat their own personal property. Team Members should never willfully destroy damage, steal or conceal company property or the property of promoters, exhibitors, contractors, facility owners, guest or other Team Members.

Team Members are never permitted to take items that have been left behind at the facility. This includes items that may have been disposed of by vendors, exhibitors, other Team Members or guests. Should a vendor, exhibitor, other Team Member or guest give you permission to take a discarded item, you must also receive prior approval from senior management **before** removing the item from property.

At no time should an ASM Global Team Member tamper with, remove, or deface company property including the facility, its grounds, or an ASM Global company vehicle.

In addition, security/video surveillance equipment should never be tampered with or moved (unless part of the essential duties of your position).



Human Resources Policy & Procedure Manual

SOLICITATION & DISTRIBUTION

Out of respect for our Team Members and in the interest of keeping a clean, orderly and professional workplace, the company will enforce the following policy with regard to solicitations and the distribution of literature:

Team Members may not solicit funds, or otherwise solicit among Team Members, for any purpose during actual working time when full attention to work is required. Team Members may not distribute or circulate any printed or written material, in any work area at any time, concerning matters other than those directly related to ASM Global. Gambling lotteries, pools, raffles, and commercial sales are strictly forbidden on company property at any time. Team Members may not post signs, advertisements or notices that are not related solely to company business or to company-sponsored events or announcements.

Individuals who are not employed by ASM Global may not solicit Team Members or distribute or circulate printed or written material on company property at any time.

Bulletin Boards

Bulletin boards maintained by ASM Global are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning company business;
- Announcements of a business nature which are equally applicable and of interest to Team Members.

All posted material must have authorization from Human Resources. All Team Members are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Team Members are not to remove material from the bulletin boards.



Human Resources Policy & Procedure Manual

INCLEMENT WEATHER

In the case of severely inclement weather, a decision regarding the close of business will be communicated through an operational plan developed by each entity. Unless the CEO or GM declares the close of business, all Team Members are expected to report to work. It is recognized that individuals who have to travel substantial distances may report later than their normal starting time.

If a close of business is not declared, those Team Members who fail to report to work will be required to take a personal or accrued vacation day. If the Team Member has no personal or accrued vacation days available, the Team Member will not be paid for the day.

Close of Business

In the event of inclement weather, the CEO or GM will evaluate the need to cancel business, if the weather so dictates.

- Non-exempt Team Members will not be paid for the day; however, personal or vacation time may be used if available.
- Affected exempt Team Members will be paid for the day.
- You are required to call the facility to determine if the building has been closed. If you are unable to come to work, you must call your direct supervisor and/or Human Resources Business Partner. Failure to do so may result in a violation of ASM Global's No Call/No Show Policy.

Late Opening

If the road conditions cause considerable delay in travelling time and personnel arrive late, the CEO or GM, depending upon the severity of the conditions may extend a "grace period."

- Non-exempt Team Members who arrive within the "grace period" will be paid for the full eight (8) hour day, providing they work until the end of the normal business day.
- Non-exempt Team Members arriving after the "grace period" will be paid only for the hours worked.
- Exempt Team Members will be paid for the day.



Human Resources Policy & Procedure Manual

INCLEMENT WEATHER continued

Early Closing

The close of business due to weather is at the discretion of the Company's CEO or GM and is determined on a facility-by-facility basis. The CEO, GM, or their respective designee will gather information and make an appropriate determination as to whether business should be officially closed and, if so, at what time(s).

- Team Members living closer to the facility may be required to stay later if business need dictates.
- Non-exempt Team Members that reported to work will be paid for the day for the remainder of their scheduled shift.
- Team Members that call out will not be paid and may use personal or vacation time, if available.
- If a non-exempt Team Member chooses to leave earlier than the designated closing time, they will only be paid for the hours worked that day.
- Exempt Team Members will be paid for the entire day.



EMPLOYMENT PRACTICES



Human Resources Policy & Procedure Manual

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

ASM Global is an equal opportunity employer. It is the policy of ASM Global to prohibit discrimination and harassment of any type and to afford equal employment opportunities to Team Members and applicants, without regard to race, color, religion, sex, national origin, ancestry, age, disability, genetic information, gender identity, gender expression, veteran status, pregnancy, parental status, sexual orientation, military status, protected veteran status, or any other protected class. ASM Global will take action to employ, advance in employment and treat qualified Veterans and disabled Veterans without discrimination in all employment practices.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the Company and its Team Members, including but not limited to:

- Recruitment
- Employment
- Placement
- Promotion
- Termination
- Layoff
- Recall
- Transfer
- Training
- Working conditions
- Compensation
- Benefits, subject to benefit plan terms, and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Company. ASM Global is firmly committed to promoting and advancing the meaningful participation of business enterprises owned by minorities, women and individuals, in its continued facility management operation.

ASM Global has a demonstrated history of embracing minorities and women in its business activities as joint venture partners, managers, Team Members, subcontractors and vendors.

ASM Global recognizes that government entities and private companies, like ASM Global, bear a special and continuing responsibility to make serious efforts to help MBEs and WBEs enter the economic mainstream.

ASM Global also recognizes that the meaningful inclusion of minority-owned and women-owned firms in the facility management operations is not simply about extending economic opportunity to a few, but about building a foundation to achieve social equality and economic self-sufficiency for all.

ASM Global is committed to support and exemplify an Affirmative Action plan that will encompass minority participation through employment and the use of MBE/WBEs.

ASM Global is further committed to extend its best efforts to achieve a maximum practicable level of MBE/WBE participation in a manner consistent with the affirmative action guidelines of our client(s), and in a manner that will also represent meaningful and substantial participation.



Human Resources Policy & Procedure Manual

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. ASM Global is committed to complying with all applicable provisions of the ADA. It is the company's policy not to discriminate against any qualified Team Member or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, so long as the Team Member can perform the essential functions of the job. Consistent with this policy of nondiscrimination, ASM Global will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job as defined by the ADA, provided that such accommodation does not constitute an undue hardship on the company. An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

Team Members with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. ASM Global encourages individuals with disabilities to come forward and request reasonable accommodation.

REASONABLE ACCOMMODATION FOR DISABILITIES OR RELIGIOUS BELIEFS

ASM Global does not discriminate on the basis of disability or religion and will make every effort to reasonably accommodate Team Members' disability or sincerely held religious beliefs. Reasonable accommodations may include attire, allowing flexible arrival and departure times, floating or optional holidays, flexible work breaks, use of lunch time in exchange for early departure (when state law permits), staggered work hours, and other means to enable a Team Member to make up time lost. ASM Global will not be able to accommodate when the absence or schedule change creates an undue hardship that will disrupt business operations. Team Members requesting a workplace attire or schedule accommodation based on religious beliefs or disability should be referred to their Human Resources Department.

SERVICE ANIMALS

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items."

Team Members requesting an accommodation for a disability that includes a service animal must contact their local HR Department for additional information.



Human Resources Policy & Procedure Manual

LACTATING MOTHERS

For up to one year after the child's birth, any Team Member who is nursing will be provided reasonable break times and a private location to utilize as a lactation room as needed. Nursing mothers who wish to utilize a lactation room must contact their local Human Resources Business Partner in advance to coordinate. The local Human Resources Business Partner will respond to this request within a reasonable amount of time, not to exceed five (5) business days.

Team Members who store breast milk in the facility owned refrigerator assumes all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

PROCEDURE FOR REQUESTING AN ACCOMMODATION

On receipt of an accommodation request, a member of the Human Resources Department and the Team Member's Supervisor will meet with the Team Member to discuss and identify the precise limitations resulting from the disability and the potential accommodation that ASM Global might make to help overcome those limitations.

ASM Global will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, ASM Global's overall financial resources and organization, and the accommodation's impact on the operation of the company, including its impact on the ability of other Team Members to perform their duties and on ASM Global's ability to conduct business.

ASM Global will inform the Team Member of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, Team Members will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

A Team Member or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.



Human Resources Policy & Procedure Manual

INCLUSION AND DIVERSITY

Diversity is the range of human differences, including but not limited to: race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical value systems, national origins and political beliefs.

Inclusion is involvement and empowerment, where the inherent worth and dignity of all people are recognized. ASM Global is an inclusive company promotes and sustains a sense of belonging; its values and practices respect for the talents, beliefs, backgrounds and ways of living of its Team Members.

ASM Global recognizes that its most valuable asset is its people – who deliver every day for its customers, clients and shareholders. The company values the differences of its people, understanding that diversity and inclusion are good for business and make the company stronger.

ASM Global strives for a culture where Team Members can bring their whole selves to work. By encouraging Team Members to be themselves at work, they are being allowed to reach their true potential and be more productive, and teams can be more innovative and confident to put forward ideas. Diversity and inclusion have a real positive impact on the profitability of a business.

GENDER AND GENDER IDENTITY

Transgender Team Members have the right to discuss their gender identity or expression openly, or to keep that information confidential. Management, human resources and coworkers should not disclose information that may reveal a Team Member's transgender status or gender non-conforming presentation to others. That kind of personal or confidential information may only be shared with the transgender Team Member's consent and with coworkers who truly need to know to do their jobs. Information about a Team Member's transgender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA.

Changing Official Records

Our company will change a Team Member's records to reflect a change in name or gender upon request from the Team Member. However, certain records, like those relating to payroll and retirement accounts, require a legal name change before the Team Member's name can be changed.

A transgender Team Member has the right to be addressed by the name and pronoun corresponding to the Team Member's gender identity. If a new or transitioning Team Member has questions about company records or ID documents, the Team Member should contact their local Human Resources Business Partner.



Human Resources Policy & Procedure Manual

Dress Codes

Transgender and gender non-conforming Team Members have the right to comply with company dress codes in a manner consistent with their gender identity or gender expression.

Restroom / Locker Room Accessibility

Team Members shall have access to the restroom and locker room that corresponds to their gender identity. Any Team Member who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to single stall restroom and/or an alternative changing area, when available. All Team Members have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the Team Member's gender identity, regardless of the Team Member's sex assigned at birth.



Human Resources Policy & Procedure Manual

IMMIGRATION REFORM ACT COMPLIANCE

In compliance with the Immigration Reform Act of November 1986, and as amended on November 29, 1990, it is our policy to obtain proof of either the citizenship status and/or eligibility to work status of all Team Members hired.

This documentation will be requested pursuant to the guidelines of Form I-9, developed by the Department of Homeland Security to verify that persons are eligible to work in the United States. For the purpose of satisfying the employment verification requirements, documentation must be provided no later than seventy-two (72) hours after hire. Since it is unlawful for an employer to employ an individual without complying with the documentation requirements, any Team Member who does not give evidence of full cooperation within seventy-two (72) hours of a request for documents may be terminated.

E-Verify

E-Verify is an internet-based, free program run through U.S. Citizenship and Immigration Services that compares information from a Team Member's I-9 to U.S. government records to ensure a Team Member's eligibility to work in the United States. Many states are now required to use E-Verify as part of the new hire process. It is not ASM Global's practice to utilize E-Verify unless your state requires you to do so. It is the responsibility of the Human Resources Business Partner to be aware if your state requires that your facility be enrolled and be in compliance with E-Verify.



Human Resources Policy & Procedure Manual

ADVERTISING POSITION OPENINGS

In the event of a vacancy, the Human Resources Central Office in West Conshohocken, PA can provide several resources to assist in the successful selection and placement of a new Team Member. Required templates for ASM Global position announcements may be obtained from the Human Resources Central Office. Advertisements must include the following:

- Title
- Specific description of duties and requirements
- Contact information of the recruiter
- The phrase “ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages women, minorities, individuals with disabilities, and protected veterans to apply. VEVRAA Federal Contractor.”

Internet Postings and Print Media

Position announcements may be posted on local job boards, internet job boards, in local print media, industry publications, etc. The Central Human Resources Department can assist you with placing internet job postings, while print media and industry publication ads are generally handled at the facility level. A discussion for this option should take place with the Human Resources Business Partner and General Manager. The Human Resources Central Office must give approval prior to placing an ad for all Director Level and above positions.

Posting to the Department of Labor

All Director Level and below positions accepting external applicants must be posted with your State Department of Labor (*positions above a Director, internal postings (only) and any positions lasting less than 3 days may be posted but are not required to be posted with the Department of Labor*). Your State Department of Labor job board can be found at <http://www.dol.gov/dol/location.htm>.

Posting Open Positions to Internal Applicants Only

Posting open positions to internal applicants only is permitted. In this circumstance, you do not have to post the position with the State Department of Labor. Positions should be posted in non-public Team Member common areas and posted on the internal ASM Global careers site. You may not, at the same time, entertain any external applicants.

In the event external applicants are considered, it is required that the position be posted with your State Department of Labor immediately.



Human Resources Policy & Procedure Manual

ADVERTISING POSITION OPENINGS continued

Outreach to Protected Classes of Team Members

Each facility should be posting positions with a minimum of three groups/organizations who promote the hiring of protected classes of Team Members including “Minorities”, “Women”, “Veterans” and the “Disabled” (M/W/V/D).

The U.S. Department of Labor recognizes the following organizations as outreach contacts for promoting the hiring of M/W/V/D:

- US DOL - Hire A Vet: <https://www.dol.gov/veterans/hireaveteran/>
- Career One Stop: <http://www.careeronestop.org/>
- Sharing your postings with local Colleges and Universities



Human Resources Policy & Procedure Manual

BACKGROUND SCREENING PROCEDURES

All background checks prior to employment or following a conditional offer of employment are administered through ADP Screening and Selections Services. ASM Global will screen an applicant's criminal history, including county and federal level searches. Additionally, ASM Global may screen an applicant's credit history depending on the position and exposure to cash/credit card information, when applicable and in keeping with the Fair Credit Reporting Act and any other applicable state and local laws.

All candidates for positions requiring background checks must complete the background check authorization forms prior to having the background check completed. ASM Global will not conduct background checks on applicants who have not authorized the company to do so.

At a minimum, background checks must be conducted on the following positions:

- Director Level and above
- Human Resources
- Finance and Accounting
- Box Office
- All cash handling
- Any position in which the facility management agreement requires a background check

When reviewing a completed background check the following criteria must be met:

- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its Team Members or its customers and vendors.



Human Resources Policy & Procedure Manual

BACKGROUND SCREENING PROCEDURES Continued

- Credit History: includes review of credit report. The following factors will be considered when reviewing these documents:
 - State / local laws pertaining to credit background checks
 - The type of negative / derogatory item(s) on the report
 - The number and length of time since the negative / derogatory item(s)
 - The amount of cash and/or access to credit card information the position has
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its Team Members or its customers and vendors

The local Human Resources Business Partner will contact the Human Resources Central Office in West Conshohocken, PA should the background check indicate potential risks and work with them to assess whether the individual should be extended an offer of employment. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service.

The company reserves the right to withdraw any offer of employment or consideration of employment or discharge a Team Member, upon finding falsification, misrepresentation or omission of fact on an employment application, resume, other document or in a verbal statement, regardless of when it was discovered.

Background check information will be maintained in a file separate from the Team Members personnel files for a minimum of five years.

ASM Global reserves the right to modify this policy at any time without notice.



Human Resources Policy & Procedure Manual

EMPLOYMENT OFFER LETTERS

The Human Resources Central Office in West Conshohocken, PA is the only department authorized to produce offer letters. All offers are subject to Human Resources Central Office approval. Where applicable, the candidate must pass the appropriate background checks.

Offer letters are required for all Director Level and above new hires, internal transfers, and promotions, Human Resources Business Partners, and any Team Member that is to receive a commission compensation or relocation monies.

To process an offer letter, the following must be forwarded to the Human Resources Central Office:

- Fully executed offer letter request form
- Resume
- ASM Global Employment Application (completed and signed)
- Complete Background Check results and signed authorization forms, if applicable

A verbal offer should be extended to the candidate contingent upon the successful completion of applicable background checks. Once the candidate has accepted the verbal offer the facility should send the appropriate documents to the Human Resources Central Office for processing. Only after all approvals are in place, and backgrounds checks have been successfully completed, will the offer letter be processed and sent to the candidate, except in those locations where a written offer is required by law before processing of background checks.

Please note: ASM Global must be in receipt of the signed offer letter before the information can be processed into the payroll system.



Human Resources Policy & Procedure Manual

NEW HIRE PROCEDURES

For each newly hired, transferred, or rehired Team Member, the following must be completed (as applicable for full-time salaried, full-time hourly, and part-time hourly Team Members) and placed in the new hire's employment file:

Business Conduct Policy Handbook:

- All new Team Members should receive and review the Business Conduct Policy handbook and complete the certification and confidentiality forms before or on their first day of work.
- All facilities are required to keep current certification/confidentiality forms on file for all active Team Members.
- Recertification of Team Members should occur every two years.
- An annual audit must be conducted by the Human Resources Business Partner to ensure each Team Member has a signed Business Conduct Policy on file.

General Forms:

All forms are available in English and Spanish

- New Hire Checklist
- Resume
- Personal Action Form (PAF)

The following documents must be completed and signed by the Team Member:

- Personal Data Form (PDF)
- ASM Global Application
- Offer letter (signed) (if applicable)
- Form I-9 (if electronic stored in ADP RM; if paper kept in a separate binder)
- Form W-4
- Direct Deposit Authorization Form (if applicable)
- HR Policy and Procedure Certification Form
- Business Conduct Policy Certification and Confidentiality Agreement



Human Resources Policy & Procedure Manual

NEW HIRE PROCEDURES continued

- Outside Employment Request
- No Call/No Show Policy Form
- Use of Technology Form
- Blogging and Social Media
- Alcohol Policy Acknowledgement Form
- End User Computing Policy
- **Based on state requirements, additional forms may be required**

For all Director Level and above Team Members, copies of this information must be forwarded to the Human Resources Central Office in West Conshohocken, PA.



Human Resources Policy & Procedure Manual

EMPLOYMENT CLASSIFICATION

It is the intent of ASM Global to clarify the definitions of employment classifications so that Team Members understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specific period of time. Accordingly, the right to terminate the employment relationship at will, at any time, is retained by both the Team Member and ASM Global.

