THE SportGroup EMPLOYEE HANDBOOK







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WELCOME

We wish you success in your employment with our Company! Welcome! You have just joined a dedicated team of people. We hope that your employment with our Company will be rewarding and challenging. We take pride in our employees as well as the products and services we provide. We consider ourselves leaders in the field of artificial turf manufacturing.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact the Human Resources department. Likewise, if you have any suggestions related to Company policies or procedures, please let us know.

All the best,

Alejandro Pena, CEO

HISTORY OF THE COMPANY

AstroTurf was invented in 1964 and is now part of SportGroup, arguably the largest sports surfacing company in the world. Profitable and well-funded, German-based SportGroup is the global leader in artificial turf systems and running tracks, with more than 1,000 employees. Founded 40 years ago, SportGroup now owns manufacturing facilities across the globe and operates in 70 countries. It has supplied more than 7,000 artificial turf surfaces and around 16,000 athletics tracks globally. This includes fields for major sporting events like the Olympic Games in Beijing, London, and Rio.

SportGroup is owned by the American investment firm KPS. In addition to AstroTurf, Rekortan, and SYNLawn, SportGroup companies and brands include Polytan, APT, Melos, Politer, Ligature, Resorting, Team Sports, Polleras, and Laykold.

HANDBOOK PURPOSE AND REVISIONS

This handbook was developed to provide you with an information resource for common questions and concerns regarding the Company's benefits, guidelines, and policies. To remain current, the guidelines, policies, procedures, and benefits in this handbook are subject to change at any time, with or without notice, at the sole discretion of the Company.

EMPLOYMENT AT-WILL

Employment at the Company is on an at-will basis unless otherwise stated in a written individual employment agreement signed by an Officer of the Company.

This means that either the employee or the Company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to, nor shall it be construed an express or implied contract of employment. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period.

Any salary figures provided to an employee on annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for a specific period-of-time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Employees have the right to engage in or refrain from such activities.

BENEFITS

Eligibility Period for Health and Medical Benefits: Employees are eligible for health and medical benefits ***the first of the month following 60-days of employment****.*

Premiums and additional details can be found in your Employee Benefits presentation.

ACCIDENT INSURANCE

Accident Insurance can help you with unexpected expenses incurred because of an accident or dismemberment. If you elect this coverage, benefit payments can help you cover household expenses like groceries, mortgage payments, childcare, Emergency Room treatment rendered because of the accident, follow-up doctor's visits, air ambulance, ambulance, and appliances – wheelchair, leg or back brace, crutches, walker, etc. The cost for this and other benefits is detailed in your 'Employee Benefits presentation.

BASIC LIFE INSURANCE

Basic Life Insurance is offered to all employees at the Company. This benefit is no cost to employees; but requires an enrollment form to be completed and a beneficiary assignment.

CRITICAL ILLNESS INSURANCE

Critical Care Insurance pays a lump-sum benefit percentage payable for an insured person diagnosed with one of the covered Categories while coverage is in force: Cancer Conditions, Vascular Conditions, Organ Failure Conditions, Functional Loss Conditions, Additional Conditions, Childhood Disease Conditions, and Neurological Conditions. If you elect this coverage, the benefit payment is paid in addition to your medical insurance plan.

DENTAL INSURANCE

Employees have an option to purchase Dental Insurance for themselves and qualified dependents. The Company offers two PPO plans. With your PPO plan, you can visit any dentist; but you pay less out-of-pocket when you choose a PPO dentist. This plan covers preventive care, basic care, major care, and orthodontia after you meet a deductible. It also has a rollover threshold to allow you to use your previous year's unused benefit.

HOSPITAL INDEMNITY INSURANCE

Hospital Indemnity helps protect employees from costly hospital expenses. This is a fixed indemnity policy that may pay you a limited dollar amount if you're hospitalized. All benefits are paid directly to the insured and can be used towards any expense.

BENEFITS

LONG TERM DISABILITY INSURANCE

Long Term Disability (LTD) Insurance provides income replacement if you experience an extended, covered illness or injury. Regular, full-time employees may purchase this benefit for themselves. Benefits are subject to the terms and conditions of the disability program.

PRESCRIPTION DRUGS

Employees who purchase the desired medical benefit plan for themselves and/or qualified dependents will receive reduced fees for covered prescription drugs.

SHORT TERM DISABILITY INSURANCE

Employees may purchase this desired benefit plan available for employees only. This benefit is intended to protect you with a short-term "safety net" if you are unable to work for a short period because of illness or injury. Benefits are subject to the terms and conditions of the disability program.

VIRTUAL CARE FROM ANYWHERE

The next time you're feeling unwell, there's no need to visit the doctor's office. You can connect with a virtual doctor anytime, anywhere, on your schedule. Virtual doctors can diagnose conditions, prescribe medication when appropriate, and send prescriptions directly to your pharmacy. This service is available 24 hours a day, 7 days a week, 365 days a year.

To get started, simply download the Surest App or visit benefits.surest.com to activate your account and connect with a virtual doctor. If you have any questions, please contact HR for more information.

VISION INSURANCE

Employees may purchase this desired benefit plan for themselves and qualified dependents.

VOLUNTARY LIFE INSURANCE

Employees may purchase term life insurance for themselves and qualified dependents according to the qualifying provisions of the plan.

BEREAVEMENT PAY

The Company provides all regular full-time employees with up to (24) hours of time off with pay to attend the funeral and make any necessary arrangements associated with the death of an immediate family member. Immediate family means your spouse, parent, child, brother, or sister; your spouse's parent, child, brother, or sister; your child's spouse; your grandparent or your grandchild. We will consider all requests for time off if someone dies who was as close to you as an immediate family member.

BENEFITS

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Our Company has made available the benefit of an Employee Assistance Program. This benefit provides you and your family members with confidential, personal and web-based support on a wide variety of important and relevant topics — such as stress management, dependent/elder care, nutrition, fitness, and legal and financial issues. Employees can call ComPsych 855-387-9727, or guidanceresources.com

HOLIDAYS

Our Company provides the following paid holidays to all employees (regardless of length of service) for their benefit:

New Year's Day
Good Friday (Easter)
Memorial Day
4th of July
Labor Day
Thanksgiving and the Friday after
Christmas Eve and Christmas Day

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the Company will select either the following Monday or the preceding Friday as a substitute holiday.

A holiday shall be considered as (8) hours worked for computing overtime. Employees who are requested to work during a paid holiday will receive holiday pay plus regular pay. Holiday pay eligibility shall further depend upon the employee working a full shift on the workday preceding the holiday and a full work shift on the workday following the holiday. The only exceptions are:

1. The employee is ill and has submitted a doctor's statement
2. The holiday falls during the employee's approved vacation period
3. The employee leaves work on the workday before or after the holiday because of an industrial accident
4. Inactive Status
5. A disciplinary suspension
6. Lay-off

Additionally, employees who need time off to observe religious practices or holidays not already scheduled by the Company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The Company will seek to reasonably accommodate individuals' religious observances.

BENEFITS

401(k) RETIREMENT SAVINGS PLAN

You will be eligible to participate in the Company's 401(k) Retirement Savings Plan the first of the month following (1) year of service and 1,000 hours worked. The Company will match up to 5% each payroll. A 401(k) packet will be mailed to your address on file when you are eligible to participate.

LEAVES OF ABSENCE

Administrative Leave

Administrative Leave is granted at the Company's discretion, without pay, to regular, full-time employees who have completed one year of service. The employee will be treated as though they are on Personal Leave.

