

Employee Handbook – KEJ Appendix

This Kimball Electronics Jasper (KEJ) Appendix of Kimball Electronics Group, LLC’s (“Kimball”) U.S. Handbook is effective September 11, 2023 and supersedes all previous KEJ 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 KEJ. 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 goal of 2% maximum absenteeism for our plant. 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 will be subject to discipline up to and including termination of employment. 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 for weather or other emergencies, and Workers Comp absences.

If you are going to be unexpectedly late or absent, you must report your tardiness or absence by calling **812-634-4500**, before your shift begins or 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 **812-634-4500** to officially report the absence.

If you know in advance that you have to be off work or leave early for an appointment, you must give your supervisor at least 24-hour advance notice before the start of the affected shift. If you do not provide at least 24-hour advance notice, your request will be reviewed by your supervisor/HR to determine if Unscheduled Paid Time Off will be approved. If UPTO is not approved, your absence will be coded as Unscheduled Unpaid Time Off. Please schedule appointments during nonworking 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.

Skill Based Pay and Shift Differentials

The following skill-based pay levels and shift premiums apply at KEJ.

Note: Shift premium is not reflected in the base hourly pay listed below.

Effective Date: 09/11/2023

Level One Job Titles (\$18.00/hr)	Level Two Job Titles (\$18.25/hr)	Level Three Job Titles (\$18.60/hr)	Level Four Job Titles (\$19.60/hr)	Level Five Job Titles (\$20.15/hr)
Assembly Parts Prep	Box Build	Assembly Modification Specialist	Solder, Expert Repair	Utility
Assembly Worker	Machine AOI	Machine Dispense (Coater)	RPS Assembly Support II	RPS Assembly Support III
Insertor	Machine Router	Machine Robot SMT Assembleon	Receiving Team Member III	Failure Analysis Tech III
Tester Automated	Machine Screener	Machine Robot SMT NXT	Stockroom Team Member III	Advanced Shipping & Receiving Coordinator
Tester ICT	Machine X-Ray	Machine Robot SMT Siemens	Material Handler II	
Packer High Volume	Manufacturing Inspector	Solder, Advanced Rework	Material Flow Specialist	
Machine AOI, Basic	Packer High Mix	Stockroom Team Member II	Quality Assurance Auditor II	
	Solder, Intermediate Touch Up	Receiving Team Member II	MRB Coordinator	
	Tester Manual	RPS Assembly Support I	Floater	
	Receiving Team Member I	Material Handler I	HM TH Floater	
	Stockroom Team Member I	Quality Assurance Auditor I	RPS Stockroom	
	SMT Set Up	Machine Screener Advanced	Failure Analysis Tech II	
	Machine IC Program	Advanced Manufacturing Inspector		
	Solder, Basic	Tester Manual Advanced		
	Insertor High Volume	Box Build Rework		
	Machine AOI High Volume	Failure Analysis Tech I		

Shift Premium

Shift	Shift Premium
1 st & 1A	None
2 nd	\$1.75 (Night premium)
3 rd	\$1.75 (Night premium)
3A	\$1.75 (36 hour work week)
3B	\$1.75 (36 hour work week)
4 th	\$2.00 (36 hour work week) *effective 1/23/23

- 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 an alternate shift would receive the alternate shift premium.
- Only shift premiums are available; there are no weekend or holiday premiums.

Daily Premium (Shifts 3A, 3B, & 4th)

- 11.5 hours worked or more = \$25 daily premium (can be hours worked and/or qualifying time off)
- You will receive 1 \$25 day premium for each Paid Holiday
- You will receive 1 \$25 day premium for qualifying 12-hour Time Off requests:
 - **Paid Time Off, No Work Paid Time Off, FMLA Paid Time Off, Jury Duty, Bereavement Paid, or Kimball Cares Time Off**
- **Non Qualifying Time**
 - You will *not* receive the additional \$25 for other types of time offs, such as Unscheduled Paid Time Off, Unscheduled Unpaid Time Off, Bereavement Unpaid, etc.
 - You will *not* receive the additional \$25 time block for additional days worked outside your normal 3 scheduled days

Kimball Electronics Internal Career Opportunity Guidelines

KEJ posts job opportunities upon approval within our career center on Workday and generally keeps them open for at least one week. Any posted opportunities will contain the qualifications needed to successfully fill the open position.

Any employee interested in being considered for an open position must apply online through our career center. KEJ will consider all applications by employees but may hire employees from any source at any time. A panel will interview selected candidates following the Structured Panel Interview process.

THINGS TO REMEMBER:

- Not everyone interested in a position will be interviewed.
- Only those interviewed will receive a personal response that they will or will not be placed in that position.
- All others may receive feedback as to the reason why they were not considered.

Applicants for Transfers or Shift Changes

If an employee applies for an open position at the same level or another level, the following will be beneficial to your application:

- 3 months in your current job assignment before applying for different job or shift.
- Acceptable work record (performance, behavior, quality) for the past 6 months.
- Less than 2% Absenteeism percentage in current rolling 12-month period

	Normal Hours	Normal Start Time	Typical Work Schedule
Office	40-45	Variable	Monday – Friday
1st – 5x8	40	6:00am	Monday – Friday
2nd – 5x8	40	2:00pm	Monday – Friday
3rd – 5x8	40	10:00pm	Sunday night – Friday morning
3A – 3x12	36	6:00pm	Sunday night – Wednesday morning
3B – 3x12	36	6:00pm	Wednesday night – Saturday morning
4 th – 3x12	36	6:00am	Friday – Sunday

Work Week

KEJ defines work week by shift. All pay statements will state Monday through Sunday dates. It is important to note the following:

- Sunday night for **ALL** 3rd and 3A 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.