Team Members are informed of their classification status when hired or when changes in their employment classification take place. If you are unaware of your classification status, please contact your Human Resources Representative. Employment classifications do not, and should not be construed to, alter the at-will nature of the employment relationship. Any change in your employment classification requires a determination by Human Resources that a change is warranted and is consistent with Company needs and work expectations.

Each Team Member is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt Team Members are entitled to overtime pay under the specific provisions of federal and state wage and hour laws. A Team Member's exempt or non-exempt classification can be changed only if there is a change in job description and duties, and according to the provisions of federal and state laws.

The terms below shall define ASM Global employment status guidelines:

- **Full-Time Salaried Team Members** - A full-time salaried Team Member works at least thirty (30) hours weekly, is salaried, and maintains continuous regular employment status. Regular full-time Team Members are eligible for Team Member benefits, subject to the terms, conditions and limitations of each benefit program including group insurance, paid vacations, paid holidays, paid sick leave, etc.
- **Full-Time Hourly Team Members** - A full-time hourly Team Member regularly works at least thirty (30) hours weekly and is paid on an hourly basis. Full-time hourly Team Members are eligible for certain Team Member benefits, subject to the terms, conditions and limitations of each benefit program.
- **Regular Part-Time Team Members** - A regular part-time Team Member works less than thirty (30) hours weekly and maintains continuous regular Team Member status. A regular part-time Team Member may be eligible for certain benefits depending upon the regularity of employment and the number of hours worked.
- **Temporary Team Members (i.e. Seasonal/Casual/On Call)** - A temporary Team Member is employed for a limited period of time, such as a football season, or for a specific purpose, to replace a sick Team Member. A temporary Team Member is not eligible for benefits.



Human Resources Policy & Procedure Manual

EMPLOYMENT CLASSIFICATIONS continued

- **Intern** - An intern is usually a full-time student who is to receive college credits and/or paid minimum compensation for their work; is retained for a limited period, a semester or less; and generally, works flexible hours averaging less than forty (40) hours a week. An intern is not eligible for benefits, nor is an Intern guaranteed an offer of employment upon conclusion of the Internship.

Exempt Team Members are Team Members qualifying for exemption from the provisions of the Fair Labor Standards Act (FLSA). A Team Member is considered exempt if they qualify under FLSA guidelines, as determined by FLSA questionnaires for executive, administrative, professional and sales positions.

These executives, administrative, professional, and sales Team Members do not receive overtime payment, provided they meet the Act's requirement. These Team Members will be paid in full-day (8) hour or (40) hour per week increments.

Non-exempt Team Members are Team Members that require payment for all hours worked in excess of forty (40) hours in the workweek, or as state law requires, at the rate of one- and one-half times the regular rate. In accordance with the FLSA and appropriate state law, non-exempt Team Members cannot waive their rights to overtime pay.

Interns are not Team Members; they are students fulfilling educational (not operational) objectives set by the educational institution partnering with ASM Global. Interns must be supervised by an ASM Global Team Member, and both the Intern and the ASM Global Team Member and supervisor must document the educational objectives and results of the Internship in the ASM Global Internship Evaluation form. Human Resources Business Partners are responsible to keep the Internship Evaluation form on file in the facility HR department, as well as documentation such as a copy of the student's transcript on school letter head, and a copy of the ASM Global Internship Terms of Agreement.

Team Members are advised as to their employment status at hire. Those Team Members who are non-exempt are required to complete time-keeping records for overtime hours. Team Members should be aware that prior written approval for overtime is required. Team Members who work overtime without approval, fail to report overtime hours worked, or refuse mandatory overtime may be disciplined up to and including termination of employment.



Human Resources Policy & Procedure Manual

NEW TEAM MEMBER ORIENTATION

To help you get a good start with ASM Global, every new Team Member will receive an orientation on their first day of employment. This includes meeting with the Human Resources Business Partner to complete all new hire paperwork, clarify your role in the organization and your job duties, and introduce you to your coworkers and your working environment. Your supervisor/manager will also discuss your job and your work schedule.

At least one week before a new Team Member arrives for work, the Supervisor should;

- Ensure that the new Team Member's desk/work station is clear and supplied;
- Ensure that the new Team Member's desk/work station is equipped with all necessary equipment, including telephone and computer;
- See that instructional materials, if any, are ready;
- Plan and prepare the Team Member's initial work.

INTRODUCTORY PERIOD

The first ninety (90) days of employment at ASM Global are considered an introductory period. This introductory period will be a time to get to know fellow Team Members and the tasks involved in their position. During this introductory period, ASM Global will evaluate suitability for employment, and new hires can evaluate ASM Global as well. If at any time during this period, a new hire's performance, attendance or professionalism does not measure up to our standards, we may terminate employment.

A Supervisor, with the approval of the Human Resources Central Office in West Conshohocken, PA, may consider an extension to an introductory period for the purpose of further review and evaluation.

Please understand that offering the introductory period or completion of the introductory period does not imply a contract of employment, or a guarantee of benefits. Either the Team Member or the company may terminate the employment relationship at any time, for any reason, with or without cause. In particular, employment is terminable at will, either by the Team Member or ASM Global, regardless of length of employment or the granting of benefits of any kind.

Team Members who have been rehired, transferred, or promoted into a new position are subject to an introductory period during the first ninety (90) calendar days following this event.



Human Resources Policy & Procedure Manual

EMPLOYMENT OF FAMILY MEMBERS

Family members (which include co-habitants/significant others) of Team Members may not be employed in the same department or have a reporting relationship.

For the purpose of this policy family members include, but are not limited to mother, father, sister, brother, daughter, son, husband or wife, domestic partner, cohabitant/significant other or their family members, grandfather, grandmother, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, grandchild, niece, nephew or first cousin. The company reserves the right to extend the scope of this policy to other family members at its discretion, or to reassign or release a Team Member, if employment of a family member creates a conflict of interest.

A family member of a Team Member will not be given work assignments that require one family member to directly or indirectly manage, supervise or review the performance of the other. Nor will ASM Global permit one to work in the same department or have access to the personnel and other sensitive and confidential records of the other. While a Team Member may recommend a family member for other appropriate employment, the Team Member may not be the primary or sole decision-maker regarding hire.

Team Members who marry while employed by the company will be required to change departments and/or positions if, after the marriage, the Team Members are employed in the same department or have a reporting relationship. If the marriage creates a conflict of interest and a voluntary resolution cannot be arranged, ASM Global reserves the right to reassign or release one of the Team Members. The decision will be based on seniority and/or business necessity.

The General Manager, Assistant General Manager, Human Resources Business Partner and certain Director Level Team Members are responsible for the oversight of the entire facility and as such, they cannot have family members work within their designated facility without prior approval from the Human Resources Central Office in West Conshohocken, PA.



Human Resources Policy & Procedure Manual

FRATERNIZATION POLICY

ASM Global strongly believes that an environment where Team Members maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during work hours and on company time. Due to their status, individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy.

During work hours, Team Members are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained. During lunches, breaks and before and after work periods, Team Members are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or harassing to a reasonable person.

Team Members are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, company time, or during company sponsored events whether during working hours or not.

Team Members who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

Team Member off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and any of their subordinates.

Supervisors, Managers, Assistant General Managers, General Managers, Human Resources Business Partners and Executives, or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure must be made to their immediate Supervisor and their local Human Resources Business Partner or the Human Resources Central Office in West Conshohocken, PA. This disclosure will enable ASM Global to determine whether any conflict of interest exists.

Where problems or potential risks are identified, ASM Global will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure that the parties involved no longer work together on matters where one is able to influence or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer to other positions or departments. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.



Human Resources Policy & Procedure Manual

FRATERNIZATION POLICY continued

Continued failure to work with ASM Global to resolve such a situation in a mutually agreeable fashion may ultimately be deemed as insubordination and therefore serve as cause for immediate termination.

The provisions of this policy apply regardless of the sexual orientation of the parties involved.

Where doubts exist as to the specific meaning of the terms used above, Team Members should direct their questions to the Human Resources Central Office.

Any Team Member who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, should make their feelings known to their General Manager, and either the local Human Resources Business Partner or the Human Resources Central Office.

OUTSIDE EMPLOYMENT

Team Members are required to obtain written approval from their Supervisor before participating in outside work activities. Team Members seeking outside employment must submit an Outside Employment Report/Request Form for prior approval from the facility Human Resources Business Partner or the Human Resources Central Office.

Approval will be granted unless the activity conflicts with the company's interest. In general, outside work activities are not allowed when they:

- Prevent the Team Member from fully performing work for which they are employed at the company, including overtime assignments;
- Involve organizations that are doing or seek to do business with the company, including actual or potential vendors or customers; or
- Violate provisions of law or the company's policies or rules.

From time to time, company Team Members may be required to work beyond their normally scheduled hours. Team Members must perform this work when requested. In cases of conflict with any outside activity, the Team Member's obligations to the company must be given priority. Team Members are hired and continue in ASM Global's employ with the understanding that ASM Global is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of ASM Global is strictly prohibited. Team Members may not receive any income or material gain from any individual outside the company for materials produced or services rendered while performing their job requirements at ASM Global. Performing work for non ASM Global related business on company time is strictly prohibited and may result in immediate termination.



Human Resources Policy & Procedure Manual

SMOKING

ASM Global supports the desire for a smoke and tobacco-free workplace.

In light of this support and for the health, safety and comfort of fellow Team Members and visitors, smoking and tobacco use is permitted only in designated areas. This includes the use of chewing tobacco, and the use of vaporizers and electronic cigarettes. These areas may vary depending on location and lease agreements.

Team Members utilizing designated smoking areas must ensure that job performance is not impacted by time taken for smoking breaks. Break times for smoking must not exceed regular break and lunch periods used by all Team Members.

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



Human Resources Policy & Procedure Manual

DRESS CODE

The dress code is business casual. Team Members are always expected to present a professional, businesslike image to customers, clients, and the public. Good judgment in a person's attire will always prevail. Team Members are expected to dress in a manner appropriate to a business environment and compatible with the organization's image and the Team Member's position. The way the Team Member dresses in the office should reflect an individual sense of professionalism and quality environment, in the same way that personal conduct and work habits reflect the Team Member's commitment to quality. If Team Members are uncertain about appropriate attire, they should direct their questions to their department heads.

Team Members who are required to wear uniforms will be notified. Such Team Members are responsible for the proper cleaning, pressing and maintenance of their uniforms. Team Members are expected to be in complete uniform at the beginning of their scheduled shift. Team Members are not permitted to clock in first and change into their required uniforms. Guidelines above are outside of any local and state laws in place. Please check with your local Human Resources Business Partner.

Tattoo/Body Piercing/Jewelry

ASM Global expects Team Members to dress in a manner appropriate to a business environment and compatible with the company's image. ASM Global's policy is that Team Members should dress, groom and maintain personal hygiene in a manner which enhances productivity and customer relations and includes wearing neat, clean attire which is neither distracting nor offensive to customers and fellow Team Members. Management reserves the right to determine when a Team Member fails to meet this standard. Due to the nature of our business and the public we serve the following guidelines apply:

- Facial/body piercings such as nose, tongue, cartilage earrings, eyebrow jewelry etc. is not permitted and must be removed before coming on duty;
- No visible tattoos;
- For safety purposes, Team Members, other than those working in an office environment are to tuck loose neck jewelry inside clothing and are not permitted to wear excessively long earrings.



Human Resources Policy & Procedure Manual

ELECTRONIC DEVICE USAGE POLICY

The use of personal cellular devices and other personal electronic devices while at work may present a hazard or distraction to the user and/or other Team Members. Team Members are asked to leave their personal cell phones and electronic devices in their lockers or personal vehicles. The Company is not liable for the loss of personal cell phones or other electronic devices brought in the workplace.

Ringers shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow. Regardless of whether by personal or company device, personal text messaging or accessing social media sites at work is strictly prohibited.

Audio or video recording, photography, live streaming, and other forms of video or audio capture/transmission, risk violating the privacy and/or intellectual property, trade secrets, or proprietary rights of performers, venues, patrons, Team Members, and the company, and discourages the free exchange of ideas. Audio recording without the consent of all parties also violates the law in some states. Therefore, Team Members are strictly prohibited from using any phone or other device to audio or video record, photograph, live stream, or otherwise capture/transmit video or audio in bathrooms, backstage areas, during live events, in meetings where intellectual property, trade secrets, or proprietary business information is discussed, in any area where anyone has a reasonable expectation of privacy, or in any way that would violate the legal rights of others.

Unless otherwise authorized, Team Members may only use personal cell phones for an emergency or while on lunch or meal break periods in designated areas. A Team Member who uses a personal cell phone during working hours for calls other than an emergency are subject to disciplinary action. Team Members are not required to use personal cell phones for work purposes unless pre-authorized by your Human Resources Business Partner. Outside of regular working hours, non-exempt Team Members are prohibited from using their personal cell phones or other personal electronic devices to conduct company business. Every effort should be made to conduct all business communications using company phones and company electronic equipment.



Human Resources Policy & Procedure Manual

ELECTRONIC DEVICE USAGE POLICY continued

Company Issued Business Phones

Where job or business needs demand immediate access to a Team Member; ASM Global may issue company-owned business phones to a Team Member for work-related communications.

Business phones shall remain the sole property of ASM Global and shall be subjected to inspection and monitoring at any time. Team Members have no right of personal privacy in any matters stored in, created, received or sent using a company issued business phone or other electronic device.

Material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful, inappropriate, offensive (including discriminatory or harassing material concerning sex, race, color, national origin, religion, age, disability, or other characteristics protected by law), or that violates ASM Global's equal employment policy and its policies against sexual or other harassment will be subjected to disciplinary action up to and including immediate termination.

Team Members are expected to protect company phones and any other electronic equipment from loss, damage or theft. Outside of regular working hours, non-exempt Team Members may only use company issued business phones or other electronic devices with prior written approval from their General Manager and local Human Resources, and all hours worked, pre-approved or otherwise, must be recorded and submitted to payroll to be paid.

Upon resignation or termination of employment, or at any time upon request, the Team Member may be asked to produce the phone for return or inspection.

Safety Guidelines for Business Phones

Team Members whose job responsibilities include regular or occasional driving are encouraged to refrain from using their phone when driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, Team Members are strongly encouraged to pull off to a reasonably safe location and safely stop the vehicle before accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, Team Members are required to operate the phone in accordance with applicable law and, if permitted by law, use hands-free options, and are expected to keep the call short.

Text messaging, reading e-mails, writing e-mails and utilizing the use of a camera phone while driving or performing any duty where your full attention is needed is not allowable under any circumstances.

Should use of a personal phone cause disruption or loss in productivity, the Team Member may be subjected to disciplinary action per company policy.



Human Resources Policy & Procedure Manual

OPEN DOOR POLICY

ASM Global's "open door" policy permits and encourages Team Members to speak openly and directly with management and the Human Resources team regarding any work-related issue. If you are concerned about a work-related problem, question or complaint, report the situation to your immediate supervisor/manager or Human Resources Representative. ASM Global encourages all levels of supervisors/managers to be available for discussions with Team Members about work-related issues. This "open door" policy gives you an opportunity to raise issues in good faith and address matters in a frank and constructive manner, without fear of retaliation. We try our best to understand our Team Members' concerns and improve things where possible. It may not be possible to achieve the result the Team Member wants, but ASM Global will attempt to explain why through open and informal communication.

Most issues can be resolved by discussing them with your immediate supervisor/manager. If the issue cannot be handled satisfactorily at that level, you may discuss the matter with the next level of management. If the problem has not been resolved at this or subsequent levels of management, and after speaking with a Human Resources Representative, you may request a meeting with the Vice President of Human Resources and Administration or his designee.

If, after a reasonable period of time, the Team Member feels they have not received an adequate resolution, the Team Member should bring their concern to the next highest level of management, the facility's Human Resources Business Partner, Director of Finance, General Manager, or then to the ASM Global Human Resources Central Office in West Conshohocken, PA/Business Conduct Policy Hotline at (800) 964-4764, Select option 2.

We all need to work together as a team. The Company prohibits retaliation towards any Team Member who in good faith makes use of the Company's Open-Door Policy, and Team Members who violate this policy will be subject to disciplinary action, up to and including termination.



Human Resources Policy & Procedure Manual

CONFLICT RESOLUTION POLICY

ASM Global recognizes that the contributing factors to Team Members and the company's success is the maintenance of an open, responsive, and ongoing two-way system of communication. The most direct form of communication is between Team Members and their Supervisors. One-on-one meetings between Team Members and their Supervisors are encouraged. Supervisors are responsible for keeping Team Members informed of company matters affecting the Team Members' jobs and company policies affecting the conditions of employment.

In the best situations, problems and disagreements can develop that could leave a Team Member not knowing where to turn for a solution. ASM Global recognizes this and encourages Team Members to use the established policy for resolution of differences.

In cases where problems arise, the Team Member and the Supervisor should make every effort to discuss and resolve the problem. Each Supervisor is expected to listen and carefully consider the concerns of each Team Member. If the Team Member cannot resolve an issue with the immediate Supervisor, after making every effort to do so through the informal approach described above, the Team Member is encouraged to bring the matter to the next level of supervision or to the Facility Human Resources Business Partner.

Team Members may, at any time, discuss a problem with their Human Resources Business Partner. Through discussions, the Human Resources Business Partner and the Team Member can explore ways to help Team Members address or resolve issues. This may include clarifying a policy, counseling and informal discussions with the parties concerned. Those contacting any member of Human Resources for informal assistance in problem resolution or for any other counseling or advice, can be assured that conversations will be kept confidential where possible.

If the problem is not resolved through contact with the next level of the Team Member's supervision and the facility Human Resources Business Partner, the Team Member should seek resolution from the facility General Manager and/or the Human Resources Central Office in West Conshohocken, PA.

ASM Global is fully committed to protecting Team Members' rights to resolve problems through the conflict resolution process. Any Team Member who interferes with, or takes any retaliatory action against, a Team Member who uses the conflict resolution process will be subject to disciplinary action, up to and including termination of employment.