California Pregnancy Disability Leave

Employees working in California may be entitled to additional leave or accommodation for disabilities related to pregnancy, childbirth, or related conditions. Please contact Human Resources for more information regarding the California Pregnancy Disability Leave.

Family and Medical Leave Act (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (the "FMLA"), the Company will grant up to (12) weeks of unpaid family and medical leave per 12-month period to eligible employees. The 12-month period is the "rolling" back 52-week period.

Eligibility: To be eligible for family and medical leave, an employee must have at least 12-months of employment with the Company and at least 1,250 hours of service during the 12-month period preceding the commencement of the leave. Employees also must work at a location in the United States where at least 50 employees are employed by the Company within 75 miles.

Reasons for Leave: Eligible employees may take unpaid leave of absence under the following circumstances:

- For the birth and care of a newborn son or daughter
- For placement with the employee of a son or daughter for adoption or foster care
- To care for an immediate family member (spouse, son, daughter, parent/in loco parentis) with a serious health condition
- Or, because of a serious health condition that makes the employee unable to perform the functions of their job

When both parents are employed by the Company, it will allow both parents the option of taking up to (12) weeks of family and medical leave during a 12-month period for the birth or care of a newborn son or daughter, or for placement of a son or daughter for adoption or foster care, or to care for a parent who has a serious health condition. In addition, leave for birth and care, or placement for adoption or foster care, must conclude within (12) months of the birth or placement.

LEAVES OF ABSENCE (continued)

Family and Medical Leave Act (FMLA) (continued)

A "serious health condition" means an illness, injury, impairment, or a physical or mental condition that involves:

- Inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility. This includes any period of incapacity (e.g., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom) or any subsequent treatment relating to such inpatient care, or continuing treatment by a healthcare provider.

A "serious health condition" involving continuing treatment by a healthcare provider includes any one of the following:

- A period of incapacity (e.g., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment, therefore, or recovery therefrom) of more than (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    - Treatment on two or more occasions by a healthcare provider, by a nurse or physician's assistant under direct supervision of a healthcare provider, or by a provider of healthcare services (e.g., physical therapist) under orders of, or on referral by, a healthcare provider; or
    - Treatment by a healthcare provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment of such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
    - Requires periodic visits for treatment by a healthcare provider, or by a nurse or physician's assistant under direct supervision of a healthcare provider.
    - Continues over an extended period (including recurring episodes of a single underlying condition): and
    - May cause episodic rather than a continuing period of incapacity (e. g., asthma, diabetes, epilepsy, etc.).

- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or immediate family member must be under the continuing supervision of but need to be receiving active treatment by a healthcare provider. Examples include Alzheimer's, a severe stroke, or the terminal states of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition which would likely result in a period of incapacity of more than (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

LEAVES OF ABSENCE (continued)

Family and Medical Leave Act (FMLA) (continued)

A "healthcare provider" means:

- Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice.
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to manual manipulation of the spine to correct a sublimation as demonstrated by x-ray to exist) authorized to practice, and performing within the scope of their practice, under state law.
- Nurse practitioners, nurse midwives, and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law.
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- Any healthcare provider recognized by the Company or the Company's group health plan.

FMLA Intermittent Leave

Under some circumstances, employees may take family and medical leave intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or workday. The Company will grant eligible employees intermittent or reduced schedule family and medical leave whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. The Company will consider but is not required to grant intermittent or reduced schedule family and medical leave for the birth of a newborn and care or placement of a child for adoption or foster care.

FMLA Military Caregiver and Qualifying Exigency Leave

The FMLA includes "military caregiver leave" for eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered service member. The employee must be the spouse, son, daughter, parent, or next of kin of the service member. A covered service member is: A current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is in outpatient status or on the temporary disability retired.

LEAVES OF ABSENCE (continued)

FMLA Military Caregiver and Qualifying Exigency Leave (continued)

- list, for a serious injury or illness that may render the service member medically unfit to perform his or her military duties; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work.
- Under the FMLA's "qualifying exigency leave" provision, eligible employees may be granted up to (12) work weeks of leave during any 12-month period for certain situations that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty. Covered active duty means: deployment to a foreign country for members of the Regular Armed Forces; for members of the National Guard and Reserves, this means deployment to a foreign country or order of active duty. Qualifying exigencies for which an employee may take FMLA leave include making alternative childcare arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence.

FMLA and Worker's Compensation Leave

Family and medical leave and Worker's Compensation leave may run together provided the injury qualifies as a serious health condition.

Obligations for Foreseeable Leave

Employees must give written notice to their supervisor or Human Resources at least 30-days in advance of the need for family and medical leave if the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or immediate family member. If an employee fails to give a 30-day advance written notice for foreseeable leave, the Company may delay the taking of the leave until at least 30-days after the date the notice was provided.

Employees requiring intermittent or reduced schedule leave that is necessary for a foreseeable medical treatment must attempt to schedule such treatment so as not to disrupt the operations of the Company, subject to the approval of the relevant healthcare provider. If an employee needs intermittent or reduced schedule leave that is foreseeable based on a planned medical treatment for the employee or an immediate family member, or if the Company agrees to permit intermittent or reduced schedule leave for birth and care, or placement for adoption or foster care, the Company may assign the employee temporarily to an alternative position with equal pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

LEAVES OF ABSENCE (continued)

Unforeseeable Leave

If family and medical leave is unforeseeable (including premature birth or short notice of the availability for adoption of a child), an employee must notify their supervisor or Human Resources as soon as practicable. This generally means at least verbal notice within one or two business days of learning of the need to take the leave (absent extraordinary circumstances).

If the Company is not made aware that an employee was absent for family and medical leave reasons and the employee wants the leave to be counted as family and medical leave, the employee must, upon returning to work, promptly notify the Company (generally within two business days of returning to work) that the leave was taken for a family and medical leave qualifying reason.

Medical Certification

The Company will require employees who request family and medical leave for the employee's own serious health condition or the serious health condition of an immediate family member to provide documentation of the need for such leave.

Medical Certification

The Company will require that employees provide a completed medical certification by a healthcare provider as to, among other things, (a) the date the condition commenced; (b) it's probable duration; (c) appropriate medical facts regarding the condition; (d) in the case of an immediate family member, a statement that the employee is needed to care for the family member and expected duration of such need; and (e) in the case of the employee's own illness, a statement that the employee (I) is unable to perform work of any kind; (II) is unable to perform one or more of the essential functions of the employee's position; or (III) must be absent from work for treatment. Medical certification forms are available from the Human Resources department.

If an employee requests intermittent or reduced schedule leave, the Company will also require certification that this type of leave is medically necessary and verification of the schedule for treatment, if applicable, and of the expected duration of the leave.

The employee must provide the Company with the medical certification within (15) days of the Company's request. Failure to provide adequate certification in a timely manner may result in delay of leave. Leave will not be counted as family and medical leave unless this certification is provided.

If the Company has reason to doubt the validity of the medical certification, it may require that the employee obtain a second opinion from a healthcare provider selected by the Company at the Company's expense. If this opinion differs from the employee's certification, the Company will require, at its expense, a third opinion that is final and binding.

LEAVES OF ABSENCE (continued)

Maintenance of Benefits During Family and Medical Leave

The Company will maintain group health insurance coverage and disability insurance coverage for an employee on family and medical leave on the same terms as if the employee continued to work, in accordance with the terms of the plans.