Paid Holidays – KEJ Scheduling

2023 Holidays							
Holidays	1st Shift 8 hours	1A Shift 4 10's	2nd Shift 8 hours	3rd shift 8 hours (Night of week shift begins)	3A Shift 3 12's	3B Shift 3 12's	4th Shift 12 hours
New Year's Day	1/2/23	1/2/23	1/2/23	1/1/23	1/1/23		1/1/23
Martin Luther King Jr. Day	1/16/23	1/16/23	1/16/23	1/15/23			
Day Before Good Friday						4/6/23	
Good Friday	4/7/23		4/7/23			4/7/23	4/7/23
Easter				4/9/23	4/9/23		4/9/23
Memorial Day	5/29/23	5/29/23	5/29/23	5/28/23	5/28/23		
Day before Independence Day (Floating Holiday)	7/3/23	7/3/23	7/3/23				
Independence Day	7/4/23	7/4/23	7/4/23	7/4/23	7/4/23	7/5/23	
Labor Day	9/4/23	9/4/23	9/4/23	9/3/23	9/3/23	9/1/23	
Thanksgiving Day	11/23/23	11/23/23	11/23/23	11/22/23		11/22/23	
Day After Thanksgiving	11/24/23		11/24/23	11/23/23		11/23/23	11/24/23
Day Before Christmas Eve							12/23/23
Christmas Eve Observed						12/22/23	
Christmas Eve				12/24/23	12/24/23		12/24/23
Christmas Day	12/25/23	12/25/23	12/25/23	12/25/23	12/25/23		

Paid Time Off (PTO) - KEJ

- PTO will be granted per the Kimball US handbook and is based on a 40+ hour work week. The handbooks schedule is pro-rated for 4th Shift employees (36 hours per week).

Full-time employees are eligible for paid time off as determined by years of Kimball full-time service.

Years of Service	1 st , 1A, 2 nd , & 3 rd Shift (40 Hrs) Paid Time Off # Hrs	4 th Shift, 3A, & 3B (36 Hrs) Paid Time Off # Hrs
1 - 2	120	108
3	136	122
5	160	144
10	168	151
15	176	158
20	184	166
25+	200	180

Cellular Phones and Personal Digital Devices

KEJ strictly prohibits cellular phones and personal digital devices in production areas.

- Please keep cell phones, smart watches, 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 KEJ facility without prior approval.
- Violators may be disciplined, up to and including separation.

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

- Only **IPOD (without camera) 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 on 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.
- KEJ 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

FOD is defined as:

- Metal Shavings, Clippings, and Burrs
- Loose Solder Balls
- Loose Screws, Washers, Fasteners, O-Rings and Gaskets
- Debris such as Cardboard, Plastic shavings, dried Solder Paste, Adhesive, etc.
- Personal Items (jewelry, food/drink, candy, medicine, bandages, pictures, etc.)
- Process Consumables (gloves, finger cots, cotton swabs, tape, red arrows, etc.)
- Tools (clippers, pliers, tweezers, screwdrivers, test probes, sockets, etc.)
- Office Supplies (staples, paper clips, push pins, post-it notes, pens with caps, etc.)
- Human body particles (hair, eye lashes / brows, fingernails, etc.)

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 / Gum
- Cough Drops
- Tobacco
- Drinks
- Balloons
- Flowers

Dress Code

Consistent with our Employee Code of Conduct, KEJ 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. KEJ's standard is "smart 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.

The standard for office staff on Fridays is "business casual".

Due to safety concerns, all employees and/or visitors must adhere to the following guidelines when in production areas:

- Personal protective equipment is required
 - Closed toe shoes and heels are required
 - Long hair must be tied back to avoid injury (this includes hair on the side and/or front that may be long enough to interfere with equipment and/or product).
 - No dangling jewelry
 - No sequins or other loose decoration on clothing
 - No hats in the office setting
- Other items to avoid:
- Low cut tops, tank top or spaghetti straps
 - Halter tops, crop tops
 - Exposing undergarments is not permitted

KEJ 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.

Communication of Weather-Related Closures

We will communicate any decision to close KEJ whether during standard business hours or non-standard hours due to severe weather or anticipated forecast of severe weather by phone and local television as possible.

By Phone: Automated message from One Call Now, our 3rd party automated calling solution system. To receive these messages, you must sign a release form. This form can be obtained from human resources.

Tobacco/Nicotine/E-Cig Free Workplace

The only designated smoking area on KEJ property is outdoors, on the far north wall at the back of KEJ Plant #1, within the designated area. No one may smoke along any pathway or walkway leading to or from the designated smoking area, nor may employees smoke at the picnic tables outside of the designated smoking area, nor outdoors in any of the grassy areas or the parking lots.

Additionally, employees and visitors may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke while walking to their vehicle or any other destination on the Kimball Electronics Jasper premises.

While Kimball Electronics Jasper makes this area available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk.

No additional breaks are allowed to any employee who smokes.

Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting partners and customers.

Failure to comply with the entirety of this policy will result in disciplinary action up to and include separation of employment.