

This GES California Appendix of Kimball Electronics Group, LLC's ("Kimball") U.S. Handbook is effective January 1, 2021 and supersedes all previous GES Handbooks, policies, and practices.

We refer to this Appendix as the "handbook." It supplements the Kimball Electronics Code of Conduct and our U.S. Handbook. This Appendix applies only to our employees at GES who regularly work in California. In some areas, state or local laws and ordinances, or plant-specific policies, may govern your workplace as to issues that we may or may not have mentioned in this handbook. While we believe that this handbook complies with all such laws, ordinances, and policies, to the extent there is a conflict between the terms of this handbook and requirements imposed by any applicable law, ordinance, or policy, Kimball will fully comply with the law, ordinance, or policy.

Overtime

Nonexempt employees will receive overtime pay in accordance with applicable state and local laws at a rate of 1.5 times their regular rate of pay for all hours worked over eight and up to and including 12 in any workday. Nonexempt employees will also receive overtime pay at a rate of 1.5 times their regular rate of pay for the first eight hours worked on the seventh consecutive day in a workweek and for all hours worked over 40 in any given workweek. Nonexempt employees will receive overtime pay at a rate two times their regular rate of pay for all hours worked over 12 in one workday or over eight hours on the seventh consecutive workday in a workweek.

Pyramiding. In calculating overtime, when more than one overtime premium can be applied to the same working time (for example, when an employee works in excess of eight (8) hours on a particular day and the employee's hours also total more than 40 hours for that workweek), only one computation, whichever is of greater benefit to the employee, will be used to compute overtime pay.

Lactation Breaks

Kimball Electronics recognizes lactating employees' rights to request lactation accommodation under applicable California law. You can make your request orally or in writing to Human Resources and need not submit any specific form. We will engage in an interactive process with you to determine how best to accommodate your request. If we cannot agree on a reasonable accommodation, we will provide you a written response that complies with our legal obligations.

Kimball Electronics will not tolerate discrimination or retaliation against employees who exercise their right to lactation accommodation and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise denied your rights related to lactation accommodation, you have the right to file a complaint with our confidential, third-party ethics "hotline" reporting system or lodge a complaint with the Labor Commissioner.

Paid Time Off (PTO)

If you are an employee covered by this Appendix, you may carry over any unused PTO that you earn from year to year, but will only continue to accrue PTO up to a maximum of 1.67 times your yearly PTO accrual. While we created our PTO policy to encourage employees to take time off during the year, if you are covered by this Appendix, you will not forfeit your earned PTO, we will not pay you for accrued but unused PTO ("cash out" your PTO) at any time during your employment, your earned PTO will not expire, and we will pay you any accrued but unused PTO at termination in accordance with applicable California law.

For example, if you are a regular full-time employee working for Kimball in California and have 5 years of service with us, you could carry over 33.4 days (267.2 hours) of PTO from year to year, but will not continue to accrue any additional PTO once you reach the 240 hour maximum. Under this scenario, you would begin to accrue additional PTO after using some of your accrued PTO so that your PTO bank is under the maximum cap allowed under this policy. If you have questions about whether this California PTO policy applies to you, please contact Human Resources.

Time and Attendance

Rest and Meal Breaks for Non-Exempt Employees

Rest Periods. Non-exempt employees who work more than 3.5 hours on a given workday are provided paid, 10-minute, *If printed, this document may be outdated. Refer to the online version for accuracy.*

duty-free rest periods at the rate of one rest period for each four-hour working period or major fraction thereof as set forth in the following chart:

<u>Hours of work in work day</u>	<u>Number of paid 10 minute rest periods</u>
0 to 3.5	0
3.5 to less than 6	1
6 to less than 10	2
10 to less than 14	3
14 to less than 18	4
18 to less than 22	5
22 or more	6

To the extent possible, rest periods will be provided in the middle of work periods.

Meal Periods. Non-exempt employees who work more than five hours on a given workday are also provided unpaid, 30-minute, duty-free meal periods as set forth in the following chart.

<u>Hours of work in work day</u>	<u>Number of unpaid 30-minute meal periods</u>
0 to 5	0
5 to less than 10	1, no later than the end of the 5 th hour of work
10 or more	2, with the second no later than the end of the 10 th hour of work

Meal and rest periods are intended to provide non-exempt employees an opportunity to be away from work, and they are not permitted to perform any work during meal and rest periods. Employees are encouraged to take meal and rest periods away from their immediate work area. Employees are free to leave the work premises during their meal and rest periods.

It is a violation of Kimball policy for any Kimball employee to require or encourage non-exempt employees to perform work during meal or rest periods. Non-exempt should report such violations immediately to Human Resources. Any non-exempt employee who performs work during their meal period must clock back in before performing the work and/or notify their supervisor so that the appropriate time-entry adjustment can be made.