When an employee returns from family and medical leave, the Company will return the employee to the same position the employee held when the leave commenced, or to an equivalent position that has equivalent benefits, pay, and other terms and conditions of employment.

Status Reports During Family and Medical Leave

During family and medical leave, employees must report periodically to the Company on their status and their intent to return to work. Employees on leave for their own serious health condition or the serious health condition of an immediate family member may be asked to submit medical re-certifications from time to time during their leave. Employees are not permitted to engage in other employment while they are absent from the Company under this policy without the prior written approval of the Company. Violation of this policy may lead to disciplinary action, up to and including termination of employment.

Return to Work Following Family and Medical Leave

The Company is not required to restore "key" employees to their positions or to equivalent positions upon their return to work following family and medical leave when restoration to employment will cause the Company substantial and grievous economic injury. The Company will notify "key" employees – certain highly compensated, salaried individuals – in writing of the decision denying job restoration.

The Company will require employees on leave for their own serious health condition to submit, prior to their return, a medical certification from their healthcare provider of their ability to return to work. The Company may delay restoration to an employee who fails to provide such certification.

Military Leave

Employees are eligible for leave of absence for a maximum of five years to serve in the uniformed services. The uniformed services include the Army, Navy, Air Force, Marine Corps, Coast Guard, and their reserves; the Army and Air National Guard, including periods of training; the Public Health Service commissioned corps; and other categories designated by the President of the United States in times of emergency.

LEAVES OF ABSENCE (continued)

Military Leave (continued)

- Compensation
    - Employees will be protected against loss of income because of service for up to two weeks. After the first two weeks, leave will be unpaid. Employees may request that earned vacation be used during any portion of unpaid military leave.

- Benefits
    - Employees who are on training or reserve leave of less than one month will be covered by Company health insurance policies to the extent allowable under each of the plans in existence at the time of the leave. Employees on extended leave are eligible to elect coverage under COBRA and should contact Human Resources for details of the coverage. Employees returning from military leave will be entitled to all rights and benefits accrued (e.g., vacation) as of the time leave was taken. In addition, returning employees will be credited with the seniority and with the rights and benefits connected with the seniority that would have been accrued had the employee remained continuously employed.
- Re-employment Rights
    - If an employee takes military leave of absence for more than (14) days, he or she must apply for reinstatement. For a leave of less than (31) days, the employee must report for reinstatement on the first full regularly scheduled workday after the completion of service or, if it is impossible or unreasonable for the employee to report within that period through no fault of his or her own, they should report as soon as possible thereafter. For a leave of (31 to 180 days), the employee has (14) days in which to apply for reinstatement. For a leave greater than (180) days, the employee has (90) days in which to apply for reinstatement.

Military Leave

- Any employee whose leave is less than (91) days will be reemployed in the position he or she would have obtained, based on seniority, if leave had not been taken. If the employee is not qualified for that position, the Company will make reasonable efforts to train him or her for the position. If the employee fails to become qualified for the new position, he or she will be placed in his or her former position. An employee whose leave exceeds (91) days will be reemployed in a position he or she would have obtained but for the leave, or a position of like seniority, pay, and status, if qualified. If the employee is not qualified for that position, the Company will make reasonable efforts to train him or her for the position. If the employee fails to become qualified for the position, he or she will be place in his or her form position, or a position of like seniority, pay, and status.

LEAVES OF ABSENCE (continued)

Personal Leave

Personal Leave may be granted without pay to regular, full-time employees who have completed one year of service. The leave:

- Should not exceed 30 calendar days
- Carries no job restoration or benefit guarantee
- Will be limited to one per year utilizing a "rolling" 12-month period measured backward from the date of the request for leave

Other Leave

Other types of leave may be available pursuant to local law for a variety of reasons, including jury duty, voting, parental involvement, domestic violence or other matters. Please contact Human Resources with questions about other types of unpaid leave that may be available in your location.

Supplemental Leave

An employee who is eligible to participate in the Company's health plan and who has (a) otherwise qualified for leave under the Company's FMLA policy due to such employee's own serious health condition (as defined under the FMLA policy) or (b) because an employee is unable to perform any work in his or her job due to an injury that occurred at work and is covered and compensable by the applicable state worker's compensation laws ("worker's compensations injury") is entitled to additional unpaid Supplemental Leave for a total of 52 weeks of leave. The conditions and requirements for Supplemental Leave are as follows:

- The serious health condition of a worker's compensation injury must be verified under all applicable policies.
- Once the FMLA leave is exhausted, the employee will not be entitled to any job restoration benefits. The Company will have no obligation to reinstate the employee. Further, the Company will fill the employee's position with another new or existing employee with no obligation to reinstate the employee on leave. Further, the Company reserves the right at any time (even while an employee is on Supplemental Leave) to deny, terminate, or otherwise shorten the Supplemental Leave if the Company determines that it would be in the best interest of the Company to do so. If the Company reinstates the employee from Supplemental Leave, the employee years of service will be calculated as though he or she had continuous employment while he or she was on Supplemental Leave.
- The employee may continue to be eligible for health benefits under the Company's medical plans, but the employee is responsible for paying all premiums and costs associated with such benefits. The amount of the premium will be the applicable COBRA rate at the time the Supplemental Leave begins and may be increased if allowed by law.
- The employee's Supplemental Leave and employment with the Company may be terminated at any time, but no later than at the end of the 52-week Supplemental Leave period, subject to any obligations the Company may have under the American with Disabilities Act, as amended, or any other applicable federal or state law.

BENEFITS

LEAVES OF ABSENCE (continued)

Supplemental Leave (continued)

- While on Supplemental Leave, the employee will accrue and be eligible for any vacation time; however, employees will not be eligible for any bonuses.
- Nothing in this Supplemental Leave Policy shall constitute a contract or other enforceable obligations by the Company to any employee. The Company retains all discretion to grant or deny Supplemental Leave to any employee and may do so in its sole discretion. The employee must provide all necessary and requested information to Human Resources regarding Supplemental Leave.

VACATION

HOURLY:

Vacation is awarded annually on June 1st and is determined by each employee's date of hire as of December 31st of the current calendar year. If your one-year anniversary falls at any point during the same calendar year (by December 31st), you will be eligible for a vacation award on the upcoming June 1st—even if you haven't yet reached your full year of service by that date. Vacation pay is disbursed around week 25 of the calendar year, which typically falls during the second or third week of June.

For example, if you were hired on July 11, 2024, and your one-year anniversary is July 11, 2025, you would still receive your vacation award on June 1, 2025, because you will complete one year of service within the 2025 calendar year.

Vacation time must be used within the anniversary year and does not carry over. Hourly employees may receive a maximum vacation payout of 80 hours, unless otherwise required by law. Any hours above this limit must be taken as time off.

The Company may schedule a full plant shut down for maintenance or business needs and may designate such closures as vacation time. Employees will be notified in advance when possible.

HOURLY OFFICE ADMINISTRATIVE:

Vacation is awarded annually on January 1st and is based on each employee's date of hire as of December 31st of the current calendar year. Employees who will reach their one-year anniversary by December 31st of the upcoming year are eligible to receive vacation on January 1st of that same year.

For example, if you were hired on May 2, 2024, you will be awarded vacation on January 1, 2025, because you will complete one year of service by December 31, 2025.

Vacation time must be used within the applicable anniversary year and does not carry over. All vacation must be scheduled and approved by both your supervisor and department manager.