Human Resources Policy & Procedure Manual

FORMAL GRIEVANCE PROCEDURE

If a resolution is not reached at the General Manager and/or the Human Resources Central Office in West Conshohocken, PA, the Team Member may file a formal grievance with ASM Global's Executive Vice President of Global Talent. A formal grievance must be submitted in writing, directed to the Executive Vice President of Global Talent. The formal grievance should state:

- The policy that has been violated or unfairly enforced;
- The actions that have been taken to resolve the issue;
- The remedy being sought.

The Human Resources Business Partner can assist in the preparation of the grievance. All requests of this kind will receive a response from the Human Resources Central Office. A Team Member may file a formal grievance at any time; however, Team Members are encouraged to meet with their Supervisor and their Human Resources Business Partner before filing a formal grievance.

Formal grievances are limited to the interpretation and administration of established company policies and practices. The grievance procedure is available to all Team Members.

ASM Global is fully committed to protecting Team Members' rights to resolve problems through the grievance process. Any Team Member who interferes with or takes any retaliatory action against a Team Member who uses the grievance process will be subject to disciplinary action; up to and including termination of employment.



Human Resources Policy & Procedure Manual

WHERE TO CALL WITH QUESTIONS OR CONCERNS

The following persons are available to respond to questions about whether a practice complies with the Human Resources Policy & Procedure Handbook. Questions or reporting of possible violations may be directed to:

ASM Global's Executive Vice President of Global Talent, at (610) 729-7919

ASM Global's Executive Director, Human Resources, at (610) 729-1070

ASM Global's Employee Relations / Human Resources Manager, at (610) 729-1073

ASM Global's Business Policy Hotline at (800) 964-4764, select option 2

ASM Global's Counsel, Stradley, Ronon, Stevens & Young - Nicole Stover, at (856) 321-2418

Written communication is also encouraged. Letters may be addressed to the attention of any of the above-mentioned Human Resources Central Office representatives at:

ASM Global
300 Conshohocken State Road, Suite 450
West Conshohocken, PA 19428



BENEFITS ADMINISTRATION



Human Resources Policy & Procedure Manual

THE BENEFITS PACKAGE

ASM Global is committed to providing you with fair and competitive compensation and benefits. In an effort to be an employer of choice, we provide a rich selection of offerings that are available to Benefits Eligible Team Members. Unless otherwise noted in a benefit plan document, a Benefits Eligible Team Member is defined as a Team Member who is classified as a Full-Time Team Member whose employer of record is ASM Global and its affiliates. However, all Team Members may be eligible to participate in our 401(k)-plan provided they meet the plan's minimum age and service requirements.

In addition, a Team Member classified as Part-Time, Seasonal or Temporary that works less than six (6) consecutive months and averages less than 30 hours per week during the six-month period, is not eligible for paid-time-off, paid leave, or other benefits that may be available to Full-Time Team Members (unless required by applicable law).

Benefits Eligible Team Members are presently eligible to participate in the following benefits plans:

- Healthcare (Medical, Dental and Vision)
- Health and Flexible Spending Accounts
- Life Insurance (Basic Life and AD&D, and Supplemental)
- Disability (Short-term and Long-term Disability)
- Voluntary Benefits (Critical Illness, Accident, Disability, Indemnity, Legal & ID Theft)
- Retirement Savings – 401(k)

An overview of the benefits currently available can be found in the ASM Global Benefits Summary package. Please contact your local Human Resources Representative to obtain this package. Specific plan details may be obtained from the official plan documents which cover eligibility rules, terms, conditions, exclusions and limitations set forth for each plan (as they may be amended from time to time). In the event there is any real or apparent conflict or discrepancy between the brief benefit summary in this Handbook and the official plan documents, the official plan documents and benefit contracts will be controlling.

The Company reserves the right, at its discretion, to amend, modify or terminate any benefit plan or program or portions of them at any time with or without notice.



Human Resources Policy & Procedure Manual

GROUP HEALTH INSURANCE

A comprehensive health insurance program is available for all full-time Team Members and their eligible dependents. This benefit becomes available to all eligible Team Members upon hire. For this reason, choice of insurance and related enrollment elections need to be completed online within a designated time period.

If the Team Member elects to decline ASM Global's health insurance coverage, they must complete the Waiver election online, within the designated time period. Benefits elections may only be changed during open enrollment or if a qualifying event occurs. Examples of a qualifying event include:

- The marriage of the Team Member;
- The birth of a child;
- The placement of a child for adoption or foster care; or
- The loss of insurance through a spouse due to death, divorce, or loss of spouse's job.

A qualifying event must be reported to Human Resources within 30 calendar days of the date of event.

Team Members are required to contribute a percentage toward the group health insurance premiums, depending upon tier level selection, with ASM Global paying the remainder. Contributions will be made on a pre-tax basis through payroll deduction. The benefits package which further details choices of coverage and their accompanying costs, is provided to Team Members upon hire, and/or during the annual open enrollment period.

The company reserves the right to alter, amend, delete, cancel, or otherwise change at any time any or all benefits covered by this handbook. If any plan is terminated, coverage for Team Members and eligible family members will end. However, benefits for any legitimate claims incurred prior to a plan's termination will be provided.



Human Resources Policy & Procedure Manual

CONTINUATION OF BENEFITS (COBRA)

On April 7, 1986, a federal law was enacted requiring that most employers sponsoring group health plans offer Team Members and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan might otherwise end. This law is known as the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

In the event of termination of employment with ASM Global or loss of eligibility to remain covered under ASM Global's group health insurance program, the Team Member and their eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at the Team Member's or the dependent's own expense.

Eligibility

A Team Member and/or their covered dependents have the option to continue health coverage under ASM Global's plan if their coverage or their dependents' coverage terminates due to any of the following qualifying events:

- The Team Member's termination of employment for any reason other than for gross misconduct;
- The Team Member's reduction of hours;
- The Team Member's death;
- The Team Member's divorce or legal separation;
- A dependent child ceasing to qualify as a dependent under the plan; or
- The Team Member's entitlement to Medicare benefits, available only to the spouse and dependents of the Team Member entitled to Medicare.

Information on continuation of benefits is distributed via mail to new Team Members and their eligible dependents upon hire and after a qualifying event. It is the Team Member's responsibility to notify Human Resources of qualifying events unrelated to employment status.



Human Resources Policy & Procedure Manual

LIFE INSURANCE

Full-time Team Members of ASM Global are covered by ASM Global's core group life insurance. This benefit becomes available to all eligible Team Members on the first of the month following (60) days of employment. ASM Global's Life Insurance Plan is governed by the existing insurance carrier. Payment will be made in a lump sum to the beneficiary, as designated by the Team Member. The Team Member may change their beneficiary anytime by submitting the beneficiary form to Human Resources.

The insurance provided for full-time salaried Team Members is equivalent to one and one-half times annual base salary, rounded to the next highest \$1,000. Full-time hourly Team Members are eligible for \$10,000 basic life insurance coverage.

In addition to the insurance provided by the company, full-time salaried Team Members can purchase supplemental life insurance. Eligible Team Members may purchase an additional one, two or three times their annual salary. Full-time hourly Team Members are also eligible for additional life insurance in increments of \$10,000, up to \$500,000. Refer to the literature provided by ASM Global's insurance providers for details on life insurance coverage. Total combined life insurance benefit may not exceed \$500,000. Cost of this additional insurance is based on age and is paid through payroll deduction after tax.

ASM Global offers full-time salaried Team Members the opportunity to purchase group term life insurance for their dependents. Eligible Team Members may cover their spouses for an amount equal to \$10,000. Coverage is also available for Team Members' children equal to \$5,000.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE (AD&D)

ASM Global offers all full-time salaried Team Members' coverage for Accidental Death and Dismemberment at no cost to the Team Member. Full-time salaried Team Members are eligible for participation the first of the month following sixty (60) days of employment. Also, full-time salaried Team Members who purchase additional life insurance coverage receive additional AD&D coverage equal to one, two or three times their annual base salary, depending upon the amount of additional life insurance purchased.

TERMINATION OF INSURANCE

Insurance will terminate when the Team Member ceases to be eligible for coverage under the terms of ASM Global's group insurance program, when the insurance policy terminates, and/or when the Team Member fails to make an agreed contribution.

Should there be any discrepancy between the summaries provided in this manual and the legal plan documents or policies, the provisions of the plan documents or policies will govern.



Human Resources Policy & Procedure Manual

401(k) RETIREMENT SAVINGS PLAN

Eligibility

Team Members are eligible to participate in the 401(k) Plan if they are Team Members of ASM Global, are not leased, or high volume events Team Members and are not covered by a collective bargaining agreement for which retirement benefits have been the subject of good faith negotiations, except in those cases where the agreement expressly provides for inclusion in the 401(k) Plan. They must also meet the requirements identified in this paragraph. All Team Members must be 21 years of age or over. Full-time Team Members are eligible upon hire with ASM Global, Part-time Team Members are eligible upon completion of one year of service on the anniversary of their first day of employment, provided that they have worked at least 1000 hours during that 12-month period.

Eligibility requirements must be met only once to qualify for participation in the 401(k) Plan.

Open Enrollment Periods

Upon satisfying the requirements stated above, Team Members will be automatically enrolled in the 401(k) plan unless they opt out of the plan within (30) days of their initial eligibility.

Employer Matching Contributions

During the plan year, ASM Global may make a discretionary matching contribution for each Team Member participating in the plan. In order to receive the discretionary contribution, Team Members must contribute to the plan. Details of the plan and any matching contributions are available through the Human Resources Department.

Team Member Contributions

A Team Member may elect to contribute a percentage of their eligible compensation into the 401(k) Plan after they satisfy the plan's eligibility requirements. The percentage of compensation that is elected will be withheld from each payroll on a pre-tax basis and contributed to the plan on the Team Member's behalf.

Eligible participants in the plan, except highly compensated Team Members, may contribute up to ninety (90) percent of qualified compensation as defined below. In consideration of IRS regulations concerning plan discrimination, highly compensated Team Members are limited to contributing up to five (5) percent of qualified compensation.

Qualified compensation includes all compensation except bonuses, relocation allowances and cost of living allowances.



Human Resources Policy & Procedure Manual

401(k) RETIREMENT SAVINGS PLAN continued

For specific details regarding ASM Global's 401(k) Plan, please contact:

ASM Global 401(k) Administrator, at 610-729-1071

ASM Global reserves the right to change, amend, modify or cancel this policy at any time, without notice, at its own discretion.



Human Resources Policy & Procedure Manual

EMPLOYEE ASSISTANCE PROGRAM (EAP)

ASM Global cares about the health and well-being of its Team Members and has engaged an Employee Assistance Program (EAP) through Cigna Behavioral Health. This is a professional and confidential counseling service that helps Team Members and their eligible dependents resolve their personal problems.

The EAP will provide confidential professional counseling and referral to full-time Team Members and their eligible dependents that need assistance in areas of personal distress, including but not limited to:

- Family
- Marriage
- Aging
- Stress
- Finances
- Parenting
- Psychiatric Needs
- Alcohol
- Drugs
- Adoption
- Legal Matter

Literature is available in the Human Resources department of each facility. To access EAP services and set up a confidential, personal appointment, call 1-888-371-1125.



Human Resources Policy & Procedure Manual

HOLIDAYS

ASM Global provides for certain paid holidays and personal day(s) for all full-time Team Members each year. Holiday schedules and personal day allowances are specific to each facility.

Eligibility

Holiday pay will be paid for all holidays occurring on or after the effective date of hire into a full-time position. To receive holiday pay, a Team Member must work their scheduled day before and after the holiday or be granted approved day(s) off. Union Team Members will be governed by their local collective bargaining agreements. Part-time and seasonal Team Members do not qualify for holiday pay.

ASM Global Designated Holidays

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve Day
- Christmas Day

Holidays occurring on Saturday or Sunday

Generally, if a designated holiday falls on a Saturday, it will be observed on the previous Friday. Likewise, if a designated holiday falls on a Sunday, it will be observed on the following Monday.

Conditions of Use of Holiday

Due to the nature of our business, it is necessary for some of our Team Members to work on a scheduled holiday. If this occurs, the Team Member will be compensated at their normal rate of pay and an alternate holiday for the scheduled holiday will be arranged by the Team Member's Supervisor. This alternate holiday must be scheduled within three (3) months of the designated holiday. Otherwise, the alternate holiday will be forfeited. Unused alternate holidays will not be paid either during the time of resignation notice or at the time of separation from the company for any reason.

If a holiday(s) falls during a week when a Team Member is on a leave, whether paid or unpaid, the holiday(s) is treated as a day on leave and Team Members are not entitled to holiday pay.



Human Resources Policy & Procedure Manual

PERSONAL DAYS

Eligibility

Full-time Team Members are eligible for one (1) or two (2) personal days per year, depending on the schedule of some facilities. Part-time and seasonal Team Members do not qualify for personal days.

Team Members hired after July 1 will not be eligible for personal holidays in that calendar year. However, effective January 1 of the next year, they will receive a minimum of one (1) or two (2) personal day(s), pursuant to the applicable facility allowance, to be used in that calendar year.

Union Team Members will be governed by their local collective bargaining agreements.

Conditions for Use of Personal Days

A personal day may be used at any time as a day off with pay, provided the Team Member obtains their Supervisor's approval at least one (1) week in advance, unless in the case of an emergency.

A personal day must be taken in full day increments.

A personal day may not be carried from one calendar year to another. Any unused personal days are forfeited.

A personal day will not be paid either during the time of resignation notice or at the time of separation from the company for any reason.

New Team Members will be able to take this time after six (6) months of continued service.

In states where time off for voting is mandated, the company will comply with the provisions of the prevailing law.

Personal days cannot be transferred from one Team Member to another.

ASM Global reserves the right to change, amend, modify or cancel this benefit at any time, without notice, at its sole discretion. Unless otherwise required by local or state laws.



Human Resources Policy & Procedure Manual

VACATION

ASM Global recognizes the importance and necessity for Team Members to take time off from work with pay for purposes of leisure, recreation and relaxation. Therefore, full-time non-union Team Members shall be entitled to vacation time based on length of service, as outlined under Vacation Accrual. Whenever possible, vacations will be granted according to the Team Member's preference, provided this does not interfere with the orderly operation of business. There is no provision for payment in lieu of vacation. Vacation days cannot be transferred from one Team Member to another Team Member.

Vacation days are accrued on a monthly basis, for each full month worked. Eligible Team Members are permitted to use any vacation time that they will accrue for that calendar year. Vacation days must be taken in full-day or half-day increments. Unless an emergency exists, no more than ten (10) vacation days should be taken together. In the event that, at the time of termination from employment with ASM Global, the Team Member has taken vacation in excess of the time accrued, they shall reimburse the company for the excess, or the company shall have the right to withhold such excess from the Team Member's final paycheck, subject to the law. A Team Member with at least ninety (90) days of service, who separates from the company, will be compensated for accrued unused vacation days up to a maximum of 24 days, subject to the law.

ASM Global reserves the right to change, amend, modify or cancel this policy at any time, without notice, at its sole discretion.

Vacation Accrual

Vacation accrual is based upon the following schedule:

- Hire date until the fifth-year anniversary date, a full-time non-union Team Member earns (.833) vacation days for each full month worked. The maximum vacation accrual during the first five (5) years of employment is ten (10) days per year. New Team Members will be eligible to take this time after six (6) months of continued service.
- The fifth-year anniversary date until the tenth-year anniversary date, a full-time non-union Team Member earns (1.25) vacation days for each full month worked for a maximum accrual of fifteen (15) days.
- The tenth-year anniversary date until the fifteenth-year anniversary date, a full-time non-union Team Member earns (1.66) vacation days for each full month worked for a maximum accrual of twenty (20) days.
- The fifteenth-year anniversary date until the twentieth-year anniversary date, a full-time non-union Team Member earns (2.08) vacation days for each full month worked for a maximum accrual of twenty-five (25) days.



Human Resources Policy & Procedure Manual

VACATION continued

- The twentieth-year anniversary date and beyond, a full-time non-union Team Member earns (2.5) vacation days for each full month worked for a maximum accrual of thirty (30) days.

When the unused accumulation of vacation days exceeds (2x) the maximum allowable number of days (based on service date) that can be carried over in a year (see paragraph below), the Team Member will forfeit further accrual of vacation hours until such time as vacation is taken and the balance of unused vacation has dropped below the maximum allowable.

Carryover of Accrued Vacation Time

Accrual carryover, from one calendar year to the next, is limited to the number of days earned during the prior year. For example, if a Team Member earns ten (10) days of vacation time during a year, they can only carryover ten (10) days into the New Year, January 1.

Transfer of Accrued Vacation Time

If a Team Member transfers within the company, the maximum number of days a Team Member can transfer is limited to the number of days earned during the prior year.

If a Team Member is transferred permanently to another ASM Global facility, their vacation balance transfers with them. The originating facility will provide the receiving facility with payment of the Team Members accrued but unused vacation balance up to twenty-four (24) days, the maximum payout per our policy OR the full vacation balance if the originating facility has a state law that prevents capped vacation accruals. Vacation balances should be accrued on the books for all full-time Team Members. Vacation balances should accrue in accordance with our policy and state law. For more information, please contact your local Human Resources Business Partner and/or the Human Resources Central Office in West Conshohocken, PA.

Scheduling Vacation Leave

The Team Member should complete and submit to their Supervisor a Leave Requisition Form at least two (2) weeks prior to the desired vacation dates to ensure that the request will be approved, and that vacation time is properly scheduled within the needs of the department. In scheduling vacation time, the Team Member should keep in mind that vacations must not interfere with the demands of the Team Member's work schedule. If any conflicts arise in requests for vacation time, preference will be given to the associate with the most seniority, taking into consideration the needs of the business.

In order to be certain vacation days are properly accounted for, all approved vacation request forms should be submitted to the Human Resources department.



Human Resources Policy & Procedure Manual

VACATION continued

Team Members are responsible for keeping a record of their vacation time and ensuring that it is properly recorded on the appropriate attendance forms sent to the Human Resources Department. To obtain information regarding available vacation time, a written request should be submitted to the Human Resources Department.

