

ImmunoTek Bio Centers

Employee Handbook

Version 3.0.



Foreword

The Employee Handbook (hereinafter the "Handbook") serves the purpose of providing you with an overview of our operations, introducing you to the Company, and offering information about working here. It aims to give you a general understanding of our expectations and the way we conduct business.

While the Handbook attempts to cover various aspects, there may be unforeseen circumstances or questions not addressed. Feel free to seek clarification by asking questions. Should you need more information or have specific inquiries about our employment policies, whether summarized here or not, please reach out to your manager or your Human Resources Business Partner. In case of workplace concerns, the Ethics Hotline is also available.

All changes in this version of the Handbook take effect from the publication date. Although the Handbook may not encompass every detail, it supersedes and replaces all prior handbooks or similar materials.

About the Handbook

Please read the handbook and familiarize yourself with its contents. The Handbook is applicable to ImmunoTek Bio Centers, LLC.

It is not exhaustive, given the impracticality of including all information in one booklet. The location where an individual employee works may have supplementary or special requirements not outlined herein, either because they are specific to that location or may not be universally applicable.

This handbook and its purpose do not aim to address every conceivable employment situation. In the event of a situation arising, the Company reserves the right to evaluate it on a case-by-case basis, considering applicable federal, state, or local laws and making decisions that may deviate from those provided in this handbook.

ImmunoTek is committed to complying with all federal, state, and local laws and regulations in each state and locality where the company has a facility. Any written policy in this handbook inconsistent with applicable laws or rendered unlawful due to changes in existing law shall be interpreted and applied to comply with the applicable laws. No provision or policy in this handbook will be construed to prohibit, discourage, or prevent employees from engaging in protected concerted activity in accordance with the National Labor Relations Act. The handbook does not unlawfully restrict an employee's exercise of rights guaranteed by any applicable federal, state, or local laws.

Neither this Handbook nor any other Company documents confer any contractual right, either expressed or implied, to remain in the Company's employ or regarding the policies contained herein. The Handbook does not guarantee fixed terms and conditions of employment. The Company reserves the right to change any policy, including those covered within the Handbook, at any time. Employees will be notified of such changes, whenever possible and practical, through posting on the Company's Intranet or by other appropriate means. Changes will be effective on dates determined by the Company, and employees may not rely on policies that have been suspended. No Company representative, other than the Chief People Officer or an appointed employee of the Company, has the authority to alter the foregoing.

Employment Relationship

EMPLOYMENT WITH THE COMPANY IS AT WILL AND FOR NO DEFINITE PERIOD. THIS HANDBOOK DOES NOT IN ANY WAY CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT OR CHANGE THE AT-WILL STATUS. This means that you or the Company may terminate your employment at any time, with or without cause, or advance notice.

As an at-will employee, it is not guaranteed in any manner that you will be employed for any set time. No other company document or statement by any company employee, except as described in this Policy, will change or alter the fact that the employment relationship between you and the Company is at-will.

While the Company generally practices progressive discipline, it is not bound or obligated to do so and reserves the right to take actions or make decisions inconsistent with its general disciplinary practices to address situations on a



case-by-case basis at the Company's sole discretion.

Where the Handbook conflicts with any contract, such as insurance contracts, or with benefit summary plan descriptions, those contracts or applicable plan documents control. This Handbook supersedes all prior inconsistent summaries or publications or practices, any of which may be extinguished, changed, or modified from time-to-time as ImmunoTek deems appropriate in its judgment.

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Handbook Acknowledgement

I acknowledge that I understand that this Handbook is a summary intended to increase my understanding of how ImmunoTek likes to operate and what is generally expected of ImmunoTek employees, and that it is not all-inclusive, as it is impossible to put all such information in one booklet; and, that the location at which I work may have supplemental or special requirements that are not covered by or which may supplement this Handbook.

Further, I acknowledge and understand that ImmunoTek reserves and retains the right to change this Handbook, in whole or part, at any time, without advance notice, as it deems appropriate, to the extent not specifically contrary to the law. However, the company will try to inform affected employees of any changes.

I understand and acknowledge that EMPLOYMENT AT IMMUNOTEK IS AT -WILL AND FOR NO DEFINITE PERIOD. THIS DOCUMENT DOES NOT IN ANY WAY CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT.

Further, I understand that I have the right to terminate my employment at any time, for any reason with or without advance notice; and, to the extent not contrary to statutory law, that ImmunoTek has a similar right. I also understand that this status may be modified only if in writing for that purpose, signed by me and an authorized Company representative.

I acknowledge that by accepting or continuing employment with ImmunoTek an employee is considered to consent to and accept their responsibilities and the terms set forth herein and in the Handbook, whether or not I have signed this or any other document, including the obligation to read the Handbook and to make themselves aware of any local requirements, policies, or procedures which may be unique to the ImmunoTek facility at which they work, and that they need to periodically check for any updates.

It is understood that as an employee if I have a question about anything contained above or in this Handbook, or any local requirements, I should contact the Human Resources Business Partner for the location where I work.