BENEFITS

VACATION (continued)

HOURLY OFFICE ADMINISTRATIVE (continued):

Such employees shall be eligible for vacation in accordance with the following schedule:

Length of Service as of 12/31/XX	Amount of Vacation	Allowance
Less than three years of service	1 Week	40 x Regular Rate of Pay
At least three full years but less than five years of service	2 Weeks	80 x Regular Rate of Pay
At least five full years but less than ten years of service	3 Weeks	120 x Regular Rate of Pay
At least ten full years of service	4 Weeks	160 x Regular Rate of Pay

SALARY:

The Company provides vacation with pay to salaried employees starting on January 1 of the new calendar year, based off time of service on December 31 of the same year. There will be no carry-over of unused vacation from one anniversary year to another.

Such employees shall be eligible for vacation in accordance with the following schedule:

Length of Service as of 12/31/XX	Amount of Vacation	Pay Allowance
At least one full year but less than five years of service	2 Weeks	80 x Regular Rate of Pay
At least five full years but less than ten years of service	3 Weeks	120 x Regular Rate of Pay
At least ten full years of service	4 Weeks	160 x Regular Rate of Pay

SALARY & HOURLY:

Scheduling vacation times MUST be approved by both your supervisor and department manager. An employee laid off after the completion of the appropriate vacation eligibility period may request and receive his earned vacation pay. Salaried & hourly administrative employees are not eligible for pay out unless otherwise required by law.

BENEFITS

WORKER'S COMPENSATION / WORKPLACE SAFETY

Worker's Compensation covers work-related injuries for employees. The Company's policy is to acknowledge that all occupational injuries and illnesses can be prevented by the elimination of unsafe acts, the promotion of safe working conditions, and the systematic handling of safety issues and concerns.

Only authorized employees may use Company owned or leased vehicles and equipment while following all applicable laws. In addition, an employee must wear a seat belt always while driving or riding in any Company owned/leased vehicle. Furthermore, we encourage all employees to wear seat belts always and to follow all laws governing the operation of any vehicle.

Cell phone use while conducting Company business is not allowed where prohibited by law. In addition, cell phone use or texting while driving and/or operating any vehicle while working for the Company is strictly prohibited, other than the legal and safe use of a cell phone.

A copy of the 'Company Car Policy and Procedures' is in your on-boarding packet (if applicable to your job function). Compliance with all procedures in this policy is mandatory.

POLICIES AND GUIDELINES

ACCOMMODATION OF NURSING MOTHERS

For up to one year after a child's birth, any employee who is breast feeding her child will be provided with reasonable break times as needed to express breast milk for her baby. Each company location will provide a designated room, shielded from view, and free from intrusion from co-workers for this purpose. Nursing mothers wishing to use this room must request/reserve the room by contacting their Human Resources department. Thirty minutes in length will be paid and Human Resources should indicate this break period on the time record.

ACCOMMODATION FOR PROTECTED DISABILITIES

The Company stands committed to fulfilling its obligations under the Americans with Disabilities Act and all other applicable federal, state, and local laws. Discrimination against job applicants or employees because they are disabled or handicapped is prohibited and will not be tolerated.

Qualified applicants or employees who inform the Company of a physical or mental disability requiring accommodation for them to perform the essential functions of their job should inform the Human Resources department or supervisor of this so that a discussion can be facilitated to determine what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- Employee advises a Human Resources representative or supervisor of the need for accommodation.
- Employee completes a Request for Accommodation form and gives it to his or her supervisor.
- The accommodation request will be discussed with the employee and the employee's manager or supervisor.
- The employee may be required to provide documentation supporting a disability, including medical certification.
- If a reasonable appropriate accommodation is readily available, the request wi22ll be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Company will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations, including other employees, when determining a reasonable accommodation.

ACCOMMODATION FOR RELIGIOUS PURPOSES

The Company is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause deviation from the Company's dress code, schedule, basic job duties, or other aspects of employment. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law.

ACCOMMODATION FOR RELIGIOUS PURPOSES (continued)

Some, but not all, of the factors that the Company will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

ATTENDANCE

Punctual and regular attendance is an essential responsibility of each employee. Supervisors and managers will exercise the Counseling and Coaching process detailed in the Employee Handbook to address habitual tardiness and/or absences.

BULLETIN BOARDS

The Company maintains bulletin boards at various locations throughout our facilities as an important information source. These bulletin boards are used to post information approved by the Company regarding policies, procedures, governmental regulations, and other matters of concern to all employees related to their employment with the Company. We ask that you form a habit of checking the bulletin boards daily so you are familiar with posted information.

CELL PHONES

Cell phone use (calls, IMs, texting, e-mailing, etc.) during work hours can interfere with employee productivity, cause an unsafe act, and be distracting to others. Employees are encouraged to handle personal calls/messaging during their personal time, when possible, and to ensure that friends and family members are aware of the Company policy. Using a cell phone in the production environment poses a safety risk and therefore, cell phones should be in the "Power Off" or "Quiet" mode when entering production areas. Cell phone use is not permitted in the manufacturing/production areas within our Company's facilities. Cell phone use is permitted in the breakrooms and consideration of co-workers and others in the break area should be exercised. Employees are required to follow applicable laws when using cell phones for Company business while driving.

CODE OF CONDUCT AND ETHICS

The Company will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business.

We expect that officers, directors, and employees will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially sensitive information about our Company or operations, or that of our customer or partners, is to be treated with discretion and only be disclosed on a need-to-know basis.

CODE OF CONDUCT AND ETHICS (continued)

Violation of the Code of Conduct and Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure or any ethical violation and whether the violator cooperated in any subsequent investigation.

The Company has a Code of Conduct and Ethics in place as a separate policy distributed as an additional handbook for all employees.

COMPLIANCE WITH APPLICABLE LAWS

The Company intends to comply with all applicable state and federal laws, including, but not limited to those relating to medical, family, or military leave, genetic information, equal opportunity, or any other terms and conditions of employment. If you have any questions about a policy or its interpretation, please contact your supervisor or manager. Similarly, we expect our employees to comply with all laws that apply to their jobs as a condition of their employment.

CONFLICT RESOLUTION

All employees are encouraged to bring their concerns and suggestions to Management. Pursuant to the Company's Equal Employment Opportunity policy, all employees are required to report any instance of harassment and discrimination. This policy addresses conflicts not covered by the EEO policy. Misunderstandings and conflict may arise in any organization and should be resolved prior to the development of serious problems. Many incidents resolve themselves naturally. However, should a situation persist that is believed to be detrimental to the employees or the Company, the following procedure should be utilized to bring problems to the attention of Management. Follow your Chain of Command when possible.

- Steps to Conflict Resolution
    - There may be times when for some reason, an employee feels uncomfortable raising a complaint with his or her immediate supervisor. If this is the case, you may go directly to his or her immediate manager. Additionally, if the employee has a good faith basis for being uncomfortable raising his or her concern with his or her immediate supervisor or the supervisor's immediate manager, the employee can always raise their concern with the Director of Human Resources.
    - It is the responsibility of all supervisors, managers, directors, etc. to ensure that all concerns and complaints are handled quickly. There will be no retaliation against any employee for his or her part in the presentation of a good faith complaint.

POLICIES AND GUIDELINES

COUNSELING AND COACHING

To encourage employees to display high performance and continuous improvement, as well as to inform employees about specific shortcomings, failures, or issues that he or she has and the specific improvements or corrections such employees must make as well as the consequences for failing to make sure improvements or corrections, the Company has a counseling procedure. There is not a set number of counseling documents required for separation. Every employee and situation should be evaluated individually.