Meal periods must be accurately recorded on each non-exempt employee's time record, and non-exempt employees must clock in and out for their meal periods. Uninterrupted, unpaid meal periods do not count as hours worked. Employees do not need to record paid rest periods.

Non-exempt employees who do not take meal or rest periods as scheduled, take unauthorized meal or rest periods, or do not return on time from meal or rest periods may be subject to discipline, up to and including termination of employment.

Reporting Pay

A non-exempt employee who is scheduled to work and reports to work, but is sent home before performing any work, or is furnished less than half of the scheduled day's work, will be paid reporting pay at the employee's regular hourly rate for up to one-half of the number of hours the employee was scheduled to work that day, up to a maximum of four hours of reporting pay. Hours paid as reporting pay will not be counted as hours worked when calculating weekly overtime obligations. Reporting pay will not be paid when the employee is sent home due to threats to employees or property, when recommended by civil authorities, when public utilities fail to supply electricity, water, or gas, or there is otherwise a failure in the public utilities or sewer system, or where the interruption of work is caused by an act of God or other cause not within the Company's control. Nor will reporting pay be paid if there is work available but you stop working of your own accord before the end of the scheduled shift.

Paid Sick Leave (PSL) California

Employees working in California may accrue paid sick leave ("PSL") for hours worked in California in accordance with the Healthy Workplaces, Healthy Families Act. Kimball will provide eligible employees a lump-sum grant of 24 hours after working for 30 days. PSL is available for use beginning on the 90th day of employment.

Unused sick leave granted under this policy does not carry over from one year to the following year. On January 1 each year of employment, Kimball will provide eligible employees another 24 hours of PSL.

Employees may request PSL in writing or verbally, and can take PSL for their own diagnosis, care or treatment of an existing health condition, preventive care or for specified purposes for employees who are victims of domestic violence, sexual assault or stalking. Employees may also use their PSL for qualifying purposes for their family members, including for a family member's care. Family member means biological, adopted, foster, legal ward, in loco parentis, or step child, regardless of age or dependency status, biological, adoptive, foster, or step parent or legal guardian of the employee or his or her spouse or domestic partner, spouse, domestic partner, grandparent, grandchild, or sibling.

PSL may be used in two-hour increments. If the need for PSL is foreseeable, the employee shall provide reasonable advance notification. If the need for PSL is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. Kimball reserves the right to require documentation of the appropriate use of sick leave in accordance with the law.

PSL will run concurrently with any other available paid time off, such as vacation and/or personal time, as well as any PSL available under any local sick leave provisions. Unused PSL will not be paid out upon termination of employment. If an employee is rehired within one year following termination of employment, accrued unused PSL will be reinstated.

California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL) Policy

Kimball provides leave under the California Family Rights Act (CFRA) (as amended by the New Parent Leave Act (NPLA)), which provides unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility. To qualify for CFRA leave, you must have worked for Kimball for at least 12 months and have worked at least 1,250 hours in the 12-month period before the date leave begins. If you have any questions about your eligibility for CFRA leave, please contact Human Resources.

Leave Entitlement. CFRA leave may be up to 12 workweeks in a 12-month period, which uses a "rolling" method that is measured backward from the date you use any CFRA leave. If leave is for a qualifying reason under both the CFRA and FMLA, this 12-month period runs concurrently with the 12-month period under FMLA. You may qualify for CFRA leave for any of the following reasons:

- The birth, adoption, or foster care placement of your child.
- To care for your own serious health condition.
- To care for the serious health condition of your child, spouse, domestic partner, parent, grandparent, grandchild, or sibling. (Under the CFRA, child means your child or domestic partner's child, regardless of age.)
- A qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the US Armed Forces.

If both parents are Kimball employees and eligible for CFRA leave due to the birth, adoption or foster care placement of their child, each parent is entitled to take up to 12 workweeks in the one-year period after the child's birth, adoption, or foster care placement.

Pay Status During Leave. Unless you receive paid leave pursuant to a disability leave plan or law, you will be required to utilize PTO that you have available concurrently with your CFRA leave entitlement. Once your PTO is exhausted, you will be in unpaid status during the remainder of the leave. PTO will not accrue during any period for which you are in unpaid status, even if you are receiving disability benefits pursuant to a Company-sponsored insurance policy.

Pregnancy Disability Leave. Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth, or a related medical condition, you are entitled to take pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17-1/3 weeks) depending on your period(s) of actual disability.