Vacation days will not continue to accrue during a leave whether paid or unpaid, but accrual will commence upon the Team Member's return from a leave of absence. To the extent a law regarding vacation pay applicable to the Team Member's work location conflicts with the above, the law will govern.



Human Resources Policy & Procedure Manual

SICK TIME POLICY

If you are away from work because of your own illness or injury or that of a spouse, domestic partner, child or parent, or child of a domestic partner, a benefit eligible Team Member will receive full pay under our paid sick leave program. During the first year of employment, ASM Global provides sick time as follows:

- Full-Time Team Members ten (10) paid sick days to eligible Team Members whose first day of employment is between January 1 and June 30 and five (5) sick days if the first day of employment is between July 1 and December 31. The paid sick leave bank is replenished to ten (10) days on January 1 of each subsequent year.
- Part-Time Team Members accrue paid sick leave at the rate of one (1) hour per every thirty (30) hours worked, paid at the Team Member's regular wage rate. Accrual shall begin on the first day of employment. Any accrued but unused paid Sick Time shall carry over to the following year on January 1st.

Eligible Team Members are limited to using up to eighty (80) hours or ten (10) days annually. Accrued but unused Sick Time may be taken in increments of no smaller than one (1) hour and is not payable upon separation of employment. If rehired within one year of separation, accrued but unused Sick Time will be reinstated.

Paid sick leave cannot be used for vacation or non-illness related leaves. Unused sick leave will not be paid out at the end of the year or upon termination of employment.

An eligible Team Member may use sick leave benefits to receive pay if a personal illness or injury causes the Team Member to miss work or if the Team Member needs time off to care for an ill or injured spouse, domestic partner, child, parent, or other dependent for the diagnosis, care, or treatment of an existing health, mental condition, or for preventive care. It may be used for a public health emergency or specified purposes for a victim of domestic violence, sexual assault, or stalking.

If you deplete your sick time bank at the time of a requested absence you may not get paid for that day. However, if you have any accrued vacation time or floating holidays available, you may use them with the approval of your supervisor/manager.

If you are on an approved leave of absence due to your own illness, you must use any sick time in conjunction with any income protection plans or other sources of disability income to achieve full pay until that sick time is exhausted or you return to work. However, at no time can the combination of these benefit payments exceed your normal earnings. If you are on an approved leave of absence on January 1, you will not get your new bank of sick days until you return to work.



Human Resources Policy & Procedure Manual

SICK TIME POLICY continued

You may be required to provide your Human Resources Representative with a doctor's note whenever you are absent for more than three (3) consecutive days due to illness or injury. The doctor's note must state that you are receiving medical care and should indicate the approximate date you will return to work. If your illness lasts for more than seven (7) consecutive days, Family and Medical Leave Act (FMLA) and/or other State mandated Family or Medical Leave may apply. In the event an illness or injury is covered by Workers' Compensation Insurance, Sick Time policy does not apply, but will defer to state Workers' Compensation statutes. If you need a leave of absence, please contact your local Human Resources Representative to discuss our leave policies. Please review the leave of absence section for further information.

Team Members working in locations with sick leave laws who are eligible for leave under those laws may use and will accrue sick time under the same terms and conditions of the applicable law, and such sick time will substitute for and not be in addition to sick time pursuant to this policy. To the company's policy conflicts with an applicable sick leave law, the law will govern.

The Company prohibits retaliation against any Team Member for using or requesting the use of paid sick leave.



Human Resources Policy & Procedure Manual

SHORT TERM DISABILITY

ASM Global offers a salary continuation program for eligible Team Members when they are absent due to short-term disability. This salary continuation program is designed specifically to provide continuing income when an eligible Team Member cannot work because of illness or injury. It is not earned time off, nor does it accumulate.

If a Team Member is absent for three (3) or more consecutive days due to illness, the Team Member is required to provide written documentation from their doctor certifying that the Team Member can resume normal work duties before the Team Member will be allowed to return to work. In addition, ASM Global reserves the right to use a company-appointed physician to examine the Team Member.

Team Members are not eligible to apply for this benefit as a result of self-inflicted injury or due to an illness or injury incurred while in the act of committing a felony.

In the event an illness or injury is covered by Workers' Compensation Insurance, this leave policy does not apply, but will defer to state Workers' Compensation statutes.

Additionally, this plan runs concurrently with the Family and Medical Leave Act (FMLA). Refer to the FMLA section in this manual for details and qualifying situations.

Eligible Team Members

A Team Member who is medically unable to work due to a non-work-related injury and has been continuously employed with ASM Global for a minimum of twelve (12) months will be compensated according to the following:

- The plan starts paying after you are disabled for seven days and provides income protection for up to twelve (12) weeks
- The maximum weekly benefit is 60% of your weekly base salary to a maximum weekly benefit of \$2,500.
- Team Members will have the option to use any accrued and unused vacation time after thirty (30) days to offset the salary difference.



Human Resources Policy & Procedure Manual

SHORT TERM DISABILITY continued

- Any Team Member who is employed in a state which has a state mandated short term disability policy, including but not limited to New Jersey, Rhode Island, New York, California, and Hawaii, must file for benefits under the state's plan. Any eligible Team Member will be able to offset state Short-Term Disability benefits with ASM Global's Salary Continuation Plan for up to twelve (12) weeks of absence. ASM Global's Salary Continuation will be supplementary to any state Short-Term Disability benefit. Because every state plan is different, each facility with a state mandated Short Term Disability plan will be required to administer the Salary Continuation Plan individually as it sees fit, being sure to adhere to the requirements and limitations of the Salary Continuation Plan. Each facility is responsible for assuring that Team Members do not receive more than the allowed percentage of salary benefits, based upon the number of days absent.
- All regular payroll deductions, including voluntary deductions, will continue to be made if a Team Member receives full or partial salary benefits.
- For all Team Members on an inactive status, vacation accrual will cease until the Team Member returns to active status.
- Team Members who are out for longer than twelve (12) weeks may be required to elect COBRA coverage, if they wish to continue health insurance benefits.



Human Resources Policy & Procedure Manual

LONG TERM DISABILITY

ASM Global provides all full-time salaried Team Members with Long Term Disability insurance coverage following the completion of one (1) year of continuous service. This company provided benefit affords sixty (60) percent of basic monthly earnings, up to a maximum of five thousand (\$5,000.00) dollars per month, for any non-work-related illness or injury after the Team Member has been disabled for a period greater than ninety (90) days. Team Members who wish to continue health insurance benefits will be required to elect COBRA coverage. ASM Global's Long-Term Disability Plan is governed by the plan document issued by the existing insurance carrier.



Human Resources Policy & Procedure Manual

FAMILY AND MEDICAL LEAVE ACT (FMLA)

ASM Global complies with the Family and Medical Leave Act (FMLA) along with other state and local laws. The function of this policy is to provide Team Members with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, Team Members will be afforded all rights required by law.

General Provisions

Under this policy, ASM Global will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible Team Members. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Definitions

- **“Active or call to active duty”** means duty under a call or order to active duty (or notification of impending call or order to active duty) to a foreign country in support of a contingency operation as either a member of the reserve components, or retired member of the Armed Forces or Reserve; or for members of the regular Armed Forces, deployment to a foreign country.
- **“Covered Military Member”** means the Team Member’s spouse, son, daughter or parent on active duty or call to active duty status.
- **“Covered Service Member”** means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- **“Continuing Treatment”** includes any one or more of the following:
 - a. A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition.
 - Treatment by a health care provider two (2) or more times within 30 days of the first incapacity; or
 - Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of a health care provider.
 - b. A period of incapacity due to pregnancy or prenatal care;



Human Resources Policy & Procedure Manual

FAMILY AND MEDICAL LEAVE ACT (FMLA) continued

- c. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
- d. Any period of absence to receive multiple treatments by health care provider.
- “FMLA Leave” means leave that qualifies under the Family and Medical Leave Act of 1993, as amended by the National Defense Authorization Act of 2008.
- “Inpatient Care” means an overnight stay in a hospital, hospice, or residential medical care facility, including a period of incapacity or any subsequent treatment in connection with the inpatient care.
- “Qualifying Exigency” means one of more of the following:
 - a) Short-notice deployment – to address any issues that may arise due to the fact that Covered Military Member received notice of the deployment seven (7) or less calendar days prior to the date of deployment;
 - b) Military events and related activities – to attend any official ceremony program, or event sponsored by the military that is related to the Covered Military Member’s active duty; or to attend family support or assistance programs and informational briefings sponsored by the military;
 - c) Child care and school activities – to arrange for alternative childcare; to provide childcare on an urgent or immediate bases; to enroll or transfer a child to a new school; and to attend meetings with school staff that are necessary by the Covered Military Member’s active duty or call to active duty;
 - d) Financial and legal arrangements – to make or update financial or legal arrangements related to the Covered Military Member’s absence while on active duty; and to act as the Covered Military Member’s representative with regard to obtaining, arranging, or appealing military benefits;
 - e) Counseling – to attend counseling sessions related to the Covered Military deployment or active duty status;
 - f) Rest and recuperation – to spend up to five (5) days with a Covered Military Member who is on short-term, temporary rest and recuperation leave;
 - g) Post-deployment activities – to attend ceremonies and reintegration briefings for a period of 90 days following the termination of the Covered Military Member’s active duty status; and to address issues arising from the death of a Covered Military Member;



Human Resources Policy & Procedure Manual

FAMILY AND MEDICAL LEAVE ACT (FMLA) continued

- h) Parental Care – covered care activities as provided under the FMLA for the parent of the military member who is incapable of self-care; and/or
 - i) Other activities that the Company and Team Member agree qualify as an exigency.
- “Leave Year” means the 12-month period measured backward from the date each Team Member’s leave commenced.
 - “Serious Health Condition” means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.
 - “Serious Injury or Illness” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

Eligibility

To qualify to take family or medical leave under this policy, the Team Member must meet all of the following conditions:

- Team Member has been employed by the company for at least 12 months;
- Team Member has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave; and
- Employed at a worksite with at least 50 Team Members within 75 miles of that worksite.

Type of Leave Covered

To qualify as FMLA leave under this policy, the Team Member must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child;
- The placement of a child for adoption or foster care and to care for the newly placed child;
- A serious health condition of a qualifying family member, *i.e.* spouse, son, daughter, or parent of the Team Member, if the Team Member is needed to care for such a family member;
- A serious health condition of the Team Member that makes the Team Member unable to perform the essential functions of their job; or



Human Resources Policy & Procedure Manual

FAMILY AND MEDICAL LEAVE ACT (FMLA) continued

- Any “qualifying exigency” arising out of the fact that a Team Member’s spouse, parent, son or daughter is on covered active duty or has been called to covered active duty status or has been notified of an impending call or order to covered active duty.

An eligible Team Member is entitled to a total of 26-weeks of unpaid leave during a single 12-month period to care for a parent, son, daughter, spouse, or next of kin who is a Covered Service member, regardless of whether the Team Member has taken leave for another FMLA qualifying reason in the past 12-months. This military caregiver leave also extends to an eligible Team Member who is the spouse, son, daughter, parent or next of kin of a covered veteran with a serious injury or illness, as defined by the FMLA. Any leave taken under one or more of these circumstances will be counted against the Team Member’s total entitlement to FMLA leave for that Leave Year.

Paid Benefit Coordination with FMLA

FMLA leave under this policy is generally unpaid leave. If however, the Team Member is eligible for any paid leave under any other benefit programs such as accrued vacation, unused sick or personal days the Team Member will be required to exhaust the paid leave upon commencement of, and concurrently with FMLA leave (unless the Team Member’s own serious health condition has caused the leave and the Team Member is receiving workers’ compensation benefits). Paid leave will run concurrently with and be counted toward the Team Member’s total 12-week or 26-week period of FMLA leave.

While a Team Member is on leave, the company will continue the Team Member's health benefits during the leave period at the same level and under the same conditions as if the Team Member had continued to work. If the Team Member chooses not to return to work for reasons other than a continued serious health condition of the Team Member or the Team Member's family member or a circumstance beyond the Team Member's control, the company will require the Team Member to reimburse the Company the amount it paid for the Team Member's health insurance premium during the leave period.

Under current company policy, the Team Member pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the Team Member's share of the premium. While on unpaid leave, the Team Member must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 15th day of each month. If the payment is more than 30 days late, the Team Member's health care coverage may be dropped for the duration of the leave. If the Team Member contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the Team Member is on paid leave. While the Team Member is on unpaid leave, the Team Member may request continuation of such benefits and pay their portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the Team Member's share of the premium payments. If the Team Member does not continue these payments, the employer may discontinue coverage during the leave.



Human Resources Policy & Procedure Manual

FAMILY AND MEDICAL LEAVE ACT (FMLA) continued

If the employer maintains coverage, the employer may recover the costs incurred for paying the Team Member's share of any premiums, whether or not the Team Member returns to work. Other employment benefits such as vacation, sick, personal, or holidays will not continue to accrue during a leave FMLA, but accrual will resume upon return from a leave.

Intermittent or Reduced Scheduled Leave

FMLA leave may be taken intermittently or on a reduced work schedule basis. Every Team Member is obligated to make a reasonable effort to schedule medical treatment so as not to unduly interrupt company operations. Any Team Member who needs an intermittent or reduce schedule should contact their local Human Resources Department. In addition, the Team Member will be required to supply ASM Global with the proper medical certification regarding the need for such intermitted or reduce schedule leave. The Team Member and the company will make every effort to work out a schedule that meets the Team Member and the company's business needs without disrupting company operations.

Team Member Notice Requirements

Team Members must give their Supervisor thirty (30) days advance notice of the need to take FMLA leave when it is foreseeable. When it is not practicable to provide such advance notice, such notice must be given as soon as possible.

Notice should be given either in person or by telephone when medical emergencies are involved and may be given by the Team Member's spouse or other family member, in the event the Team Member is not able to do so.

Medical Certification

Medical certification is required from a health care provider confirming that a Team Member's serious health condition prevents them from performing their duties, or the illness of a family member necessitates leave. Medical certification must be provided in a timely manner, not to exceed fifteen (15) days. If ASM Global has reason to doubt the validity of the certification, the company can require that a second and third opinion be obtained from a company-designated physician, at the company's expense. Application and/or medical certification forms can be obtained from the Team Member's Human Resources Business Partner.

During FMLA leave, ASM Global may request that the Team Member provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the Team Member must provide ASM Global with periodic reports regarding the Team Member's status and intent to return to work.



Human Resources Policy & Procedure Manual

FAMILY AND MEDICAL LEAVE ACT (FMLA) continued

If the Team Member's anticipated return to work date changes and it becomes necessary for the Team Member to take more or less leave than originally anticipated, the Team Member must provide ASM Global with reasonable notice (i.e., within 2 business days) of the Team Member's changed circumstances and new return to work date. If the Team Member gives ASM Global notice of the Team Member's intent not to return to work, the Team Member will be considered to have voluntarily resigned.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

Certification of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The Team Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury/Illness of Covered Service Member for Military Family Leave

The company will require certification for the serious injury or illness of the covered service member. The Team Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

Return to Work

A Team Member returning from FMLA leave will be reinstated in their former position or in a position substantially equivalent in status and pay. Upon return to work, appropriate adjustments will be made to the Team Member's company seniority date and merit increase percentage opportunity.

If a Team Member elects not to return to work upon completion of an approved FMLA leave, and no other approved absence is available to the Team Member, they will be considered to have resigned employment, effective the last day of the approved leave. In this case, ASM Global may recover from the Team Member the cost of any premium paid to maintain the Team Member's coverage.



Human Resources Policy & Procedure Manual

HIPAA MEDICAL PRIVACY

ASM Global is committed to protecting the privacy and confidentiality of protected health information (PHI) whenever it is used by company representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring accessing or receiving PHI in the course of their jobs.

HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security, and health information electronic transmission.

PHI refers to individually identifiable health information received by the company's group health plans and/or received by a health care provider, health plan or health care that relates to past and present health of an individual or for payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

ASM Global will consider any breaches in privacy and confidentiality of handling PHI to be serious and disciplinary action will be taken with our code of conduct.



Human Resources Policy & Procedure Manual

MILITARY LEAVE

It is the policy of ASM Global to support the members of the Armed Forces of the United States, including Coast Guard, and members of the Armed Forces Reserves or National Guard. Members of the Armed Forces are entitled to certain rights regarding seniority, status, and pay if it is necessary to take a leave of absence for active duty or military training.

You will be granted a military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and all other applicable federal and state laws. Team Member/reservists who are notified of potential or actual activation to military duty should immediately contact your supervisor/manager/department head and Human Resources Representative, and provide your anticipated activation date, as well as copies of any official military orders activating you to duty.

Annual Military Training

A Team Member performing annual active training duty in order to maintain reserve status, eligibility for promotion, or military retirement status, will annually be granted a leave of absence of up to a maximum of two (2) weeks. The Company will pay the difference between a regular full-time Team Member's usual compensation and their military pay for this period of absence.

Temporary Domestic Military Duty

A Team Member called for active duty during a civil emergency will be granted a leave of absence of up to ten (10) days. ASM Global will pay the difference between a regular full-time Team Member's usual compensation and their military pay for this period of absence.

A Team Member entering the military service for a longer period will be granted a leave for that period of service in accordance with federal laws and implemented regulations, and in accordance with USERRA regulations in each state.

Please refer to the Family and Medical Leave Policy (FMLA) for specific "Qualifying Exigency" Military Leave of Absence.



Human Resources Policy & Procedure Manual

JURY DUTY

In order to perform your civic duty and accept jury duty services, ASM Global grants paid leaves of absence to benefit eligible Team Members who are required to serve as jurors in a federal, state or local court proceeding. You may keep the jury pay provided by the court, in addition to any regular pay from the Company to which you are entitled.

If you are called for jury duty, in accordance with the law, you will be allowed time off for the period you are required to be present for jury selection and service. To be released for jury duty, a Team Member must notify their Supervisor, as well as the Human Resources Department, and submit a copy of the court subpoena, or a copy of the letter requiring the appearance for jury or witness duty. Additionally, a copy of the notice to serve jury duty should be attached to the Team Member's attendance record for attendance purposes. Team Members are expected to report for work whenever the court schedule permits. Other rules for grand jury duty and other long-term or extended jury duty service may apply.