Less severe situations should utilize a progressive counseling or coaching approach. When expectations for the performance of an employee's duties or compliance with the Company's policies and procedures are not met, the following counseling guidelines may be followed by the Company in its sole discretion:

- Verbal Counseling
- Written Counseling
- Commitment Acknowledgement from Employee understanding ramifications if correction is not made
- Suspension – Unpaid pending investigation/termination
- Termination

In addition, the Company may impose, in good faith, an unpaid suspension for infractions of workplace conduct rules, such as rules prohibiting sexual harassment, workplace violence, drug or alcohol use, or for violations of state and federal laws. The Company need not follow any or all the steps outlined above. In some circumstances, the Company may choose to terminate an employee's employment immediately for significant violations. Nothing set forth herein alters an employee's at-will employment.

Deductions from salaried exempt employee's compensation may be made in full-day increments for unpaid disciplinary suspensions of one or more full days imposed, in good faith, for serious infractions of workplace conduct rules where the employee is absent from work for one or more full days for personal reasons other than sickness or disability; or, for a partial first or last week of work with the Company. Deductions for partial days' compensation may be made for serious violation of workplace safety rules or in proportionate part where the employee takes unpaid family medical leave for part of the workweek.

CRIMINAL ACTIVITIES AND CHARGES

The Company is committed to conducting its business in a legal, dignified, and professional manner. Employees should not create an environment detrimental to the morale of other employees or the image of the Company. Employees must report any indictment, arrest, or charges (excluding minor traffic violations) against themselves to their supervisor as soon as possible. Employees should report any suspicious activity to their management team.

POLICIES AND GUIDELINES

DOCUMENT RETENTION

Electronic Data

Effective October 1, 2017, emails that are (1) year old or greater will automatically be removed/deleted from email. After October 1, 2017, emails that are (1) year old will be removed/deleted daily from email.

Other Documents

Documents retained in Accounting, Finance, Human Resources, and other business areas must comply with their established document retention policies, procedures, and protocols.

DRESS CODE

The Company is proud of its employees and the professional image we present to customers, suppliers and other visitors at the workplace, while performing work. Employees are asked to choose appropriate clothing that communicates professionalism. Keep your workday schedule in mind when you are choosing your wardrobe. Employees should feel comfortable at work yet dress appropriately for their specific work environment.

DRUGS AND ALCOHOL

It is the Company's policy to maintain a workplace free from illegal drugs, including marijuana (which is illegal under federal law), and unauthorized consumption of alcohol. Employees are required to report to work (including outside of normal business hours) in an appropriate condition to perform their job in a satisfactory and safe manner. Employees are strictly prohibited from using, possessing, distributing, selling, purchasing, manufacturing, or being under the influence of illegal drugs (including marijuana) and/or alcohol while in the workplace. In addition to potential legal consequences, violations of this policy may lead to disciplinary action, up to and including termination of employment.

The Company requires a post-employment drug screening of all hires. If an applicant does not agree to have a drug screening test performed, or if the applicant tests positive as a result of a screening test, the Company will not hire the applicant.

Consistent with other requirements of this policy, drug and/or alcohol tests may be required because of reasonable suspicion or post-accident at the Company's discretion.

This policy does not apply to the lawful use of prescription drugs only if such use does not impair the employee's ability to perform all job functions safely and effectively. If you are taking a medication that may impact your ability to perform your job, you may be eligible for an accommodation pursuant to the Company's disability accommodation policy. Finally, you are encouraged to seek rehabilitation if you believe you have or might have problems with substance abuse.

POLICIES AND GUIDELINES

ELECTRONIC COMMUNICATION

The Company will provide employees with communication services and equipment necessary to run and maintain efficient business operations. All employees are expected to conduct themselves as professionals to reinforce a culture of positive values, personal accountability, safety, and productivity when using any Company provided or personal electronic devices. Electronic devices referred to in this policy include, but are not limited to email, computers, phones, voice mail, fax, PDA tablets, cell phones, text messaging, scanned documents, and the internet.

Employees should realize that all Company communication services, and equipment are the property of the Company and may be monitored for service, quality, and training purposes. The Company reserves the right and ability to, and periodically will, monitor, review, audit, intercept, access, review, and disclose all electronic documents and messages that are created, received, sent, stored, or processed on Company resources.

In using Company resources, all employees waive any right to privacy regarding any use of Company resources. Because these communications are not private, employees should be careful in transmitting confidential Company information. No Company information should be sent outside the Company unless the recipient is authorized to receive the information. E-mail containing proprietary information of the Company should not be forwarded to third parties unless such parties have a business reason for receiving such information because of their business relationship with the Company.

EQUAL EMPLOYMENT OPPORTUNITY

The Company is committed to providing equal opportunity in employment based on individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, religion, color, sex, sexual orientation, gender identity, pregnancy, national origin, age, physical or mental disability, genetic information, military or covered-veteran status, marital status or any other classification protected by applicable federal, state, or local law. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, promotion, demotion, compensation, benefits, training and development, discipline, and/or termination of employment. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

INCLEMENT WEATHER

It is the practice of our Company to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the Company reserves the right to close the facility. During periods of inclement weather, employees should call the following number for communications regarding the facility's operation: **Dalton Facilities (706) 272-4200 Extension 4636.** Additionally, employees should check with their supervisor regarding modified shift schedules.

POLICIES AND GUIDELINES

NEPOTISM

SportGroup promotes employment and advancement based on qualifications and merit, without favoritism toward or against relatives. To prevent potential conflicts of interest, relatives may be hired only if they will not work in a direct reporting relationship or within the same chain of command where influence over employment decisions exists.

This policy applies to all employees and job candidates. “Family members” include spouses, domestic partners, parents, children, siblings, grandparents, in-laws, and other close relatives. Supervisors must notify HR if a candidate is a relative before making an offer. Employees must report any changes in family relationships that could affect reporting structures. If a conflict arises, a transfer or reporting change is required within 14 days, or one will be assigned by leadership. Exceptions require written approval from the Board.

NO DISCRIMINATION / NO HARASSMENT/DIVERSITY

It is the policy of the Company to provide a work environment free from inappropriate behavior and unlawful employment discrimination including sexual harassment and harassment because of race, color, religion, sex, marital status, national origin, age, physical or mental disability, genetic information, sexual orientation, covered-veteran status, or any other characteristic protected by law.

Sexual Harassment Defined

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Other Harassment Defined

Other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, age, religion, national origin, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by law and that:

- Has the purpose of effect of creating an intimidating, hostile, or offensive work environment
- Has the purpose of effect of unreasonably interfering with an individual’s work performance

Some examples of such harassment are: using epithets or slurs; mocking, ridiculing or mimicking another’s culture, accent, appearance, or customs; threatening, intimidating, or engaging in hostile or offensive acts that focus on an individual’s race, color, gender, religion, national origin, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by law including jokes, pranks, comments, e-mails or voice mail; and displaying or circulating written or graphic material that denigrates or show hostility or aversion toward a person or group because of a protected characteristic. The above list of examples is not and is not intended to be all-inclusive.

