



Kimball[®]
Medical Solutions

**2023
EMPLOYEE
HANDBOOK
ADDENDUM**

This Kimball Electronics Indianapolis (KEIND) Appendix of Kimball Electronics Group, LLC's ("Kimball") U.S. Handbook is effective May 1, 2023 and supersedes all previous KEIND 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 KEIND. 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.

Attendance and Punctuality

We have established a rolling 12-month attendance policy (measured backward) for unscheduled absences totaling more than 40 hours to achieve fairness and consistency across all areas of the plant.

If you accrue unscheduled time off (paid or unpaid) within a rolling 12-month period that exceeds 40 hours, you could be subject to discipline up to and including termination. We believe that it is important to review each case on its own merits and reserves the right to apply these guidelines on a case by case basis.

The following absences are not counted against this calculation: Jury Duty, Military Leave, Bereavement (paid or unpaid), Short Term Disability (STD) Leave, FMLA, Scheduled Paid Time Off, No Work Paid Time, No Work Unpaid Time, closures of the facility by Kimball, and Workers Comp absences.

If you are going to be unexpectedly late or absent, you must report your tardiness or absence by calling **317-275-2568**, as soon as you are reasonably able. You must state your first and last name, the reason for your absence, how long you expect to be away from work, what type of leave you want to use (PTO, FMLA, etc.), and a phone number where we can reach you. Calling your supervisor to report an unplanned absence is optional, but you are required to call **317-275-2568** to officially report the absence.

If you know in advance that you have to be off work or leave early for any reason or for an appointment, you must give your supervisor at least 20 hours' advance notice before the start of the affected shift, and the time off must be entered in Workday. If you do not provide at least 20 hours' advance notice, such as requesting time off for later the same day, your request may be denied and coded as Unscheduled by your supervisor. Please schedule appointments during non-working hours whenever possible. If this is not possible, please schedule them as early or late in your shift as possible to limit the impact on your schedule and your coworkers.

Attendance is part of your performance and will be addressed in the same way as any other performance issue. We may take disciplinary action up to and including separation for attendance and punctuality issues even if your total unscheduled absences are below 40 hours in a rolling 12-month period.

No Call / No Show

Failure to report for work without calling to report the absence is a no call/no show. This is a serious matter and will start the progressive disciplinary process. We will consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases. Failure to report for work w/out calling in as required for three (3) consecutive work days ("3 day no call, no show") will be considered a voluntary resignation and result in loss of employment.

Mutual trust, teamwork, and a focus on satisfying customer needs are keys to running a successful business. We need your support in fulfilling these goals.

Disciplinary Process

Every organization needs to have work rules that are clear and well understood. They help us work together as a team and to assist in understanding what we have a right to expect from each other as coworkers. If an employee engages in conduct that violates a KEIND standard or rule, that employee will be subject to disciplinary action. Disciplinary actions may include coaching and mentoring, performance improvement discussion or planning, written warning, suspension, or termination. The nature of the discipline will depend on the severity of the violation. Moreover, these disciplinary actions are not required steps nor have to be followed in any set order prior to termination. We may discharge an employee for any cause deemed sufficient in our judgment, consistent with our at-will status.

Break Periods

All direct hourly employees are provided two-fifteen (15) minute rest breaks during an 8-hour shift. The designated time for the break period is set and approved by your supervisor. These rest periods are considered time worked for purposes of pay computation; therefore, like other paid time, employees cannot leave the premises during rest breaks. We will provide employees who are assigned to work shifts longer than 8 hours with an additional fifteen (15) minute break for every two hours worked.

Shift Premium

Shift	Shift Premium
1st	None
2 nd	\$1.75 (Night premium)
3 rd	\$1.75 (Night premium)

- Employees working outside of normal shift times will be paid their regular pay. Voluntary overtime on alternate shift would not receive other shift premium.
- Employees who are required by their supervisor to temporarily work to an alternate shift would receive the alternate shift premium.
- Only shift premiums are available; there are no weekend or holiday premiums.

Work Week Definition

KEIND defines work week by shift. All paycheck stubs will state Monday through Sunday dates. It is important to note the following:

- Sunday night for **ALL** 3rd shift employees rolls forward to Monday as that is the start of the work week.

- Timecards are viewable in Workday for all hourly employees. This is the official time record.

	Pay Period Start	Pay Period End	Normal Hours	Normal Start Time	Typical Work Schedule
Office	Monday 12:00am	Sunday at Midnight	40-45	Variable (7:00-8:30am)	Monday – Friday
1st – 5x8	Monday 12:00am	Sunday at Midnight	40	7:00am	Monday – Friday
2nd – 5x8	Monday 12:00am	Sunday at Midnight	40	3:00pm	Monday – Friday
3rd – 5x8	Sunday 6:00pm	Sunday at 5:59pm	40	11:00pm	Sunday night – Thursday night

Parking

Parking facilities are provided on company property for the convenience of employees, but the Company, in providing such facilities, assumes no responsibility for damages to or losses of automobiles or other personal property. Employees are not allowed to park spaces designated for visitors. Employees are expected to be courteous in the parking lot and follow the lines. Park in the center of the space to allow cars on both sides to park, and the drivers to get out of their cars safely.