Team Members appearing as a plaintiff or defendant, or for non-subpoenaed court appearance, will not receive paid time off. Vacation or unpaid time should be used for these instances. Team Members required to testify in cases where they are neither plaintiff nor defendant are treated for purposes of leave and compensation in the same manner as persons called to jury duty.

VOTING LEAVE

ASM Global believes that it is the responsibility and duty of Team Members to exercise the privilege of voting in elections. In accordance with this philosophy, the company will grant its Team Members approved time off to vote if necessary due to work schedules and for periods of service as an election official.

Time Off for Voting: All Team Members should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the work day to vote. Time off for voting is unpaid (unless state law dictates otherwise) and should be reported and coded appropriately on timekeeping records.

Time Off for Election Service: Team Members who are chosen to serve as election officials at polling sites will be permitted to take required time off unpaid (unless state law dictates otherwise) to serve in this capacity. Team Members who are chosen to act as election officials must notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Team Members must report time engaged as an election official and code this time accordingly on timekeeping records.



Human Resources Policy & Procedure Manual

BEREAVEMENT

If you have a death in your immediate family, Regular Full-Time Team Members may have the remainder of the day you are notified off and up to five (5) additional days off with pay at your regular base pay rate. For the purposes of this policy, “immediate family” is defined as a spouse, domestic partner, child, step-child, child of domestic partner, foster child, grandchild, parent, step-parent, parent-in-law, legal guardian, parent of domestic partner, grandparent, sibling, sibling-in-law, sibling of your domestic partner. If you require additional time off, with supervisor/manager permission, you may use accrued vacation time. If a family member or member of your household is not included in this list, your manager can allow you to use accrued vacation time.

Leave for death in the immediate family is arranged by notifying the Team Member’s immediate Supervisor or department head. All time off is subject to department head approval in conjunction with the Human Resources Central Office in West Conshohocken, PA or General Manager. Upon returning to work, the Team Member must record their absence as a Bereavement of death and relationship to the deceased may be required.

Team Members may be granted time off for the death of a relative who was not a member of the immediate family, including aunt, uncle, niece, nephew, grandparent, cousin or in-law with department head’s approval in conjunction with the Supervisor/Department Head/Human Resources Department.

PERSONAL LEAVES OF ABSENCE

Under certain circumstances, unrelated to your own or a family members health condition, you may be granted an unpaid leave of absence. Leaves for health related conditions are covered under the FMLA policy. Unpaid leaves of absence will be granted at the Company’s sole discretion, unless otherwise required by law. You must be a Regular Full-Time Team Member to be eligible for a personal leave. Part-time, seasonal and temporary Team Members are not eligible for personal leaves.

A Department Head, with the approval of your Human Resources Representative may grant a short-term personal leave of absence of up to 30 days. You are eligible if you have been working with ASM Global or its entities for over 60 days and only after all paid time has been exhausted. The personal leave must be for a specific period of time and the time off that is provided under this policy will ordinarily be unpaid.

During a personal leave, all Regular Full-Time Team Members will continue to be eligible for coverage under the Company insurance benefit plans in which they are enrolled, according to the terms of the plans, but you may have to pay full premiums. If you do not return to work within three (3) working days after an approved leave expires, you may be considered to have voluntarily terminated your employment.



Human Resources Policy & Procedure Manual

EDUCATION ASSISTANCE

ASM Global recognizes that skill and knowledge of its Team Members are critical to the success of its Team Members and the organization. The Education Assistance program encourages personal development through formal education, so Team Members can maintain and improve job-related skills or enhance their ability to compete for jobs within ASM Global. The program covers certain college courses, certification programs, exam preparatory courses and certification exams, which are conducted or sponsored by colleges, universities, professional training organizations or professional associations.

Details of the Education Assistance Program can be obtained from their Human Resources Business Partner or Human Resources Central Office in West Conshohocken, PA.

Applications should be submitted at least three (3) weeks prior to registration to allow enough time for all approvals. Team Members will be notified, by their Human Resources Business Partner, whether or not their applications have been approved.

ASM Global reserves the right to change, amend, modify or cancel this benefit at any time, without notice, at its sole discretion.

Note: Failure to obtain appropriate approval, prior to the beginning of a course, may result in non-reimbursement.



Human Resources Policy & Procedure Manual

EXTERNAL MEETINGS, CONFERENCES & SEMINARS

ASM Global encourages the professional development of Team Members through attendance and participation in approved meetings, conferences or seminars which are directly related to the company's operations, activities and objectives, which will place Team Members in a position to improve their job performance. This policy covers meetings, conferences and seminars, which are conducted or sponsored by colleges, universities and other professional training associations.

Approval of the Supervisor, department head, or General Manager and Regional Vice President prior to registration is required. This policy provides for payment in full by the company of registration fees, meals, travel and other expenses incurred by Team Members attending approved meetings or seminars.

COMPANY-SPONSORED MEMBERSHIPS

ASM Global recognizes that individual and/or company memberships for key Team Members in business, professional and civic organizations can be of benefit to the company, and it will support such memberships consistent with sound fiscal policies as may be determined from time to time. Approval by Regional Manager/General Manager is required.

Such memberships should meet the following guidelines:

- The membership will benefit the department/company;
- The most suitable person has been selected for the membership;
- Where there is a choice of class of membership, the appropriate class has been selected;
- Publications and other benefits arising out of membership are made available to other interested Team Members;
- Each membership is reviewed annually before renewal to assess the benefits;
- When a Team Member changes jobs, the membership is reviewed and is either cancelled or transferred to another Team Member as deemed appropriate.



COMPENSATION



Human Resources Policy & Procedure Manual

JOB DESCRIPTIONS

Each position in the company has its own specifications and responsibilities. Therefore, it is necessary that job descriptions exist for both current and newly created positions.

ASM Global promotes the initiative to seek knowledge and skills outside of individual job descriptions. Flexibility and a team approach contribute to the effectiveness of the organization and to the growth of the individual. For this reason, it is strongly emphasized that the position descriptions are to be used only as a guideline for the Team Members and their Supervisors/evaluators to better understand the Team Member's given responsibilities. Job descriptions might be updated depending on the needs and priorities of the organization and/or the particular skills and interests of the individual.



Human Resources Policy & Procedure Manual

SALARY ADMINISTRATION

It is ASM Global's policy to provide a fair and competitive compensation plan which is designed to attract, retain, and motivate competent personnel and assure that Team Members are compensated on the basis of performance without regard to race, religion, national origin, gender, sexual orientation, age, physical or mental disability, or any other characteristics protected by law.

Our policy further provides for recognition and reward for differences in individual ability and performance. Any compensation adjustment is based on such factors as your performance, responsibilities, impact of the position on Company operations and results, value of the position in the marketplace, economic factors and the overall merit budget. Periodic salary surveys of selected jobs are conducted to ensure that salaries remain competitive.

Performance reviews are generally conducted on an annual basis and are typically conducted by the Team Member's Supervisor. ASM Global has a standard performance review form that may be utilized as a general guideline when reviews are conducted. However, ASM Global reserves the right to periodic performance reviews throughout the year at the Supervisor's discretion.

Team Members may be considered for merit increases on an annual basis. Team Members hired during the last three (3) months of the fiscal year are not eligible for consideration of a merit increase until the beginning of the following fiscal year. ASM Global does not have a provision for cost of living adjustments.

New Team Members who are hired or newly promoted and are actively employed prior to the last three months of the fiscal year are eligible to be considered for a merit increase on a pro-rated monthly basis. For example, a Team Member who earns \$20,000 and receives a merit increase of three (3) percent, or \$600, and has worked for six (6) months during the prior fiscal year is eligible for 1/2 of the increase, or \$300. A Team Member who worked for seven (7) months during the prior fiscal year is eligible for 7/12, or \$350.

In calculating the number of months a Team Member has worked, Team Members hired on or before the fifteenth (15th) of the month will be credited for one month of service.

A salary increase, if granted, will most likely become effective on the first (1st) day of the fiscal year of each respective entity. Team Members must be actively working at the time the merit increase is processed to receive the merit increase. Merit increases as with any compensation adjustment is completely at the discretion of the company.

ASM Global reserves the right to change, amend, modify, or cancel this policy at any time, without notice, at its own discretion.



Human Resources Policy & Procedure Manual

PAY PERIODS

As pay periods may vary among the ASM Global entities, Team Members are advised of the specific pay schedule of their facility at time of hire. Any questions should be directed to the respective Finance Department at the facility.

Team Members who voluntarily leave the company must notify their immediate Supervisor of their intention to resign with appropriate notice commensurate with position and responsibility. The Team Member is required to give a written notice of resignation at the earliest possible date. Team Members will receive their final pay in accordance with applicable federal and state law.

PAYROLL DEDUCTIONS

All payroll deductions are itemized on the pay period paycheck stub. These deductions are applicable federal, state and municipal taxes, garnishments and other deductions authorized in writing by the Team Member. Questions regarding deductions should be directed to the facility's respective Finance Department.

DIRECT DEPOSIT PLAN

As a convenience to Team Members, ASM Global offers a Direct Deposit Plan whereby paychecks are automatically deposited to the Team Member's checking account or pay card account on regular paydays. A paper paycheck stub will be received on the scheduled pay date, or an electronic paystub will be received on the scheduled pay date if the Team Member waived receiving a paper paycheck stub. Enrollment in the Direct Deposit Plan will be handled during the Team Member orientation meeting or immediately following orientation by the respective Finance Department.

To have your pay deposited directly into your checking or savings account, complete the form available from your local Human Resources Business Partner.

HOURS OF WORK

ASM Global entities and facilities generally operate on a basic workweek of (40) hours. Since we are a business that services our customers outside of what might be considered a normal work week, we need to utilize various scheduling methods to ensure that we have coverage for event and operations Team Members. Typically, work schedules are prepared on a predetermined basis that satisfies both the staffing requirements for our business and your need to have advance notice of your scheduled hours. In our business, from time to time our events can change. If we need to make scheduling changes, all changes will be announced to the staff or your manager will make every attempt to contact you at your provided phone numbers. You are responsible for making note of any event changes or additions. For the business to run smoothly and to give us the ability to service our customers, we expect our Team Members to know their work schedule at all times and to be available to fulfill their work schedule.



Human Resources Policy & Procedure Manual

AVAILABILITY

In many positions, including event and operations-related positions, your scheduled work days and work hours may vary based upon business needs and require availability on weekends and evenings. Accordingly, we require your flexibility and availability to work most major events, as determined by your department head. When you applied for your position and during the interview process, your availability was covered on the job application, during the interview process and upon your job offer. Again, in an effort to service our guests, we will require you to be able to fulfill this basic availability. However, if after being hired, your availability changes for any legitimate reason (e.g., school, military duty, leave of absence etc.), you must discuss this matter with your supervisor and/or Human Resources Representative as far in advance as possible. Where feasible and consistent with business needs, workday and hour accommodations as a result of changes in school schedules or other restrictions on your availability will be considered and evaluated on a case-by-case basis. Overtime hours may be required as necessary with prior written authorization from the Team Member's immediate Supervisor.

Non-exempt Team Members are never permitted to work "off the clock." This includes responding to business related phone calls, e-mails, texts, etc. on a Company issued business phone without the written approval of the General Manager and local Human Resources Department. Non-Exempt Team Members using their Company issued business phone without written approval outside of normal working hours will be subject to disciplinary action, up to and including termination. All time worked, pre-approved or otherwise, must be recorded and submitted to payroll to be paid.

TIME RECORDING

By law, companies are obligated to keep accurate records of the time worked by non-exempt Team Members. Attendance records are company records, and care must be exercised in recording-hours worked, overtime hours and absences. Since your pay is calculated on hours actually worked, your time should never be recorded before you start work. For the same reason, you must not perform any duties at your location before you start work.

Once a Team Member clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If a Team Member forgets to clock or sign in or out, they must notify their Supervisor immediately, so the time may be accurately recorded for payroll. In the event of an error in recording time worked, the Team Member must notify their immediate Supervisor for correction. Each Team Member is responsible for their own record keeping; this includes hours worked outside of regular working hours, pre-approved or otherwise. All hours worked must be recorded.

No Team Member may record hours worked for another Team Member. No Team Member may punch in or out for another Team Member. Tampering with another Team Member's time card is cause for disciplinary action, up to and including termination of both Team Members.



Human Resources Policy & Procedure Manual

TIME RECORDING continued

Non-exempt Team Members should only work overtime when the overtime assignment is authorized by a supervisor/manager in advance. If you work overtime, you must record your time when you have completed the overtime assignment – not at the end of your regular shift.

OVERTIME HOURS

Depending on company needs, you may occasionally be asked to work beyond your normally scheduled hours. Prior approval of a supervisor/manager is required before any non-exempt Team Member works overtime. Non-exempt Team Members are never permitted to work “off the clock”. This includes responding to and engaging in business related communications such as phone calls, e-mails, texts, etc. Team Members working overtime without approval will be subject to disciplinary action, up to and including termination.

Payment for overtime work shall be made to eligible non-exempt staff for any hours worked in excess of forty (40) hours in a given work week, except as otherwise mandated by local and state laws. All approved overtime hours are paid at a rate of one and one-half times the Team Member's hourly rate. Time not worked but paid for by ASM Global (i.e. vacation, sick leave, jury duty, bereavement, military duty, etc.) will not be counted as time worked in the calculation of overtime pay. Overtime worked without approval will be paid but subject to disciplinary action.

Non-exempt Team Members cannot waive their rights to overtime pay.

Exempt Team Members are not eligible for overtime compensation.



Human Resources Policy & Procedure Manual

PROMOTIONS

ASM Global believes that promotion from within the organization is important to the company's success. It is our intention for each Team Member to have an opportunity for development and advancement; therefore, it is our policy to fill job vacancies by promotion from within our organization whenever possible.

To qualify for promotion, a Team Member's last performance rating must meet or exceed expectations. In addition, Team Members must have a good attendance record. Ideally, a Team Member should have a minimum of six (6) months of service to be considered for a promotion.

Team Members who are interested in applying for a position must notify their Supervisor of their interest in another position and contact the facility Human Resources Business Partner to determine if they meet the job requirements.

Job openings will be posted at the sole discretion of ASM Global. If no internal candidates apply or qualify for the available position, applicants will be recruited externally. External recruitment may be done concurrently with internal postings at the discretion of the Company.

REHIRE POLICY

ASM Global will consider applications for vacancies from former Team Members. Rehired Team Members will be treated as any other new hire, including completion of all employment documents.

Applications received will be processed using the same procedures and standards that govern all direct applications.

Team Members who are rehired within one year of leaving will be eligible for the same level of accrual for vacation, sick and personal time as they had before leaving ASM Global and may be credited with sick leave balances from prior work periods. The company may also waive waiting periods for benefits for all eligible Team Members who have been rehired within one year of leaving ASM Global.

Team Members who are rehired after one year of leaving will be considered new Team Members for the purposes of benefits and paid time off. Where required by law, these Team Members may have additional rights with respect to some benefit plans.

Former Team Members who have been rehired are subject to an introductory period during the first ninety (90) calendar days following rehire.

If you are terminated from your position, you will not be eligible for rehire. Please contact your local Human Resources Representative for more information.



PERSONNEL RECORDS



Human Resources Policy & Procedure Manual

PERSONNEL RECORDS

Due to the operating and reporting requirements for companies regarding their Team Members, individual Team Member records must be kept accurate and up-to-date at all times. Changes in individual status often affect insurance coverage as well as other benefits. Changes of address, telephone number, marital status, number of dependents, military status, emergency contact person, etc. should be reported to Human Resources as soon as a change occurs and as close to the time of the event as possible.

Notification of Changes in Personal Data

It is the Team Member's responsibility to notify Human Resources about changes in personal data. Team Members reporting personal data should complete and forward the Personal Data Form to the Human Resources department or Human Resources Business Partner for processing.

Human Resources will not be responsible for inaccurate Team Member records resulting from a Team Member's failure to use this form to report pertinent changes.

Viewing Personnel Records

A Team Member's personnel records are highly confidential. Team Members, by law and with reasonable advance notice, may view their personnel file at reasonable intervals. Team Members may contact the Human Resources Department to make an appointment to review their files. An appointment will be scheduled within a reasonable time to review the file.

The review will be conducted in the presence of a member of the Human Resources Department or the Human Resources Business Partner. A Team Member may not remove their personnel file. Team Members are permitted to view their individual files and take notes, but may not make copies of items, unless state law states otherwise. Terminated Team Members are not permitted to review their personnel files unless otherwise local and state laws vary.

Any request from outside sources for photocopies of records or any other information contained in any Team Member's personnel file must be made in writing and referred to the Human Resources Department.

Attorneys engaged by ASM Global insurance carriers to represent the company in liability and/or worker's compensation matters frequently request the contents of personnel files. Although it is ASM Global's practice to cooperate in those matters, the company also has an obligation to protect both the confidentiality of personnel records and the privacy of the source of such information.



Human Resources Policy & Procedure Manual

RECORDS RETENTION

It is ASM Global's policy to ensure all personnel records and files are maintained in accordance with applicable law. Federal law requires the following to be kept for minimum periods of time following termination as shown below:

- Applications, resumes and reference checks – minimum of three (3) year(s)
- Payroll Records, FMLA and other benefit records – minimum of three (3) years
- 401(k) Records – minimum of six (6) years
- Tax records – minimum of four (4) years
- I-9 Documentation – one (1) year after termination or three (3) years after employment; whichever is later
- OSHA Logs – minimum of five (5) years
- ADA records – minimum of two (2) years

State law varies; please ensure applicable state requirements are followed.

EMPLOYMENT VERIFICATION/REFERENCE INQUIRIES

It is ASM Global's policy that no reference on present or past Team Members be given orally or released in writing by anyone other than the staff of the Human Resources Department or the facility Human Resource Designee. The purpose of this policy is to ensure that present and/or past Team Members are given fair and accurate references based upon documented evidence.