NO DISCRIMINATION / NO HARASSMENT/DIVERSITY (continued)

Discriminatory Harassment Prohibited

Whatever form it takes, harassment will not be tolerated by the Company. This policy applies to all harassment occurring in the work environment, whether on the Company premises or in any Company-related setting, and applies regardless of the gender, race, color, religion, national origin, sexual orientation, disability, or veteran status of the individuals involved. This policy covers all employees, including applicants for employment and third parties over whom the Company has control. All employees (including Management) must comply with this policy and take all necessary measures to ensure that such conduct does not occur.

Reporting Discrimination or Harassment

The Company requires the prompt reporting of all incidents of discrimination or harassment. If an employee believes that he or she has been or is being discriminated against or harassed, or the employee has observed discrimination against or harassment of another employee, you must report any violations through the following channels: (a) your Department Manager, (b) your Facility or Jobsite Manager, (c) your Human Resources department, or (d) the Company's Chief Executive Officer.

The Company will make efforts, to the extent practicable, to protect the confidentiality of the individuals who are the alleged subjects of discrimination or harassment or who report the discrimination or harassment.

Investigation

When an employee reports discrimination or harassment as specified above, the Company will engage in prompt investigation appropriate to the circumstances. The steps to be taken during the investigation will vary depending on the nature of the allegations and the circumstances of the alleged offense. Confidentiality will be maintained throughout the investigation process to the extent practicable and consistent with the Company's need to undertake a full investigation.

Resolving the Matter

Upon completion of the investigation, appropriate remedial action will be taken as deemed necessary by the Company. Remedial action may include, but is not limited to, oral or written counseling, referral to formal counseling, disciplinary suspension, probation, or discharge from the Company.

Non-Retaliation

An individual who reports incidents that he or she, in good faith, believes to be in violation of this policy, or who is involved in the investigation of discrimination or harassment, will not be subject to reprisal or retaliation.

Retaliation is a serious violation of this policy and should be reported immediately. The report and investigation of allegations or retaliation will follow the procedures set forth in this policy. Any person found to have retaliated against an individual for reporting discrimination or harassment or participating in an investigation of allegations of such conduct may be subject to appropriate disciplinary action, up to and including termination.

NO DISCRIMINATION / NO HARASSMENT/DIVERSITY (continued)

Diversity & Inclusion

Sport Group is committed to "Fair play for everyone," upholding a workplace free from discrimination and built on mutual respect, appreciation, and inclusivity. We value and embrace the unique backgrounds, perspectives, and characteristics of all employees—regardless of religion, sexual orientation, gender identity, age, marital or parental status, disability, or other personal traits.

We promote equal opportunity in all aspects of employment, including recruitment, training, promotion, compensation, and termination. Every employee is expected to treat others with dignity and respect, participate in diversity training, and help foster an inclusive environment.

Inappropriate behavior or discrimination of any kind may lead to disciplinary action. Employees are encouraged to report concerns to their supervisor, HR, or through our confidential whistleblowing system, "SPEAK UP," via the following link:

Reporting Platform - Sport Group Holding

Retaliation against individuals who report in good faith will not be tolerated.

Sport Group believes that diversity and inclusion drive innovation, collaboration, and organizational success.

NO SOLICITATION AND NO DISTRIBUTION

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials or solicit for a cause during working time. Furthermore, employees may not distribute literature or other material of any kind in working areas, at any time. Non-employees are prohibited from soliciting or distributing materials to employees on Company premises. As an illustration, non-working time would be lunch or break, and a non-working area would be the breakroom.

NON-COMPETE

The Company invests time and training for its employees and contractors. They are trained in our unique business practices, given full information about our customers, pricing methods, and even our special relationships with suppliers. The 'Non-Compete Policy' is in place to protect confidential information, intellectual property, and trade secrets in the event an employee leaves the Company, for whatever reason.

Provisions will be enforceable against an employee who signs an actual non-compete agreement within the guidelines of applicable jurisdictions. Some, but not all, provisions of violating the terms of non-compete by an employee that has left the Company are as follows:

NON-COMPETE (continued)

- Starting their own business in direct competition
- Working for one of our competitors
- Recruiting or poaching our employees
- Soliciting our customers
- Soliciting our competitors for work as an independent contractor or potential employee
- Stealing away or using our beneficial contracts, or taking over Company projects
- Using our customer and contacts' lists
- Soliciting our suppliers

As a condition of employment, some employees and contractors who have access to confidential information, intellectual property, and trade secrets may be required to sign a 'Non-Compete Agreement' which will be in effect for a specified period-of-time.

A copy of the 'Non-Compete Agreement' is in your on-boarding packet (if applicable).

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

All employees and contractors are responsible for safeguarding the Company's confidential information, intellectual property, and trade secrets.

The nature of our business and the economic well-being of the Company depend on protecting and maintaining proprietary information. Confidential information, intellectual property, and trade secrets include, but are not limited to, oral and documented materials communicating strategies, plans, methods, inventions, techniques, technologies, sources, customer or co-worker's information, business operations, and any other knowledge or information proprietary to the Company that is not already in the public domain.

Employees and contractors who have access to confidential information, intellectual property, and trade secrets may be required to sign a confidentiality 'Non-Disclosure Agreement' as a condition of employment. Any employee who discloses any type of the information listed is subject to disciplinary action, up to and including termination. This could include possible criminal and civil liability, even if he or she does not actually benefit from the disclosure of the material, records, or information.

Employees should be aware, however, that, in accordance with 18 U.S.C. § 1833(b), you may not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret where the disclosure either is made (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (2) solely for the purpose of reporting or investigating a suspected violation of law; or is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

A copy of the 'Non-Disclosure Agreement' is in your on-boarding packet (if applicable).

POLICIES AND GUIDELINES

NOTICE OF RESIGNATION

In the event you choose to resign from your position, we ask that you give us at least (2) weeks' notice. Your final paycheck may be held until you return all Company property (including keys) in your possession or for which you are responsible. All final paychecks will be delivered in accordance with state requirements.

PERSONAL DATA

Employees are asked to notify the Company promptly of any change of name, address, phone number, marital status, number of dependents, beneficiaries, or other applicable information to keep personnel records up to date, to ensure the Company can contact employees, and to ensure appropriate benefits are available.

SAFETY

We take Employee Safety very seriously. Zero Accidents / Zero Injuries is our Company goal. However, establishment and maintenance of a safe work environment is the shared responsibility of the Company and employees from all levels of the organization. The Company will attempt to do everything within its control to ensure a safe environment and compliance with federal, state, and local safety regulations. Employees are required to obey safety rules and to exercise caution in their work activities. All employees should immediately report unsafe conditions to their supervisor and will be required to participate in the Company's on-going Safety Training and Safety Awareness initiatives.

All employees must wear the required Personal Protective Equipment (PPE) that is required for specific tasks and/or job assignments.

Employees will be given additional safety training and job specific training as a part of their on-boarding process.

<u>Housekeeping</u>

Good housekeeping (cleanliness and orderliness) reduces accidents, improves health conditions, adds to the efficiency in which you do your job, provides a positive appearance to visitors, co-workers, and customers, and ensures a work area of which we can be proud. Poor housekeeping contributes to higher rates of incidents and accidents. Therefore, the Company expects employees to always maintain a clean and orderly workplace.

SOCIAL MEDIA

We believe that social media can be a fun, rewarding, and a timely way to share your life and opinions with others. However, the use of social media – such as social networks, internet forums, web blogs and micro-blogs, wikis, podcasts, shared graphics and multimedia, and social bookmarking – also presents risks and carries with it responsibilities. To assist you in making responsible decisions about your use of social media, the Company has established a Social Media Policy detailing appropriate use of social media.

