

**Kimball Electronics Tampa
(KETA)
EMPLOYEE HANDBOOK
ADDENDUM
~ 2024 ~**

Revision Date: April 11, 2024

If printed, this document may be outdated. Refer to the online version for the most current version.

This Kimball Electronics Tampa (KETA) Appendix of Kimball Electronics Group, LLC's ("Kimball") U.S. Handbook is effective April 11, 2024 and supersedes all previous KETA 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 KETA. 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 813-814-5200, 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 813-814-5200 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.

We recognize that there will be times when prior notice may not be possible and will consider individual circumstance in the approval of such requests.

Break Periods

All direct hourly employees are provided one thirty-minute rest break during a 10-hour shift and two 20 minute rest breaks during a 12-hour shift. The designated time for the break period is set and approved by your supervisor. Rest periods are considered time worked for purposes of pay computation; therefore, like other paid time, employees cannot leave the premises during rest breaks.

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 KETA 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 work rule violation. Moreover, these disciplinary actions are not required steps prior to termination. We may discharge an employee for any cause deemed sufficient in our judgment, consistent with your at-will status.

Cellular Phones and Personal Digital Devices

KETA strictly prohibits personal cellular phone use in production areas.

- 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 recording or picture taking is strictly prohibited in working areas. Recordings or pictures taken in non-working areas, such as break areas, shall not include equipment, product, or documentation.
- Employees are not allowed to send videos, photos or customer information for use outside of the KETA facility without prior approval.
- Employees are not allowed to listen to music using a personal digital device and/or radio in production areas.
- Violators may be disciplined, up to and including separation.

Dress Code

As stated in the KETA Employee Code of Conduct, Kimball Electronics 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. 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 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 decorations

- No hats
- Other items to avoid:
 - Low cut tops, tank top or spaghetti straps
 - Halter tops, crop tops
 - Loose clothing that could be a safety hazard if caught in equipment
 - Exposing undergarments is not permitted

KETA 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.

How to Contact an Employee for an Emergency While at Work

KETA understands the potential of needing to contact an employee due to emergency situations. Should an emergency require someone outside of Kimball to speak with an employee, they can dial 813-814- 5000 and press 2 when the automated attendant answers. This will make a plant wide announcement advising a Supervisor to pick up the call. The Supervisor can then provide the employee with the ability to communicate with the caller.

Inclement Weather

We are open for business *unless* there is a government-declared state of emergency that prevents travel or unless we determine that adverse weather conditions will greatly impact our employee's safety and/or our employee's ability to travel safely to work. There may be times when we may have a shift delay and/or have an early shift closure.

If we close our facilities due to severe weather, employees may use available PTO (No work/PTO) or take the time with no pay (No Work/Unpaid Time). If the facility is open and the employee is delayed getting to work, cannot get to work, or leaves early due to inclement weather, the employees can use available PTO (Unscheduled/PTO) or take the time with no pay (Unscheduled/Unpaid Time).

Note: Under special circumstances due to job duties, project/customer demands, computer access and based on the employee's role and responsibilities, an employee may be pre-approved to work from home during a facility closure. Employee and manager are responsible for tracking all time worked, and those employees are expected to take necessary equipment and work home. If you need assistance accessing the Kimball network remotely, please contact the KESC.

Even when our facilities are open, there could be unsafe travel conditions. You should always use your judgment about your own safety with regards to getting to work and leaving for home. KETA reserves the right to make changes at any time to these guidelines due to changes in the workforce, employment trends, economic conditions, and state or federal legislation.

Communication of Weather-Related Closures

We will communicate any decision to close KETA whether during standard business hours (8:00am-4:30pm) or non-standard hours due to severe weather or anticipated forecast of severe weather by phone. Every effort will be made to notify you of closing.

By Phone: Automated message from One Call Now, our 3rd party automated calling solution

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system. To receive these messages, you must sign a release form. This form can be obtained from human resources. Employees can also dial **813-814-5100** for updates related to facility closures and/or delays.

Tobacco/Nicotine-Free Workplace

The only designated smoking area on KETA property is outdoors, within the designated metal structure in the parking lot. No one may smoke along any path way or walkway leading to or from the designated smoking area, nor may employees smoke outdoors in any of the grassy areas or the parking lots (including in personal vehicles).