Only dates of employment and position title are released. Salary and other confidential information are released only upon receipt of written authorization by the Team Member concerned.

GOVERNMENT REQUESTS FOR INFORMATION

Written requests for information received by ASM Global from federal, state or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies will be given. ASM Global will honor all such requests and provide the information sought in the form requested by the agency or official. Such requests must be submitted to the Human Resources Central Office in West Conshohocken, PA.



DISCIPLINE/SEPARATION



Human Resources Policy & Procedure Manual

AT-WILL EMPLOYMENT

Unless otherwise expressly provided for in a duly-authorized and fully-executed written contract for a specific, fixed term or an applicable collective bargaining agreement, all Team Members are employed “at will.” This means that Team Members are free to terminate their employment with the Company entity that employs them at any time, with or without cause or notice, and each Company entity has the right to terminate the employment of its Team Members at any time, with or without cause or notice. Although a Company entity may choose to terminate employment for cause, cause is not required.

No one other than the President and CEO of ASM Global has the authority to alter the at will nature of the employment relationship, to authorize the Company or any of its entities to enter into an employment agreement for a specific duration, to promise to discharge only for cause, or to make any other agreement contrary to this policy. Supervisory and/or management staff are not authorized to make representations concerning the terms or conditions of employment that are not consistent with this policy. Statements or promises made in pre-hire interviews or discussions, in recruiting materials, or after employment begins cannot alter the at will nature of employment or imply that discharge will occur only for cause.

No other portion of this Handbook or any other Team Member handbook, employment application, recruiting material, memorandum, or other material provided to applicants or Team Members is intended to or will alter the at will employment relationship, and none of these documents, whether individually or together, create an express or implied contract of employment for a definite period or concerning any term or condition of employment. Statements of specific grounds for termination set forth in this Handbook or other Company documents are examples only and are not intended to restrict the Company’s right to terminate employment in its sole discretion and at its will.

Additionally, the Company reserves the right to change job duties, titles, schedules, benefits, or compensation at any time, with or without reason, cause, notice, or other prerequisites.

The ASM Global HR Policy and Procedure Manual is not intended to be a contract of employment.



Human Resources Policy & Procedure Manual

TERMINATION OF EMPLOYMENT

Voluntary

If you are thinking of leaving ASM Global, we hope you will discuss your decision with your supervisor and your Human Resources Representative. Resigning is a very important step in your career and there may be factors that you have not considered. Team Members who voluntarily leave the company must notify their immediate Supervisor of their intention to resign with appropriate notice commensurate with position and responsibility, no less than two weeks prior to the date of separation. The Team Member is required to give a written notice of resignation at the earliest possible date. Otherwise, you may not be eligible for rehire.

Resigning Team Members will receive their final pay in accordance with applicable federal and state law.

Involuntary

A Team Member who is discharged from their full-time employment with any ASM Global entity will automatically be terminated from any part-time employment within ASM Global. It is our policy not to re-employ those who are discharged for cause. Team Members will receive their final pay in accordance with applicable federal and state law.

All accrued vacation leave benefits that are due and payable at termination will be paid in accordance with the provisions set forth in ASM Global's Vacation Policy and in keeping with applicable federal and state law.

It is the policy of ASM Global to provide for an orderly exit of all separating Team Members to ensure that the Team Member has full knowledge of final pay processing, benefits disposition, and account closings. ASM Global reserves the right to accept a Team Member's resignation immediately and has no requirement to pay the Team Member through the Team Member's notice period.



Human Resources Policy & Procedure Manual

CORRECTIVE ACTION

All Team Members are expected to meet ASM Global's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with the company's policies and procedures.

If a Team Member does not meet these standards of work performance, the company may take corrective action up to and including immediate termination.

The intent of corrective action is to formally document problems while providing the Team Member with a reasonable time within which to improve work performance. The process is designed to encourage development by providing Team Members with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the company's policies and procedures, and/or other disciplinary problems. The company's approach to corrective action is intended to maintain a productive and safe work environment for all Team Members and to assure Team Members that they will receive fair and equitable treatment. The goal of corrective action is to assist a Team Member in achieving an acceptable level of performance, attendance or conduct.

When a problem develops, the Supervisor will meet with the Team Member to discuss the situation and to obtain information that will help determine the appropriate action to take. In most cases the necessary action will fall into one of two categories: Progressive Discipline or Immediate Termination.

Progressive Discipline

The company will use a progressive course of corrective action for problems involving a Team Member's work performance, attendance, or tardiness records. The progressive steps are:

- A verbal warning about the issue with corresponding documentation for the Team Member's personnel files, including counseling and coaching from the Supervisor with specific recommendations for improving the situation. A record of the discussion should be placed in the Team Member file in the Human Resources Department.
- A written warning that outlines the problem, a plan for improvement and an explanation of the disciplinary consequences if improvement does not occur. The Supervisor should discuss the problem and present a written warning to the Team Member in the presence of a Human Resources Business Partner. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The Team Member should clearly understand both the corrective action and the consequence if the problem is not corrected or reoccurs.



Human Resources Policy & Procedure Manual

CORRECTIVE ACTION continued

- A final written warning that outlines the problem, a plan for improvement, and an explanation of the disciplinary consequences if improvement does not occur. The Supervisor should discuss the problem and present a written warning to the Team Member in the presence of a Human Resources Business Partner. This should clearly identify the problem and outline a course of corrective action that will result in termination if improvement is not achieved. The Team Member should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. Before a final written warning can be administered the violation must be discussed and approved by the Human Resources Central Office in West Conshohocken, PA.

The Team Member should acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the Team Member's comments should be placed in the Team Member file in the Human Resources Department.

Termination

It is the Team Member's responsibility to be sure that they understand what needs to be done to improve performance, and it is the Supervisor's responsibility to set high quality performance standards. Failure by the Team Member to respond to a plan for corrective action may result in further actions up to and including termination of employment.

Throughout the progressive stages, the Supervisor and the Team Member should work with their Human Resources Business Partner, who will help develop action plans and ensure that company policies are followed.

Other factors that will be considered, as corrective action progresses, are the impact of the Team Member's performance on the operation of the business and the Team Member's overall employment record. Before a termination can be administered, the termination must be discussed and approved by the Human Resources Central Office.

Immediate Termination

In most cases, disciplinary action should occur in progressive steps as outlined above so that termination occurs only after efforts have been made to correct the problem. However, violations of some company regulations are so serious that immediate termination may be appropriate. Refer to the Rules of Conduct contained within this manual for a partial listing of the types of violations that may lead to immediate termination.



Human Resources Policy & Procedure Manual

CORRECTIVE ACTION continued

In every case, the Team Member's Supervisor and the Human Resources Business Partner will investigate the situation to determine the appropriate course of action. If immediate termination is not warranted, Team Members who violate company regulations may be subject to other forms of discipline, including a written warning, which then becomes part of the Team Member's personnel file.

ASM Global's Corrective Action policy should not be construed as a limitation on management's rights to counsel and/or to discipline any Team Member. Like all other policies, the Corrective Action policy represents guidelines and does not create a contract of employment for any specific amount of time. Team Members have the right to terminate their employment at any time, with or without reason, and the company maintains the same right.



Human Resources Policy & Procedure Manual

ATTENDANCE POLICY

ASM Global expects good attendance and punctuality from all Team Members. When you are absent or tardy, your coworkers' workload is increased, and productivity and quality of service may be adversely affected. Team Members are expected to report to work as scheduled, on time, and prepared to start work at the beginning of their scheduled shift.

ASM Global requires you to establish and maintain an attendance record that reflects your dependability. ASM Global recognizes that circumstances beyond your control, such as illness or injury, may cause you to be absent from work. If you are unable to work, you are required to notify your supervisor/manager as far in advance as possible prior to the start of your scheduled shift. If you fail to report to work for three (3) consecutively scheduled workdays without notifying your manager or Human Resources Representative, you will be considered to have "abandoned" your job and resigned without notice.

A record of absenteeism and lateness is kept by the Team Member's Supervisor and becomes part of the personnel record. Attendance records are kept to document absences and will be considered in evaluating performance. To the extent permitted by law, absenteeism and lateness lessen a Team Member's chances for advancement and may result in dismissal.

Definition of an Absence

ASM Global defines an absence as any single day a Team Member fails to report to work. Late arrival to work and leaving early may also be considered an absence. Late arrival/leaving early will be reviewed by the Human Resources Business Partner to determine whether the late arrival/leaving early is an absence. Absence then includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions are holidays, vacations, company paid personal days, death in the immediate family, occupational illness or injury, legally required leaves such as FMLA, and days for which no work is scheduled.

A Team Member arrested or detained by authorities causing a missed shift is not deemed as an excused absence.

It is the responsibility of each entity to record daily attendance of Team Members at all locations. Repeated and unexplained absences or tardiness may result in termination of employment.



Human Resources Policy & Procedure Manual

ATTENDANCE POLICY continued

Absence Notification Requirements

Team Members must make every effort to notify their Supervisor as soon as they know they will be absent, but at least one-hour prior to their normal starting time. Team Members are required to make every effort to speak directly with either their Supervisor or the Human Resources Business Partner during regularly scheduled hours. Texting and e-mailing that you will be absent from work is not acceptable. Team Members are required to follow their facility's attendance guidelines. Furthermore, the Supervisor or Human Resources Business Partner must be contacted each day of absence. In the case of an accident or sudden illness that requires hospitalization, Team Members should have someone notify their Supervisor within 24 hours.

A Team Member who fails to contact their immediate Supervisor or Human Resources Business Partner may be considered as having voluntarily resigned.

If ASM Global has questions about the nature or length of a Team Member's absence, a written certification from a physician or licensed health care professional may be required before the Team Member may return to work.

Definition of Excessive Absenteeism

Although the company maintains a liberal policy to provide for Team Members who are occasionally absent, frequent and extended absences, even for legitimate reasons, can impair an operation, reduce productivity and diminish the Team Member's effectiveness and value to a company. Excessive absenteeism or tardiness is defined as thirteen (13) days of absence and/or tardiness in a twelve (12) month period. The twelve (12) month period is a "rolling window," measured from current date back twelve (12) months, not a calendar year.

Physician certified absences will be reviewed by the Human Resources Business Partner to determine when these absences are excessive.

Discipline for Excessive Absenteeism and Tardiness

- Verbal Warning – normally issued after ten (10) days;
- Written Warning – normally issued after eleven (11) days;
- Termination – normally after thirteen (13) days.

In addition, in combination with violations of ASM Global's Rules of Conduct, excessive absenteeism may also be cause for termination, if absences exceed nine (9) calendar days within any twelve (12) month period.



Human Resources Policy & Procedure Manual

ATTENDANCE POLICY continued

Consequences of Formal Written Warning

- Deterioration in attendance or tardiness pattern may result in termination prior to the end of the Formal Warning Period.
- If the same condition recurs within the twenty-four (24) months following the final written warning or if the condition is in combination with another violation of company policy, the Team Member may be terminated without benefit of another warning.

No Call/No Show

If a Team Member fails to notify their Supervisor and fails to work their scheduled shift for one (1) day, the Team Member will be considered absent without notice and employment may be terminated immediately, unless there is a proven extenuating circumstance.

Job Abandonment

Any Team Member who willfully walks off the job or does not return from a scheduled break or meal without notifying their supervisor will be considered to have voluntarily resigned their position.



Human Resources Policy & Procedure Manual

RULES OF CONDUCT

Certain rules of conduct are necessary to ensure the best interest of all and for the efficient operation of our business. In setting forth such rules, it is not the company's intention to limit unnecessarily the initiative or the freedom of action of any Team Member, but rather, to give guidelines by which a Team Member must govern themselves on a day-to-day basis. The following types of conduct are not permitted and will result in disciplinary action ranging from reprimand up to and including discharge. These rules may be supplemented from time to time as the need arises.

It is the duty and responsibility of every Team Member to be aware of and to abide by existing rules and regulations. It is also the responsibility of the Team Member to perform their duties to the best of their abilities and according to company standards.

Certain violations of company regulations are so serious that they may call for immediate discharge or other appropriate action. Such actions include, but are not limited to:

- Misrepresenting or withholding information on employment applications;
- Falsifying any company accounts, reports or records, or willfully giving false information for any company accounts, reports, or records;
- Punching another Team Member's time card and/or permitting another Team Member to punch one's time card;
- Willfully moving, destroying, damaging, stealing, or concealing company property or the property of promoters, exhibitors, contractors, facility owners, or other Team Members;
- Willfully taking exhibitor or vendor discarded items without first obtaining supervisor or upper management approval;
- Removing from company premises or disclosing in any manner, any records, files, customer lists, confidential information, or other items belonging to the company without prior written authorization;
- Being convicted of a criminal offense, other than a summary offense, that the company determines disqualifies you from employment;
- Engaging in fighting or in disorderly conduct anywhere on company time, or on company property at any time;
- Possessing or use of weapons of any kind on company time or on company property at any time, unless specifically authorized by the company;



Human Resources Policy & Procedure Manual

RULES OF CONDUCT continued

- Threatening, intimidating, coercing, or interfering with the work of another Team Member or productivity within the work operations;
- Unlawful discrimination in direct violation of ASM Global's EEO or Affirmative Action Policies;
- Reporting to work under the influence of, or being under the influence of alcohol on company property, company time, or at company sponsored events;
- Reporting to work within four (4) hours of consuming alcoholic beverages or controlled legal substance;
- Possession, dispense or use of a legal or illegal drug on company property, on company time, or at company sponsored events except in accordance with medical authorization;
- Disregard for safety rules, including common safety and sanitary practices;
- Tampering with or mishandling any mechanical equipment;
- Failure to report injuries or illnesses sustained while at work, no matter how slight;
- Engaging in any act, including practical jokes or "horseplay" which might result in injury and/or danger to another person and/or property, anywhere on company time, company property, or at company sponsored events at any time;
- Willfully performing any act which causes insurance to be cancelled or rates to be increased;
- Use any company-owned facility, building, equipment, materials, or vehicle for personal use or benefit, or the personal use or benefit of any other individual;
- Excessive absenteeism, lateness, or time away from work station;
- Failure to adhere to the No Call/No Show policy, and or following the correct call off procedures;
- Willfully walking off the job or shift and/or not returning from breaks and meal times will result in a voluntary resignation;
- Visiting, loitering, loafing, lounging, or sleeping during scheduled working hours, or leaving the work area without permission of one's Supervisor;
- Exceeding the authorized number or length of break periods;



Human Resources Policy & Procedure Manual

RULES OF CONDUCT continued

- Gambling;
- Performing work of an inferior quality either willfully or negligently;
- Refusal to follow instructions or to perform designated work or tasks;
- Attempting to bribe or use other improper influence to gain a promotion, raise, or other benefit;
- Using one's position to gain favorable treatment or self-enhancement, unless such occurs as a result of a primary effort to benefit the company, its customers and the public;
- Using company telephones excessively or using company telephones for long-distance calls without the express consent of the department head;
- Accepting gifts, gratuities or favors from any person or organization doing business or seeking to do business with the company;
- Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence, or the recipient would be influenced by such conduct in the discharge of public duties. This includes from any Team Member or co-worker for any reason;
- Using one's Team Member privilege of obtaining tickets to procure tickets for any person or entity, even if such tickets are paid for, if the procurement of such tickets would personally benefit or appear to benefit the Team Member procuring such tickets;
- Selling comp tickets to events for personal or monetary gain or profit;
- Using the company computer network, including the electronic mail system, company business phones, as well as other information systems, in a manner that may be disruptive, offensive to others, in violation of ASM Global's harassment policies, or in a manner that is harmful to company morale;
- Using the company computer network to access non-business related, obscene or offensive sites;
- Unauthorized disclosure of confidential information;
- Failure to cooperate, provide answers or written statements with any investigation and or interfering with an ongoing investigation;
- Violation of illegal substances/substance abuse policy;



Human Resources Policy & Procedure Manual

RULES OF CONDUCT continued

- Violation of smoking policy;
- Clocking in first and changing into required uniform; and/or not being in complete uniform at the beginning of a scheduled shift.
- Violation of any policy of which the Team Member had notice;
- Failure to adhere to ASM Global's Human Resources Policy and Procedure Manual or the Business Conduct Policy;
- Failure to adhere to any ASM Global Policy.

The foregoing list of rules is not all-inclusive and should not be construed as a limitation on management's rights to counsel and/or to discipline any Team Member. Like all other policies, these work rules are guidelines and do not create a contract of employment for any specific amount of time. As always, Team Members have the right to terminate their employment at any time, with or without reason, and the company maintains the same right. Nothing in this policy or any other policy of ASM Global prohibits accurate and truthful reporting in connection with a report to or investigation by the Securities & Exchange Commission, or any other law enforcement or regulatory authority.



Human Resources Policy & Procedure Manual

RESPECT IN THE WORKPLACE (Anti-Discrimination and Anti-Harassment)

ASM Global is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, ASM Global expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

It is ASM Global's policy to maintain an environment free from behavior in speech or action that would be of a threatening, intimidating, or discriminatory nature. The company believes that every Team Member has the right to work in an environment totally free of violence and ethnic, racial, or sexual harassment. Such conduct does not advance the purposes of our company.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of email, written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

It is the policy of the Company that discrimination against or harassment of applicants and Team Members on the basis of race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status, age, sexual orientation and sex, gender, including sexual harassment (all as defined and protected by applicable law), or other protected classification, is unacceptable and will not be tolerated.

This policy applies to all Team Members. It covers harassment by Team Members of the Company (including supervisor and management), customers, vendors, or other third parties with whom the Company has business dealings.

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whenever:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- A Team Member's reaction to the conduct is used as a basis for employment decisions affecting that Team Member; or
- The conduct has the purpose or effect of interfering with the Team Member's work performance or creating an intimidating, hostile or offensive working environment.