Cellular Phones and Personal Digital Devices

KEIND strictly prohibits personal cellular phones and personal digital devices in production areas for personal use.

- Please keep cell phones and other personal digital devices in your locker or in your vehicle.
- The use of cell phones and other personal digital devices for picture taking is strictly prohibited in working areas. Pictures taken in non-working areas, such as break areas, shall not include equipment, product, or documentation.
- Employees are not allowed to send photos or customer information for use outside of the KEIND facility without prior approval.
- Employees with company provided cell phones may have their work phones present on the production floors when necessary.
- Engineers, technicians, or supervisors may occasionally need to take pictures of equipment or processes with company provided cellphones with KEIND’s specific direction. This may be done when necessary, such as for written procedures or for customer communication.
- Employees may not photograph equipment or processes using personal cellular phones or personal digital devices at any time, and may do so with company-provided cell phones only with prior authorization.
- Violators may be disciplined, up to and including separation.

KEIND currently permits Personal Music Devices subject to the following guidelines:

- Only **IPOD or MP3 player** type equipment may be used.
- Personal stereos, speakers, etc. are not allowed.

- Cell phones cannot be used as a music playing device on the production floor.
- The personal music device must be kept on you in your pocket or underneath your smock.
- Music is to be heard through ear buds and not by neighboring employees.
- Only one ear bud may be in use as the second ear must be free to hear co-workers, announcements and warnings.
- The 2nd ear bud should be tucked either inside your collar or in your shirt pocket.
- Personal music devices may not be used by forklift drivers and in areas where forklifts may travel such as Shipping, Receiving, Finished Goods, recycle area, the aisle between stockroom and parts prep, aisle to the stockroom, and along incoming receiving areas.
- Music may not be downloaded through the company computers for personal use.
- Charging of the music devices must be done during the break or outside of the workplace.
- Personal music devices shall be turned off during meetings and conferences.
- Music devices are not to be used during on-the-job training.
- KEIND reserves the right to make changes at any time to these guidelines, including eliminating the use of personal music devices.

FOD (Foreign Object Debris) Restrictions

Because of the risk they pose to customers' products and our equipment, unapproved non-manufacturing items are not allowed within manufacturing areas, including but not limited to:

- Food
- Candy
- Cough Drops
- Tobacco
- Drinks
- Balloons
- Flowers

Dress Code

Consistent with our Employee Code of Conduct, KEIND insists on a working environment that upholds the dignity and respect of every individual. All employees are expected to present a professional image and acceptable workplace attire is a must. KEIND's standard is "business casual" and jeans without excessive wear or holes are acceptable. However, your workplace attire and grooming must be neat, clean and appropriate for the workplace. More formal attire may be appropriate depending on customer or visitor interaction. We will communicate any such requirements to you in advance. Additionally, all employees and visitors must wear approved personal protective equipment (PPE) while in production areas.

Due to safety concerns, all employees and/or visitors must adhere to the following guidelines when inside our facilities:

- Personal protective equipment is required in production areas
- Closed toed, closed heeled shoes that cover both feet entirely in production areas
- Full length pants in production areas

- Long hair past the shoulders must be tied back to avoid injury in production areas (this includes hair on the side and/or front that may be long enough to interfere with equipment and/or product).
- No long necklaces or earrings larger than quarter size in production areas
- No sequins or other loose decoration on clothing in production areas
- Other items to avoid:
 - Low cut tops, tank top or spaghetti straps
 - Halter tops, crop tops
 - Cut off shirts, low cut sides
 - Loose clothing that could be a safety hazard if caught in equipment
 - Exposing undergarments is not permitted

KEIND Management reserves the right to deem an employee’s attire and/or grooming inappropriate based on the above guidelines. Employees who report to work inappropriately attired will be asked to leave work to change clothes and return. Salaried employees will be required to use PTO time and hourly paid employees will be required to use PTO or unpaid/unscheduled time off due to failure to comply with workplace standards.

Lost/Temporary Badges

Because your identification badge allows access to the KEIND facility, you must safeguard it and not lend the badge to any other person for any reason. Lost, misplaced or stolen identification badges must be reported to HR or your supervisor immediately. We will reissue identification badges at no cost if the badge is stolen, damaged or malfunctioning. Please do not modify or attach any foreign objects to the identification badge, as it may damage it. If you lose your badge, we will issue you a temporary badge for up to 3 days. After day 3, if you cannot find your badge, your temporary badge will become your permanent badge. If your badge is broken or no longer working, you must return your broken/non-working badge to the HR department.

Inclement Weather

The Company is open for business unless there is a government-declared state of emergency or unless the company recognizes that adverse weather conditions will greatly impact our employees’ safety and/or our employees’ ability to travel safely to work. There may be times when we may have a shift delay and/or have an early shift closure.

Communication of Weather-related Closures

Communication regarding any decision to close KEIND whether during standard business hours (8:00am-4:30pm) or non-standard hours due to severe weather or anticipated forecast of severe weather, will be available to all employees by phone and local television.

By Phone: Employees should dial 317-275-2530 for updates related to facility closures and/or delays.

By Television/Social Media: Office status (delay or closure) information will be available on a television channel.