Right to Reinstatement. If you are CFRA-eligible, you have certain rights to take both PDL and CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement – for pregnancy disability it is to the same position, and for CFRA it is to the same or a comparable position – at the end of the leave, subject to any defense allowed under the law.

Notice Required. If the need for leave is foreseeable, you must notify us at least thirty days prior to the date the leave is to begin. If the need is not foreseeable, you should provide as much notice as practicable, but at least two hours before the start of your scheduled shift. The request for leave should be made in writing and include the reason for the leave and amount of time required. If the leave is needed because of a serious health condition, whether yours or that of a family member, or because of a serious illness or injury of a military service member in your family, you will be required to provide us with a health care provider’s certification, on a form we will supply, to support the need for the leave. In the case of leave taken because of your own serious condition, certification of your ability to return to work will be required.

Failure to comply with these notice requirements is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

Certification of Need for Leave. Under certain circumstances as provided by law, including (but not limited to) situations in which the need or nature of the approved leave changes, the Company may, in its sole discretion, require certification and/or periodic, recurring recertification of your serious health condition. This includes medical certification from your health care provider if you are requesting leave for either:

- Your serious health condition or the serious health condition of your covered family member; or
- Reasonable accommodation, transfer, or leave for your pregnancy disability.

We also have the right to ask for a second opinion if we have reason to doubt a certification or recertification. In these situations, we will pay for you to get a certification from a second doctor, which the we will select. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the CFRA pending the second and/or third opinion. We may deny CFRA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

Intermittent Leave and Reduced Work Schedule. When medically necessary, leave may be taken intermittently or on a reduced work schedule. If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Effect on Benefits and Employment. Coverage under Kimball’s group health plan will continue at no additional expense to you during any period that you are on CFRA or PDL leave. You will, however, be required to continue paying your portion of the premium for your own and any dependent coverage, as well as any contributions to Flexible Spending Accounts, if any, should you wish to keep such coverage in effect. If you make such payments more than 30 days late, we may discontinue your coverage. Should you fail to return to work after the expiration of your leave, you may, depending on the circumstances, be required to refund to Kimball any health insurance premiums paid on your behalf during the leave.

Contact Information. For more information regarding this policy, including your eligibility for a leave and/or the impact of leave on your benefits, please contact Human Resources. You may also contact the Department of Fair Employment and Housing (DFEH) through its Communication Center. If you have a disability that requires a reasonable accommodation, the DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711). Information is available from the DFEH at www.dfeh.ca.gov, toll-free at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or contact.center@dfeh.ca.gov.

Right of Victims of Domestic Violence, Sexual Assault, and Stalking

You have the right to take time off from work to get:

- help to protect you and your children's health, safety, or welfare;
- a restraining order or other court order;
- medical attention or service from a domestic violence shelter, program, or rape crisis center;
- psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.

In general, we will not request proof to use leave for these reasons. You may use available PTO or accrued paid sick leave, but even if you do not have paid leave, you still have the right to take unpaid time off. If you can, you should tell us before you take time off pursuant to this policy. Even if you cannot tell us before you need to take leave, we will not discipline you if you give us proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order, or doctor's or counselor's note or similar document.

Kimball recognizes your right to ask us for help or changes in your workplace to make sure you are safe at work. You can make your request orally or in writing to Human Resources and need not submit any specific form. We will engage in an interactive process with you to determine how best to accommodate your request. Depending on the circumstances and the nature of your request, we may ask you for a signed statement certifying that your request is for a proper purpose, and we may also request proof showing your need for an accommodation. We will make reasonable efforts to maintain your confidentiality if you make such a request.

No Discrimination; No Retaliation. Kimball will not discriminate or retaliate against any person because they are a victim of domestic violence, sexual assault, or stalking or because they made a good faith request under these policies, regardless of the outcome of the investigation. Any employee of Kimball who retaliates against another employee for utilizing in good faith the procedures in this policy will be subject to discipline, up to and including termination, even for a first offense.

If you believe you have been discriminated against or otherwise denied your rights related to this policy, you have the right to file a complaint with our confidential, third-party ethics "hotline" reporting system or lodge a complaint with the Labor Commissioner.

Witness and Victims of Crime Leave Policy

Kimball encourages employees to appear in court and other proceedings for witness duty when requested or subpoenaed to do so. If you receive a subpoena or request to testify in a proceeding involving your employment with Kimball, you will receive paid time off for the entire period of witness duty.

To the extent required by law, employees who witness or are victims of certain, specified felony crimes or immediate family members of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim, may receive unpaid time off from work to attend judicial proceedings related to that crime. To take this leave, you must provide us in advance with a copy of the notice of the proceeding. If advance notice is not possible, you must provide us with appropriate documentation evidencing your attendance at the judicial proceeding when you return to work.