Human Resources Policy & Procedure Manual

RESPECT IN THE WORKPLACE continued

No Team Member or applicant should ever be subject to unsolicited and unwelcome sexual overtures. Nor should any Team Member or applicant be led to believe that an employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as:

- Sexually-oriented verbal "kidding", "teasing", or jokes;
- Repeated offensive sexual flirtations, advances, or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading comments about an individual or their appearance;
- The display of sexually suggestive objects or pictures;
- Subtle pressure for sexual activity;
- Physical contact or blocking movement;
- Providing, producing, or distributing text or picture messages of a sexual or provocative nature (sexting).

Sexual harassment also refers to unwarranted or wanton text or picture messages sent or received by Team Members; this type of harassment is referred to as textual harassment. Team Members should refrain from sending text or other messages to Team Members asking for or soliciting dates or other sexual advances. Team Members should be aware that all messages sent from company issued computers, business phones, tablets, or other electronic devices are not private and ASM Global reserves the right to monitor usage at any time.

Other prohibited forms of harassment include jokes, verbal abuse and epithets, degrading comments, the display of objects and pictures, and other offensive conduct relating to an individual's race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status, sexual orientation or sex, gender, or age, all as defined and protected by applicable law.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior which is not welcome, and which is personally intimidating, hostile, or offensive.



Human Resources Policy & Procedure Manual

RESPECT IN THE WORKPLACE continued

Reporting Sexual Harassment

Any Team Member, who believes that they are the subject of, or witness to, sexual harassment has the right to have such activity investigated. An allegation of sexual misconduct should be reported as soon as it arises and, when possible, the same day on which the matter arose.

Complaints should be submitted either to the Team Member's immediate Supervisor, to any department Supervisor, to the facility's Human Resources Business Partner, to the General Manager, to ASM Global's Human Resources Central Office in West Conshohocken, PA / Business Conduct Policy Hotline at (800) 964-4764, Select option 2. Individuals should not feel obligated to file their complaints with their immediate Supervisor first before bringing the matter to the attention of one of the other ASM Global designated representatives identified above. Any Supervisor receiving a complaint of harassment should immediately contact the ASM Global Human Resources Central Office.

Individuals and Conduct Covered

All harassment and discrimination policies apply to all applicants and Team Members, and prohibit harassment, discrimination, and retaliation whether engaged in by fellow Team Members, by a Supervisor or Manager, or by someone not directly connected to ASM Global (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace such as during business trips, business meetings, and business-related social events.

Retaliation Is Prohibited

ASM Global prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.



Human Resources Policy & Procedure Manual

RESPECT IN THE WORKPLACE continued

Reporting Threatening, Intimidating or Discriminatory Behavior

ASM Global strongly urges the reporting of all incidents of discrimination, harassment or retaliation regardless of the offender's identity or position. Any Team Member, who believes they are the subject of, or is exposed to, threatening, intimidating or discriminatory behavior, has the right to have such activity reviewed and addressed. When a Team Member has a complaint, they should report the issue, as soon as it arises, and if possible, the same day on which the matter is raised. Complaints are to be submitted in writing, signed by the complainant, and submitted to either to the Team Member's immediate Supervisor, Team Member's facility Human Resources Business Partner, Director of Finance, General Manager, or to ASM Global's Human Resources Central Office in West Conshohocken, PA / Business Conduct Policy Hotline at (800) 964-4764, Select option 2.

Individuals should not feel obligated to file their complaints with their immediate Supervisor first before bringing the matter to the attention of one of the other ASM Global designated representatives identified above. Any Supervisor receiving a complaint of harassment should immediately contact the ASM Global Human Resources Central Office.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, ASM Global strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. ASM Global will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its Team Members. ASM Global encourages anyone who believes they are being harassed to advise the alleged offender that their actions are unwelcome. The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the alleged offender the conduct is unwelcome and requesting that it be discontinued.



Human Resources Policy & Procedure Manual

RESPECT IN THE WORKPLACE continued

The Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct, or who may have other relevant knowledge. ASM Global management may, at its discretion, recommend to Human Resources immediate paid leave for the accuser and/or the accused. The Human Resources Central Office must approve any such leave.

Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action. Cooperation of all parties involved is required for a fair and impartial investigation. Investigations that include several witnesses or several incidents may take longer to investigate than single incident complaints with minimal witnesses. ASM Global endeavors to conduct the investigation in a manner that is fair to all parties, including the alleged harasser.

Responsive Action

Should misconduct constituting harassment, discrimination or retaliation be determined, the offender will be disciplined promptly and appropriately. Responsive action may include training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as ASM Global believes appropriate under the circumstances.



Human Resources Policy & Procedure Manual

VIOLENCE IN THE WORKPLACE

ASM Global is committed to providing a workplace that is as free as possible from intimidation, threats of violence and acts of violence.

Intimidation: an intentional act toward another person, causing the other person to reasonably fear for their safety or the safety of others.

Threat of Violence: an intentional act that threatens bodily harm to another person or damage to the property of another.

Act of Violence: an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

ASM Global prohibits acts of intimidation as well as actual or threatened violence against co-workers, visitors, or any other persons who are either in the facility or have contact with facility Team Members in the course of their duties either in the workplace or through social media sites. The following types of behaviors are examples of violations of the policy:

- Unwelcome name-calling, obscene language, and other abusive behavior;
- Intimidation through direct or veiled verbal threats;
- Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object;
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing;
- Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.

Security and safety in the workplace require the cooperation of all staff. Any ASM Global Team Member who is the subject of, or a witness to, a suspected violation of this policy is strongly encouraged to report the violation to the next-in-line supervisor who is not a party to the violation.

Any Supervisor, Manager, or other person in authority who receives a report of a suspected violation of this policy shall investigate the suspected violation and shall consult with the Human Resources Central Office in West Conshohocken, PA. The results of the investigation shall be reported by the investigating authority to their next-in-line supervisor.

Any ASM Global Team Member found to be in violation of this policy shall be subject to disciplinary action up to and including termination. No Team Member shall be retaliated against for reporting intimidation, threats or acts of violence.



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY

ASM Global provides Team Members with access to multiple forms of electronic media and services, including but not limited to computers, e-mail, company intranet, Internet, external electronic bulletin boards, online services, wire services, telephones, voicemail, fax machines, and the World Wide Web. The purpose of this policy is to establish acceptable and unacceptable use of such electronic media and network resources at ASM Global and its managed facilities in conjunction with its established culture of ethical and lawful behavior, trust, and integrity.

ASM Global provides computer devices, networks, and other electronic information systems to meet company goals and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires Team Members to comply with company policies and to protect the company against damaging legal issues.

ASM Global encourages the use of these media and associated services because they can improve the efficiency and effectiveness of communications and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all Team Members and everyone connected with the organization should remember that electronic media and services provided by the company along with the information stored on them are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all Team Members are responsible, the following policies and guidelines have been established for using ASM Global's electronic media, services and resources. No policy can lay down rules to cover every possible situation. Instead, this policy is designed to express ASM Global philosophy and set forth general principles when using electronic media, services, and resources.

Access to Team Member Communications and Equipment

For security, compliance, and maintenance purposes, authorized personnel may, at any time and without notice, monitor and audit equipment, systems, system usage, and network traffic. Team Members have **no expectation of privacy** in any company equipment, systems, system usage, network traffic, or any documents or information created or accessed therefrom.

ASM Global reserves the right, at its discretion, to review any Team Member's electronic files, messages, email and usage history, or any other aspect of the electronic information systems to the extent necessary to ensure electronic media and services are being used in compliance with the law, in compliance with this policy, and in compliance with other company policies. All files, email, voicemails, and other media are ASM Global property and ASM Global reserves the right to access and review Team Member files, email, voicemail, and other media at any time without prior notice.



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY continue

Team Members should not assume electronic communications are completely private. Accordingly, when transmitting sensitive information, other means should be considered and employed as the individual situation warrants.

Ownership of Equipment and Data

All hardware and software provided to Team Members by ASM Global remains the sole property of ASM Global. All data and information residing on or created with ASM Global equipment is ASM Global property. ASM Global reserves the right to access any personal devices on which company data and information is or has been stored. Each Team Member agrees to grant ASM Global's representatives' access to any such personal devices promptly if requested.

Team Members are responsible for ensuring the protection of assigned ASM Global assets. Any theft or loss of ASM Global assets including but not limited to laptops and business phones must be reported to the IT Department within 24 hours. ASM Global may, at its discretion, hold Team Members personally responsible for the cost of lost equipment.

Team Members must remain vigilant when handling company information and files. Any accidental deletion of files must be reported to the IT department immediately upon discovery or realization of the problem so that recovery efforts can commence.

Prohibited Communications

Electronic media, services and resources may not be used for transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory or offensive to any individual or group;
- Obscene, sexually explicit, or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software;
- Engaged in for any purpose that is illegal; or
- Contrary to any ASM Global policy or business interest.

Any Team Member with knowledge of a violation of this policy must immediately report the violation to the Human Resources department.



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY continue

Appropriate Use of Resources

ASM Global provides its Team Members with computers, electronic media and services to assist them in the performance of their jobs. Use of this equipment must be done in a manner that neither negatively affects the systems' use for its business purpose nor negatively affects or impacts the performance of the Team Member's job responsibilities or the performance of any other Team Member's job responsibilities. Each Team Member's supervisor is responsible for identifying whether job performance is affected by abuse of this policy. Team Members are required to exercise good judgment regarding appropriate use of ASM Global resources in accordance with all ASM Global policies, standards, and guidelines. ASM Global resources may not be used for any unlawful or prohibited purpose.

Blogging and Social Networking

It is the responsibility of the company to protect itself from unauthorized disclosure of information. This policy is intended to provide our Team Members with guidelines established to address company-authorized social networking and personal social networking. While the company respects a Team Member's privacy, conduct that had or has the potential to have a negative effect on the company might be subjected to disciplinary action up to and including termination, even if the conduct occurs off the property or not on company time.

These guidelines are referring to all forms of social media technology, including but not limited to: blogs; wikis; RSS feeds; social networking sites such as Facebook, LinkedIn, or Instagram; video and photo sharing websites such as YouTube; microblogs such as Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries, or personal newsletters affiliated and/or not affiliated with ASM Global.

Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about company events and services, promote and raise awareness of the ASM Global brand, search for potential new markets, communicate with the public and issue or respond to breaking news.

When social networking, blogging or using other forms of web-based forums, ASM Global must ensure that use of these communications maintains our brand identity, integrity, and reputation while minimizing any types of risk. Facilities should designate authorized Team Members who can prepare and modify content for ASM Global's blogs and/or company social networking entries.



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY continued

Each facility is responsible for ensuring all blogging and social networking information complies with ASM Global's policies. ASM Global reserves the right to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning. ASM Global also reserves the right to take legal action against persons who engage in prohibited or unlawful conduct.

Non-Authorized Social Networking

Team Members should not use employer-owned equipment, including computers, company business phones, company-licensed software, or other electronic equipment for non-authorized social media technology. Nor should Team Members use our facilities and/or company time to conduct personal blogging or social networking activities.

Team Members should be certain not to post company or client-privileged data, including but not limited to copyrighted information or trade secrets.

ASM Global respects the right of Team Members to write blogs and use social networking sites and does not want to discourage Team Members from self-publishing and self-expression. However, Team Members are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the Team Member. ASM Global does not discriminate against Team Members who use this type of media for personal interests and affiliations or other lawful purposes.

If you choose to identify yourself as an ASM Global Team Member, please understand that some readers may view you as a spokesperson for ASM Global. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the company, nor of any person or organization affiliated or doing business with ASM Global.

Team Members cannot use blogs or social networking sites to harass, threaten, or discriminate against Team Members, vendors, clients and/or anyone associated with or doing business with ASM Global.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters may be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party.



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY continued

Discipline for Violations

Violations of ASM Global's social networking policy may result in disciplinary action up to and including immediate termination even if the conduct occurs outside of company time, off company property and/or not on employer owned equipment. ASM Global reserves the right to take legal action where necessary against Team Members who engage in prohibited or unlawful conduct.

Employer Monitoring

Team Members are cautioned that they should have no expectation of privacy while using the internet. Your postings can be reviewed by anyone, including ASM Global. ASM Global reserves the right to monitor comments or discussions about the company, its Team Members, clients and the industry, posted on the internet.

If you have any questions relating to this policy, please see your manager and/or your local Human Resources Department

Data Security and Network Integrity

Team Members are responsible for the security of data, accounts, and systems to which they have access. Account information and passwords must be kept secure and should not be shared with anyone. Passwords must be at least six characters in length and must contain at least one number and one letter. It is ASM Global policy for all users to change their passwords at least twice each calendar year. In the rare occasion where a Team Member must reveal their password to another Team Member (ex., IT Support, while out on vacation and supervisor needs access, etc.) it is the responsibility and obligation of the Team Member to request a password change.

Any theft or loss of ASM Global asset(s) including but not limited to laptops and business phones must be reported to the IT Department within twenty-four (24) hours. Equipment falling into the wrong hands presents an opportunity for unauthorized access to ASM Global data, accounts, and systems.

Personally, identifying information such as Social Security Numbers, credit card numbers, addresses, etc. must not be stored on portable devices such as notebooks, portable hard drives, flash drives, etc. If such information must be sent, the file must be properly encrypted. Team Members needing to engage in this type of file transfer should consult with the IT department to ensure compliance.

Team Members must respect the confidentiality and privacy of other individuals' electronic communications. Except in cases where explicit authorization has been granted by company management, or in conjunction with the monitoring and enforcement of these policies or other ASM Global policies, Team Members are prohibited from engaging in, or attempting to engage in:



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY continued

- Disabling or circumventing any programs or filters such as anti-virus programs, firewalls and web-blockers that are part of the ASM Global network;
- Adding devices such as wireless access points or routers to the network without first consulting with the IT department;
- Monitoring or intercepting the files or electronic communications of other Team Members or third parties;
- Hacking or obtaining access to systems or accounts they are not authorized to use;
- Using other people's log-ins or passwords;
- Breaching, testing, or monitoring computer or network security measures;
- Tampering with any software installed by ASM Global;
- Formatting or “wiping” a computer or other electronic device;
- Malicious deleting or deliberate altering of data;
- Reinstalling an Operating System or intentionally restoring a PC to a previous state;
- Unauthorized sharing of data or network resources.

No email or other electronic communication may be sent in a manner that attempts to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use ASM Global's systems and resources.

Social Engineering and Network Security

ASM Global's data network is the potential target of hackers that may want to infiltrate it for a variety of reasons including but not limited to:

- Performing acts of random or targeted malicious damage;
- Theft of company confidential information;
- Identity theft or theft of personal Team Member information;
- Gaining status among other hackers or to prove how smart they are.



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY continued

While ASM Global has implemented many safeguards to limit the hacker threat, the most difficult method of hacking to prevent is called social engineering. This refers to an act in which a hacker tricks a user into disclosing a password or other sensitive information. Some examples are:

Phone calls: A hacker will call up and pretend to be someone in a position of authority or relevance and gradually pull information out of the user. Some common roles that may be played in impersonation attacks include: a repairman, IT support, a manager, a fellow Team Member, or a trusted third party (for example, claiming to be the CEO's executive assistant calling to say that certain information is needed by the CEO).

Phishing: An e-mail message arrives that appears to come from a legitimate source such as a service provider or financial institution. The e-mail message may ask the user to reply with sensitive data, or to access a Website to update information such as a bank-account number. These fake Websites look realistic enough to fool many victims into revealing data that can be used for identity theft.

Contests and coupons: A hacker group sets up websites advertising a bogus sweepstakes or offering discount coupons or travel deals. They require anyone registering for the sweepstakes to supply a username and password for future access to the site. Soon a database of thousands of usernames and passwords is compiled. Since many people use the same user name and password for multiple sites, a program then systematically attempts to log on too many popular websites using the supplied usernames and passwords. The hacker group can then use details from these sites to gain more information. For example, if a hacker can get into a person's Hotmail account, they might be able to figure out where the person works and then may try to break into that company's computers using the person's logon name and password.

Remote assistance: Someone calls a user claiming to be from the IT department and asks if they can connect to the computer via remote assistance to load a security patch. After the connection is made, a spyware module is loaded onto the machine. The spyware module then collects username and password information and silently e-mails them to the hacker.

Many of the policies in this document are intended to limit ASM Global exposure to social engineering threats. However, it is critical that users are aware of the types of threats that exist and that they are always suspicious of any inbound requests for data or system access of any kind.



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY continued

Any suspicious calls or emails, especially those asking for passwords, user names, financial information, payments or wire transfers, network access information or other confidential information must be reported to the IT department immediately.

Never provide passwords, usernames, account information or other potentially confidential data to a 3rd party unless you are 100% certain that the request is legitimate and warranted, or act on such information to wire funds or otherwise send payments. When in doubt, ask the IT department for assistance.

Licensing and Copyrights

Downloading or installing any unauthorized or unapproved software and or hardware is strictly prohibited. All software and or hardware must be properly licensed and approved for purchase and use by department management or the IT Department.

Programs or software used to illegally copy, hack, or bypass proper licensing and or software activation are forbidden.

Sharing, copying or duplicating any software or copyrighted material without proper licensing or permission is a violation of ASM Global policy.

Anyone obtaining electronic access to materials owned by other companies or individuals must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Violations

Any Team Member who abuses the privilege of their access to electronic media and services, computers, e-mail, intranet, Internet, external electronic bulletin boards, online services, wire services, telephones, voicemail, fax machines, the World Wide Web and any other technology provided to them will be in violation of this policy and will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.



Human Resources Policy & Procedure Manual

ASM GLOBAL END USER COMPUTING POLICY continued

Team Member Agreement

Every Team Member must sign the End User Computing Policy and return the signed page to the HR Department. The agreement states:

I acknowledge that I have read, understand, and agree to comply with the ASM Global End User Computing Policy. I will abide by all policies, rules, and conditions governing the use of ASM Global's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the company's electronic information equipment, network, devices, or services. I am aware that any violations of these policies may subject me to disciplinary action, including termination from employment, legal action and criminal liability.

I also understand that my use of email and the Internet may reflect on the image of ASM Global to our customers, clients, competitors and suppliers and that I have a responsibility to maintain a positive representation of the company.