SOCIAL MEDIA (continued)

The principles and guidelines found in the Handbook provide the foundation for the Company's policies and guidelines for social media activity provided under the Social Media Policy. Employees are personally responsible for the content they publish on any form of social media, and for its compliance with Company policy, the 'Code of Conduct and Ethics' and the Company's anti-discrimination and harassment policies. These policies apply to employees' use of social media, including but not limited to policies governing employee conduct, inspection and monitoring of Company property, internet usage at the Company, trade secrets, use of intellectual property (copyrights, trademarks, etc.), confidentiality, discrimination, harassment, retaliation, performance management, time-keeping, workplace safety, and discipline.

Employees are strongly discouraged from making disparaging remarks or derogatory comments about competitors, suppliers, vendors, or consultants. Employees are reminded not to use logos, trademarks, copyrights or other intellectual property for a commercial or improper purpose when participating in social media unless they have obtained proper permission from a member of the Executive team. Employees must have expressed written permission for the Company to participate in any social media on behalf of the Company and should clearly disclose that they do not have authority to speak for the Company. Management should be mindful that due to their position, they may be perceived as speaking on behalf of the Company, and should act accordingly. If an employee posts anything on social media that relates to the Company or its products or services, that employee must disclose their relationship with the Company.

Remember, any social media conduct by you that adversely impacts job performance or other employees, customers, suppliers, or Company associates, or the Company's business interest may result in disciplinary action, up to and including termination. This policy, however, will not be used to limit any employee's right to engage in lawful collective action.

TOBACCO USE

To contribute to the health and well-being of all employees, use of any tobacco products, imitation tobacco products, e-cigarettes, or vapor devices is prohibited inside all facilities. The use of any of these types of products is prohibited outside of all facilities on Company-owned or leased property (including parking lots). The only exception is the outside designated smoking areas. Use of any of these types of products on Company-owned or leased property is prohibited unless you are in the designated smoking areas.

TRAVEL

It is Company policy to reimburse employees for certain expenses incurred by the employee in the pursuit of Company business. The intent of this reimbursement is to cover those expenses incurred by the employee over the normal expenses the employee would incur. Company travel is limited to business activities for which other means of communication are inadequate for which prior approval of the employee's supervisor has been received. All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

TRAVEL (continued)

The Company expects its employees to use good judgment. The Company recognizes there will be times when you must exceed "normal" expenses. Such occasions should be the exception and not the rule and should be adequately explained on the expense report.

The IRS tax code includes certain guidelines on legitimate travel expenses that are allowable for tax reporting purposes. These guidelines serve as basic policy guidelines for the Company's reimbursement of travel and entertainment expenses. Complete explanations and documentation must be present on expense reports to meet IRS specifications for qualified business deductions. Receipts should be obtained and submitted with your expense report in accordance with the Company expense report guidelines.

Travel Expenses

The Company pays the actual amounts incurred for appropriate expenses when employees are on travel assignments. Some examples of typical expenses include the following:

- Airline tickets
- Meals and lodging
- Car rental, bus, taxi, parking
- Telephone and fax
- Laundry and dry cleaning (trips exceeding (1) week only, unless an emergency)
- Business supplies and services
- Associated gratuities
- Other expenses necessary to achieve the business purpose

Family Members

The Company will pay the travel expenses of spouses or other family members only when their presence is necessary for the business purpose of the trip and when approved in advance in writing by an Officer of the Company.

Air Travel

Employees are to use economy or tourist class airfares when traveling on Company business. In addition, private, non-commercial aircraft or chartered aircraft is not to be used, and no more than two Company officers should travel together on the same flight.

Airfares are to be charged to Company issued credit cards and subsequently turned in on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Company expenses.

Insurance

The Company does not pay for personal travel insurance for employees.

TRAVEL (continued)

Travel Expenses (continued)

Rental Cars

Employees are to use rental firms having existing relationships with the Company and, where feasible, have negotiated discount rates. Reasonable transportation available is to be used.

Personal Vehicles

Employees using their own vehicle for business purposes must maintain insurance coverage as required by law and may not have more than (2) points on their driving record. Travel between the employee's home and primary office is not considered to be business travel. Employees are not authorized to use personal vehicles for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services to avoid hazard or liability and the time away from work. Employees will be reimbursed for vehicle use at the standard IRS mileage rate. An Officer of the Company must authorize any deviation from this policy.TRAVEL (continued)

Company Vehicles

Employees eligible for assignment of a Company vehicle are full-time employees that are required to travel as part of their job. Prior to vehicle assignment, an eligible employee must prove that he or she has a valid driver's license which is not suspended or revoked in any state and a clean MVR (motor vehicle report).

A copy of the 'Company Vehicle Policy and Procedures' will be included in your on-boarding packet (if applicable).

Expense Reporting

Employees are to report their approved expenses on the Company account website and must include a description of the expense, its business purpose, date, place, and the participants.

Business Expenses

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Company procurement processes.

Non-Travel Expenses

Business Meetings (Company-Sponsored Events and Meetings)

The Company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Company employees. The most senior Company employee present is to pay and report all expenses.

TRAVEL (continued)

Non-Travel Expenses (continued)

The Company will make every effort to have a master account set-up for Company-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The Company pays for entertainment expenses only when they clearly benefit the Company and include customers and are promotional in nature. The most senior Company employee present is to pay and report all expenses.

Technical and Training Seminars

The Company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by the employee's manager or supervisor and appropriate management.

Gifts

Employees may present gifts only under exceptional circumstances and with prior approval of the appropriate Company officer. The Company does not reimburse costs over $25 for business gifts.

Other Expenses

The Company will pay for postage and telephone expenses that are for business purposes.

Expense Reporting

Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, and the participants.

A copy of the 'Travel and Entertainment Policy" is included in your on-boarding packet (if applicable).

Use of Company Credit Cards

Every employee in the possession of a Company issued credit card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. Company credit card purchases related to Company vehicle use (gas, oil, etc.) over $100 and any other business purchases over $25 must receive prior approval from your supervisor or manager.

All sales receipts generated by use of the Company credit card must be turned in monthly to accounting. Company credit cards are not to be used for personal reasons. Use of the Company credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a Company issued credit card will be the cardholder's responsibility. Any such purchase will be reimbursed to the Company by the employee within (10) days of purchase.

TRAVEL (continued)

Use of Company Credit Cards (continued)

Lost or Stolen Credit Cards

Lost or stolen Company issued cards must be reported immediately to your supervisor or manager and Accounting. Failure to follow this policy may result in disciplinary action, up to and including discharge. The Accounting department contact information is as follows:

Name: Tracie Pollard

Phone Number: 706-277-1012 ext. 5255

Email: Tracie.Pollard@astroturf.com

A copy of the 'Corporate Card Employee Agreement' is in your on-boarding packet (if applicable).

WAGE AND HOUR

Introduction

An employee's pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, please speak with your supervisor or Human Resources.

Pay Period

The standard pay period for all hourly employees is weekly on Thursday. All salaried employees are paid monthly on the 15th of each month, for that month. New York salaried employees are paid bi-weekly on every other Thursday cycle.

Should any pay period fall on a weekend, holiday, etc., you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on paycheck dates. Please inquire of your supervisor if this type of date arises.

Paycheck Deductions

The Company is required by federal, state, and certain local laws to withhold certain deductions from your paycheck. This includes income and unemployment taxes, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. All deductions will be reflected in your wage statement.