Furthermore, I understand that this policy can be amended at any time.



Human Resources Policy & Procedure Manual

DRUG & ALCOHOL-FREE WORKPLACE

It is the desire of ASM Global to provide a drug-free, healthful and safe workplace. This policy is designed solely for the benefit of our Team Members, to provide reasonable safety on the job and to protect from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve. To promote this goal, Team Members are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The use, consumption, possession, distribution, dispensation, or sale of illegal drugs or drug paraphernalia, the abuse of legally prescribed drugs and the unauthorized use or possession of alcohol or inhalants on ASM Global premises, or while on ASM Global business elsewhere, is strictly prohibited.

If a Team Member is taking prescription medication that may affect their ability to work or to work safely, the Team Member should immediately notify their Supervisor or Human Resources. ASM Global reserves the right to temporarily reassign or alter work responsibilities during the period that a Team Member is taking the prescribed drug.

SUBSTANCE ABUSE POLICY

ASM Global recognizes both alcohol and drug abuse as potential health, safety and security problems. ASM Global expects all Team Members to assist in maintaining a work environment free from the effects of alcohol, drugs, or intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

ASM Global prohibits the manufacture, possession, use, distribution, sale or purchase of non-prescription controlled substances and intoxicants by Team Members on ASM Global premises. ASM Global also prohibits working under the influence of alcohol, drugs or other intoxicating substances.

The Human Resources Business Partner should be consulted by a Supervisor when there is reason to believe that a Team Member's work performance has been impaired due to the consumption of alcohol, drugs or other intoxicants.

Any Team Member who is convicted of a violation of any criminal drug statute (including misdemeanors) shall notify the Human Resources Business Partner within three (3) days of the date of conviction. A conviction includes any plea or finding of guilty, any plea of "nolo contendere" and/or imposition of a fine, jail sentence or other penalty.

Team Members who believe they may have an alcohol or drug abuse problem are strongly encouraged to use the Team Member Assistance Program. Such contacts will be kept confidential except as required by law, or when there is a danger to the immediate health, safety, or security of the Team Member or others. The Team Member Assistance Program Representative can provide Team Members.



Human Resources Policy & Procedure Manual

SUBSTANCE ABUSE POLICY continued

and Supervisors with advice and referrals to treatment and rehabilitation programs. Some such treatment may be covered by the Team Member's health insurance.

Any Team Member who violates this substance abuse policy will be subject to Team Member discipline, which may include termination, as covered under the Corrective Action Policy.

Drug and Alcohol Testing

A Team Member's immediate Supervisor or a designated representative may require a Team Member to undergo testing to evaluate the Team Member's fitness for duty if the Supervisor or the designated representative believes the Team Member is impaired, is jeopardizing workplace safety, or is not performing their responsibilities because of on-the-job intoxication or impairment.

"For cause" testing should not be implemented until the Supervisor or designated representative has contacted the Human Resources Business Partner and has clear, supporting documentation detailing the situation justifying the "for cause" testing request. ASM Global is a 24/7/365 operation. Team Members must be able to report to testing facilities after normal business hours, defined as Monday through Friday from 8 AM – 5 PM. Refusal to submit to substance testing, as provided for in this policy, will be considered insubordination and the Team Member may be subject to disciplinary action up to and including immediate termination.

Medical Marijuana and Other Legal Substances

ASM Global maintains a zero-tolerance policy for drug use; this includes the use of medical marijuana and other legal substances. Team Members cannot be or appear to be under the influence during work hours, on company time or property, or at company sponsored events.

If a Team Member is provided with a prescription for medical marijuana or other legal substances, this information must be disclosed to the Human Resources Department immediately. Human Resources reserve the right to require Team Members to obtain a fitness for duty certificate from the prescribing physician. The fitness for duty certificate must indicate that the Team Member is able to perform the essential duties and responsibilities of their position. ASM Global reserves the right to determine whether or not a reasonable accommodation can be made based on the prescribing doctor's fitness for duty certification.



Human Resources Policy & Procedure Manual

SEARCHES

ASM Global reserves the right to conduct unannounced searches of its property, vehicles and facilities, including work areas, desks and lockers assigned to Team Members, at any time. No Team Member has the right to interfere with, or object to, such searches of company property based on expectations of privacy or otherwise.

The company reserves the right to search personal property belonging to its Team Members, such as but not limited to, lunch boxes or bags, pocketbooks or briefcases, and automobiles, if such property is brought onto company premises or into company vehicles.

INTERNAL INVESTIGATIONS AND SEARCHES

From time to time, ASM Global may conduct internal investigations pertaining to security, auditing or work-related matters. Team Members are required to cooperate fully with and assist in these investigations if requested to do so. Failure to cooperate may result in termination of employment.

Whenever necessary, at the company's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., brief cases, handbags, etc.) may be subject to a search without notice. Team Members are required to cooperate.

The company will generally try to obtain a Team Member's consent before conducting a search of work areas or personal belongings and ask that the Team Member be present but may not always be able to do so.



Human Resources Policy & Procedure Manual

DISCLOSURE

Compliance with ASM Global's Human Resources Policy & Procedure Manual is required of all Team Members. In addition, disclosure of known or suspected violations is also required. When a Team Member becomes aware of a violation, the Team Member should disclose the situation to their immediate Supervisor(s) immediately.

The ASM Global Human Resources Central Office in West Conshohocken, PA is available at any time to respond to questions concerning whether various practices or conduct comply with the policy.

Team Members who report violations of ASM Global's policies and procedures do so without risk of retribution.

Team Members who fail to disclose reportable matters, who fail to cooperate with an investigation of a possible violation, who knowingly make a false report or who fail to comply with ASM Global's policies will be subject to disciplinary action, including termination and appropriate legal action.

Such disclosure and compliance are required of all Team Members.



Human Resources Policy & Procedure Manual

UNEMPLOYMENT COMPENSATION

ASM Global administers its Unemployment Compensation program in accordance with applicable state laws. Eligibility, amount, and duration of unemployment benefits vary by state. To be eligible for unemployment compensation, Team Members must terminate employment through no fault of their own and must be available for work. Each state determines its own payment schedule.

Human Resources Business Partners are responsible for ensuring that all resignations and terminations are properly handled, documented, and that all employment related forms and requests for information are accurately and promptly submitted.



SAFETY



Human Resources Policy & Procedure Manual

SECURITY

Maintaining the security of ASM Global buildings, property and vehicles is every Team Member's responsibility. Therefore, it is important to develop habits that ensure security as a matter of course. For example:

- Cash should be properly secured at all times. Any Team Member who is aware that cash is not secured should immediately inform their Supervisor or a member of management.
- Team Members should be aware of the location of all alarms and fire extinguishers, and familiar with proper procedures for using them, should the need arise.
- When appropriate, the facility's doors should be properly locked and secured.

Removing ASM Global-owned supplies or equipment for personal use or outside of business hours is prohibited unless prior approval has been received. Team Members should report any suspicious activity to their Supervisor and/or the security department immediately.

SAFETY

Each Team Member is expected to obey ASM Global's safety rules and OSHA regulations and to exercise caution in all work activities. Team Members must immediately report any unsafe condition to the appropriate Supervisor/Manager. Team Members who violate safety standards, who cause hazardous or dangerous situations, or who fail to report a safety violation are subject to disciplinary action, up to and including immediate termination.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, Team Members must immediately notify their Supervisor/Manager.

Safety Rules

These safety rules have been established for the protection of each Team Member. All Team Members are requested to cooperate in observing these rules and to help maintain a safe work environment. Team Members should:

- Report all accidents and injuries to your Supervisor/Manager immediately, including near misses;
- Never operate any machine or equipment unless you are specifically authorized and trained to do so;
- Not operate defective equipment. Do not use broken hand tools. Report defective or hazardous equipment to your Supervisor;



Human Resources Policy & Procedure Manual

SAFETY continued

- Make sure all safety attachments are in place and properly adjusted before operating any machine;
- Not operate any machine or equipment at unsafe speeds or in an unsafe manner. Shut off equipment that is not in use;
- Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes. Sandals or other open-toed or thin-soled shoes should not be worn;
- Never oil, clean, repair or adjust any machine while it is in motion and unless authorized to do so;
- Not lift items, which are too bulky or too heavy to be handled by one person. Ask for assistance;
- Keep all aisles, stairways, and exits clear of skids, boxes, air hoses, equipment and spillage;
- Not place equipment and materials so as to block emergency exit routes, fireboxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers;
- Stack all materials neatly and make sure piles are stable;
- Keep your work area, machinery and all company facilities, neat and clean; Put tools and equipment away when they are not in use;
- Not participate in horseplay, teasing or otherwise distract fellow Team Members from the job they are doing;
- Safeguard other workers at all times;
- Know emergency evacuation routes, fire extinguisher locations and eyewash station locations in your surrounding area;
- Keep all flammable liquids in approved containers and stored in appropriate cabinets;
- Never stand or work under a suspended load, be it hoist, crane or forklift;
- Always use a ladder instead of climbing on racks, materials or crates;
- Smoke only in designated smoking areas;
- Company vehicles are to be driven by authorized Team Members only during ASM Global business hours;



Human Resources Policy & Procedure Manual

SAFETY continued

- All Team Members are expected to wear seat belts at all times while in a moving vehicle being used for company business, whether they are the driver or a passenger;
- Use of handheld business phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on company business is strictly prohibited. It is every Team Member's responsibility to maintain a safe and clean work environment.

DRIVING COMPANY VEHICLES

Maintaining a safe work environment requires the continuous cooperation of all Team Members. The company strongly encourages Team Members to communicate with fellow Team Members and their Supervisor regarding safety issues.

The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, ASM Global endorses all applicable state motor vehicle regulations relating to driver responsibility. ASM Global expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Driver Eligibility

- ASM Global requires Team Members and contractors who drive ASM Global or ASM Global's client's owned/rented vehicles to complete the ASM Global facilities Driver Safety Program. Contact ASM Global Central Operations department in West Conshohocken, PA for further details.
- Company vehicles are to be driven by authorized Team Members or contractors only, except in emergencies. Spouses and other family members are **not** authorized to drive the Company vehicle.
- Any Team Member or contractor who has a driver's license revoked or suspended shall immediately notify their Manager/Supervisor and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including dismissal.
- All traffic accidents, regardless of severity, must be reported to the police and to the driver's Manager/Supervisor. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.
- Drivers must immediately report all summons received for moving violations during the operation of a company vehicle to the driver's Manager/Supervisor.



Human Resources Policy & Procedure Manual

DRIVING COMPANY VEHICLES continued

- Motor Vehicle Records will be ordered periodically to assess Team Members' driving records. An unfavorable record will result in a loss of the privilege of driving a Company vehicle.

Safety Rules while Driving

These safety rules have been established for the protection of each Team Member. All Team Members are to cooperate in observing these rules and to help maintain a safe work environment.

- The use of a company vehicle while under the influence of intoxicants and other drugs is prohibited and is sufficient cause for discipline, including immediate termination;
- Smoking while utilizing a company vehicle is prohibited;
- The use of business phones and other electronic mobile devices is prohibited while operating a company vehicle unless in an extreme emergency situation. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS) and accessing the internet. These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced, including:
 - 1) Pulling over to a safe place and putting the vehicle in “Park” if a call must be made or received while on the road;
 - 2) Pulling over to a safe place and put the vehicle in “Park” to make adjustments to a GPS or other navigation devices;
 - 3) Informing clients, associates and business partners of this policy as an explanation of why a call could not be immediately made or received while on the road.
- The use of the company vehicle for personal use on company time is prohibited unless prior permission has been obtained;
- Do not use or operate company vehicle unless you hold a current valid driver’s license and you have been authorized by the company;
- No driver shall operate a company vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication;
- No unauthorized personnel (e.g. Hitch-hikers, friends) are allowed to ride in company vehicles;



Human Resources Policy & Procedure Manual

DRIVING COMPANY VEHICLES continued

- All drivers and passengers operating or riding in company vehicles must wear seat belts, even if air bags are available;
- Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left;
- Head lights shall be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly;
- All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed

ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all Team Members. The company strongly encourages Team Members to communicate with fellow Team Members and their Supervisor regarding safety issues.

All Team Members will be provided care, first aid and emergency service, as required, for injuries or illnesses while on ASM Global premises. Team Members should contact their Supervisor, the nearest Supervisor and/or 911 in the event of an accident or emergency.

If a Team Member is injured on the job, ASM Global provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the Team Member's Supervisor who, in turn, will notify Human Resources of the incident.

Failure to report accidents is a serious matter and may negatively affect a Team Member's coverage under Worker's Compensation Insurance.



Human Resources Policy & Procedure Manual

WORKER'S COMPENSATION POLICY

Maintaining a safe work environment requires the continuous cooperation of all Team Members. The Workers' Compensation Law is a no-fault plan that is supervised by the state and one hundred (100) percent paid for by ASM Global. This law was designed to provide Team Members with benefits for any injury that they might suffer in connection with employment. ASM Global strongly encourages Team Members to communicate with fellow Team Members and their Supervisor regarding safety issues.

If an injury or illness is sustained while at work, ASM Global provides coverage and protection in accordance with the Worker's Compensation Law. To be considered work related; the injury or illness must arise from and occur in the course of employment. All injuries, no matter how slight, must be reported to the Team Member's immediate Supervisor to assure consideration under Workers' Compensation Insurance, should complications develop later. Failure to report accidents is a serious matter as it may preclude a Team Member's coverage under Workers' Compensation Insurance.

All injuries and incidents must be reported immediately to the Team Member's Supervisor, who in turn will notify Human Resources of the incident.

FMLA entitlement will begin on the first day of inactive status due to a work-related injury or accident. During any FMLA, disability or Workers' Compensation leave, the company will maintain the Team Member's benefits, if any, under the existing group health plan. A Team Member on inactive status must continue to pay any share of insurance premiums which had been paid by the Team Member prior to the leave. Also, if the rate of a Team Member's insurance premium changes while the Team Member is on inactive status, the Team Member is responsible to pay the new rate.

If the Team Member's portion of insurance premiums becomes thirty (30) or more days past due, ASM Global may cease to maintain the Team Member's insurance coverage.

If a Team Member is placed on inactive status due to a Workers' Compensation injury, vacation accrual will cease until they return to active status.

Team Members returning to work after being absent due to an injury must report to their immediate Supervisor prior to beginning work and must bring a doctor's release to return to full duty.



Human Resources Policy & Procedure Manual

ALPHABETICAL INDEX

Section Key: GI – General Information, EP – Employment Practices,
BA – Benefits Administration, CO – Compensation, PR – Personnel Records,
DS – Discipline/Separation, SA – Safety

A

401(k) Retirement Savings Plan	BA
Accidental Death and Dismemberment Insurance (AD&D)	BA
Accidents and Emergencies	SA
Americans with Disabilities Act Policy Statement	EP
ASM Global Company Philosophy	GI
ASM Global's Management Credo	GI
ASM Global End User Computing Policy	DS
Attendance Policy	DS
At-Will Employment	DS
Availability	CO

B

Background Screening Procedures	EP
Benefits Package	BA
Bereavement	BA
Bulletin Boards	GI
Business Conduct Certification Procedure	GI
Business Ethics	GI
Business Travel & Entertainment	GI

C

Company – Sponsored Memberships	BA
Company Property Policy	GI
Confidential Information	GI
Conflict of Interest	GI
Conflict Resolution Policy	EP
Continuation of Benefits (COBRA)	BA
Corrective Action	DS

D

Direct Deposit Plan	CO
Disclosure	DS
Dress Code	EP
Driving Company Vehicles	SA
Drug & Alcohol Abuse	DS



Human Resources Policy & Procedure Manual

E

Employee Assistance Program (EAP)	BA
Team Member Relations	GI
Employment Classifications	EP
Employment of Family Members	EP
Employment Offer Letters	EP
Employment Status	EP
Employment Verifications/Reference Inquiries	PR
Equal Employment Opportunity and Affirmative Action Policy	EP
External Meetings, Conferences & Seminars	BA

F

Family Medical Leave Act (FMLA)	BA
Formal Grievance Procedure	EP
Fraternization Policy	SA
Fraud Awareness Policy	GI

G

Gender and Gender Identity	EP
Gifts To Team Members	GI
Government Requests for Information	PR
Group Health Insurance	BA

H

HIPAA Policy	SA
Holidays & Personal Days	BA
Hours of Work	CO

I

Immigration Reform Act Compliance	EP
Inclement Weather	GI
Inclusion and Diversity	EP
Internal Investigations and Searches	DS
Introduction	GI
Introductory Period	EP

J

Job Descriptions	CO
Jury Duty	BA



Human Resources Policy & Procedure Manual

L

Lactating Mothers	EP
Life Insurance	BA
Long Term Disability	BA

M

Military Leave	CO
----------------	----

N

New Team Member Orientation	EP
New Hire Procedures	EP

O

Open Door Policy	EP
Outside Employment	EP
Overtime Hours	CO

P

Pay Periods	CO
Payroll Deductions	CO
Personal Business Phone Usage	EP
Personal Leave of Absence	BA
Personal Property	GI
Personnel Records	PR
Procedure for Requesting an Accommodation	EP
Professional Development	BA
Promotions	CO

R

Reasonable Accommodations for Disabilities or Religious Beliefs	EP
Records Retention	PR
Rehire Policy	CO
Respect in the Workplace	DS
Restroom and Locker Room Accessibility	EP
Restoration of Length of Service	CO
Rules of Conduct	DS



Human Resources Policy & Procedure Manual

S

Safety	SA
Salary Administration	CO
Searches	DS
Security	SA
Service Animals	EP
Short Term Disability	BA
Sick Time Policy	BA
Smoking	EP
Solicitation & Distribution	GI
Substance Abuse Policy	DS

T

Termination of Employment	DS
Termination of Insurance	BA
Time Recording	CO

U

Unemployment Compensation	DS
---------------------------	----

V

Vacation	BA
Violence in the Workplace	DS
Voting Leave	BA

W

What We Expect of Our Team Members	GI
Where to Call with Questions or Concerns	EP
Worker's Compensation Policy	SA