WAGE AND HOUR (continued)

Other

Contact Human Resources about any questions regarding your paycheck or any other work-related concerns. You may reach your Human Resources representatives at the following numbers:

Name: Karen Burnette (Bilingual)	Phone Number: 706-272-4202
Name: Wanda Hudson	Phone Number: 762-226-1425
Name: Larisa Torres (Bilingual)	Phone Number: 706-272-4351
Name: Tammy Kenemer	Phone Number: 706-272-4275

Direct Deposit

We encourage all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, because it wasn't elected at time of onboarding, or the banking information has changed, please visit Paycom Employee Self Service > Payroll > Direct Deposit and make the change. If you need help navigating the app, please ask your Human Resources representative.

If you select to participate in direct deposit, a written explanation of your deductions will be given to you on paydays described in the preceding section in lieu of a paycheck.

Rest and Meal Periods

The Company strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding rest and meal periods. Please check with your supervisor regarding procedures and schedules for breaks.

Compensable Travel Pay

The Company procedure for compensable travel pay is as follows:

- Employee will be paid for travel during working hours (regardless of day of week)
- The Driver will be paid for travel when driving
- Overtime will be paid for all hours worked over 40 (work + compensable travel time)
- Employee will be paid for hours worked while traveling (e.g., making work-related calls while being driven by someone else)
- The travel pay rate will be paid at minimum wage or higher

WAGE AND HOUR (continued)

Recording Time

Federal and state laws require us to keep accurate records of hours worked by hourly employees. You should clock in no more than (7) minutes ahead of time and clock out no later than (7) minutes after your quitting time. Every hourly employee is required to swipe his or her hours worked accurately, including all breaks of more than (20) minutes. Employees are required to notify the Company of any pay discrepancies, unrecorded or miss-recorded work hours.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

Overtime Pay

Overtime pay will normally be one and one-half times your hourly pay rate. Exceptions vary from state to state and job classification.

Attendance and Reporting

If you know ahead of time that you will be absent or late, provide reasonable advanced notice to your supervisor.

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of (3) consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from the Company.

The following is the number you should call if you're going to be late or absent. If no one answers, please leave a voicemail and call back number. Your supervisor or manager will retrieve your message at his or her earliest convenience. Your call-in number to report late arrival or absence is: 706-272-4200 (please use company directory if you don't know your supervisor's extension).

Review Your Pay Stub

The Company makes every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes occur, and are called to our attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

Non-exempt Employees

If you are eligible for overtime pay or extra pay, you must maintain a record of the total hours you work each day. Your time card must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At no time should you be "working off the clock." When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

WAGE AND HOUR (continued)

Exempt Employees

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

You will receive your full salary for any workweek in which work is performed. However, under federal law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons in a workweek in which work was performed:

- Full day absences for personal reasons, including vacation.
- Full day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
- The first or last week of employment in the event you work less than a full week.

Your salary also may be reduced for certain types of deductions, such as: your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 401(k) or pension plan. In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence because the facility is closed on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

WAGE AND HOUR (continued)

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

It is a violation of the Company's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the Human Resources Department.

You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so, and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If you have questions about deductions from your pay, please contact Human Resources immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact the Human Resources Department.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

POLICIES AND GUIDELINES

WORKPLACE SECURITY

The Company will take a proactive approach to create a secure and safe work environment for all employees according to the following:

- Each employee is expected to secure the premises and report suspected problems
- Weapons, alcohol, and illegal drug use or possession will not be tolerated in the workplace environment, or on Company-owned or leased property (including parking lots)
- Employees who engage in workplace violence will be removed from the premises immediately and may be required, at the Company's discretion, to remain off the premises pending the outcome of an investigation of the incident
- Non-employees should not be allowed access to any area of the Company without an escort and/or authorization from Management
- Any employee who has a concern about a restraining order or protective order in place should report that situation to local Management who can address any precautions necessary
- Appropriate guidelines are established at each facility for all employees
- Site specific guidelines will be entrusted to the Management
- If you notice someone on the premises who appears unfamiliar, please approach them in a courteous manner and offer assistance by directing them to the appropriate person or department

OTHER

EXIT INTERVIEWS

Any employee leaving the Company is encouraged to attend an exit interview conducted by Human Resources. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, insurance continuation, return of Company property, or other related matters.

INTERNAL JOB POSTINGS

The Company supports promoting employees from within the Company. Open positions will be posted at timeclocks and other designated areas throughout the facilities. The Internal Job Posting Program is designed to provide an objective, structured program for the advancement of qualified internal candidates. To be considered as an internal candidate, an employee must satisfy the following requirements:

- Have performed satisfactorily in their current position
- Employee's record must not indicate that they are currently on disciplinary notice
- Must meet minimum job qualifications for the posted position(s)

A lateral position move may be permitted provided the employee meets the requirements set forth and there are circumstances that warrant a lateral move. Lateral transfers are handled as a transfer request and not as a promotion.

Employees interested in applying for a posted position should complete an Internal Job Interest form, sign it, and forward it to his/her immediate supervisor for approval/signature. Then the employee should submit the completed form to Human Resources. Blank forms may be obtained from the Human Resources department.

LIMITS OF AUTHORITY

<u>Authority for Approving Pay Rate Increases</u>

The Company believes that it is in the best interest of both the Company and our employees to fairly compensate our workforce for the value of the work provided. It is our intention to use a Salary Administration method or process that determines the current market value of a position based on skills, knowledge, and competencies required for the position. The method to be used by Management, will be objective and non-discriminatory in theory, application, and practice.

All pay rate increases are based on employee's performance, on the competitive pay level for the employee's job, and/or the Company's business climate. All pay rate increases require prior approval before the increase is communicated to the employee. The steps for requesting a pay rate increase for both hourly and salaried jobs are as follows:

- Submit initial pay rate requests directly in Paycom under the Personnel Action Form Dashboard
- The requested PAF will be forwarded through the proper hierarchy, obtaining approvals for the pay rate increase request with notification given to the management team member/requester
- Management team member will communicate the increase to the employee
- Payroll will also be notified of the rate change and effective date for processing

OTHER

LIMITS OF AUTHORITY (continued)

Authority for Job Offerings and Contracts of Employment

To streamline the job offering process and to ensure that the on-boarding process flows smoothly, the Company requires all job offers and employment contracts to be channeled through Human Resources. The Human Resources team will partner with the management team member that's presenting the job offer.

Authority for Signing All Other Contracts or Entering into Agreements

Contracts and agreements between the Company and other entities should be channeled through the CEO's office. The email for approvals is: STR: nate.baggett@syntheticturfresources.com, and Astroturf: tom.austin@astroturf.com

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the Employee Handbook from the Company**.** I understand and agree that it is my responsibility to read and comply with the policies and guidelines in the handbook and I promise to do so. I also understand that if I ever have a question about the policies stated in this Handbook or do not understand them, I should raise that question or concern with my manager or with Human Resources.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, Company practices, nor other communications create an employment contract or term. I understand that the policies, guidelines, and benefits, in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I understand that I am an at-will employee and further agree that neither this document nor any other communication shall bind the Company to employ me now or hereafter and that my employment may be terminated by me or the Company without reason at any time with or without notice.

I also understand and agree that this agreement may not be modified orally and that only an Officer of the Company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by an Officer of the Company.

_____

Employee's Name in Print

_____

Signature of Employee

_____

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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