As questions arise about individual situations regarding specific Company benefit plans and available benefits, eligibility, claims, processes, or procedures, please refer to the applicable Company Summary Plan Description (SPD), which is controlling, and may be viewed by authorized users or employees by contacting the Human Resources department at my work location. To the extent information provided herein conflicts with any SPD or full Plan document, those documents, as they may be changed from time to time, will control. Nothing herein is intended to waive or restrict the applicable Plan Administrator's power and authority to interpret and administer the plans in its sole discretion to the maximum extent allowed by law.

Further, I understand this Handbook is not intended to lessen the rights or create greater rights than protected statutory rights. Nothing in this Summary is intended to unlawfully restrict an employee's exercise of any of the protected rights guaranteed to them by the National Labor Relations Act or any applicable law, including but not limited to, the right to engage in protected concerted activity for the purpose of mutual aid or protection.

Accordingly, I hereby electronically acknowledge the above and that I have had the opportunity to review and ask questions about the contents of the Handbook and other policies referenced.

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1 Welcome to ImmunoTek

1.1 Welcome Note

Greetings and welcome to ImmunoTek Bio Centers! We are thrilled about your decision to join the Company and are confident that you will embark on a rewarding and enduring career with us. As you acquaint yourself with our culture and atmosphere, we encourage you to seize the advancement opportunities available. The employees of ImmunoTek are integral to the company's success and are among our most valuable assets.

Our Company is undergoing rapid growth, expanding our presence in the communities we serve. Now is an opportune moment for you to become a part of our team, contributing to our continued success. Our expansion has been made possible by the talented workforce that supports us.

We fuse innovation with expertise and leadership to effect positive change in our industry. We hope that the newest members of our team will enhance our ability to make an even greater impact. We trust that you will take pride in being an essential part of ImmunoTek's success.

To succeed as a leader, it is crucial to ensure a conducive working environment for everyone within the company. Cultivating a positive attitude towards work is the first step. It is essential for all of us to feel assured that we operate in a safe, secure, and ethical environment. This assurance enables us to work with pride, find joy in our jobs, and achieve our highest level of productivity. We all share the responsibility of fostering a positive workplace, regardless of our positions, and we can collaborate to achieve this.

We eagerly anticipate collaborating with you.

Ashley Wetterling
Chief People Officer

1.1 Our Mission

We enhance the lives of our employees, donors, patients, and community by developing top-quality people and plasma solutions for the world.

1.2 A Mission that Works

A dedicated network of people who are incredibly passionate about contributing to the lives of others lies at the heart of our mission. We recognize that the relationships we build with our employees, donors, patients, and communities solidify our impact. As a new employee, you can maximize our impact in the plasma industry by utilizing your gifts and talents to aid us in accomplishing our mission and achieving our vision.

1.3 Our History

Plasma has a unique history, and so do we! Plasma fractionation was developed to meet the growing demand for blood serum products to help soldiers suffering from shock and burns during WWII. A Harvard professor also developed the fractionation process. Discover fascinating information about the origins of plasma and moments that have influenced and shaped the lives of the people of plasma in the chart below!

1.4 ImmunoTek Ethics Hotline

The ImmunoTek Ethics Hotline provides you with a phone and internet-based reporting system to address your questions or concerns. You have the right to raise as many concerns as you wish regarding the Code of Conduct, a policy or procedure, the treatment of others, financial policies about internal controls, operating compliance, or any other matter relating to the Company.

While you can often address questions and concerns with your manager, we acknowledge that there may be times when you prefer to utilize other resources, such as the Company Ethics Hotline. If you wish to remain anonymous,

contact ImmunoTek's Ethics Hotline. In our commitment to supporting confidential disclosure, ImmunoTek does not tolerate reprisals, retaliation, or retribution against you for raising a concern or reporting a possible violation in good faith. Regardless of the nature of the inquiry, ImmunoTek commits to following up on all reasonable inquiries. Based on the findings, ImmunoTek will take appropriate action in accordance with the Company's policy and legal obligations.

1.5 Contact Information

ImmunoTek Bio Centers, L.L.C.
1430 E Southlake Blvd, Unit 200
Southlake, TX 76092



Ethics Hotline - Report Concerns
Phone: 866-534-5899
Mobile: Scan the QR code
Website: immunotek.allvoices.co

Employee Relations - Policy Questions
Email: ER@immunotek.com

Benefits - Questions and Assistance
Email: Benefits@immunotek.com

Leave of Absence or Reasonable Accommodation - Questions and Assistance Email: LOA@immunotek.com

Workers' Compensation – Questions and Assistance.
Email: WC@immunotek.com

1.6 Information Technology Systems

We equip employees with various information technology systems to streamline our business operations. It is the collective responsibility of all employees to ensure the safeguarding of our data's availability, integrity, and confidentiality.

To enhance system security, strict adherence to secure computing practices is imperative. This involves safeguarding your passwords, refraining from downloading or installing unauthorized software, and avoiding clicking on unfamiliar links in email messages. Please be aware that data stored and transmitted by ImmunoTek is the company's property, subject to monitoring and access at any time.

The responsibility to safeguard the privacy and security of our donors, employees, customers, and stakeholders is shared among us. It is your duty to review and adhere to the Information Technology Usage Policy.

2 Getting Started

2.1 Introduction

2.2 Our Values

We consistently model our values in all business interactions. These principles also depict the tenacity we exhibit in our job roles daily.

We expect all employees to consistently demonstrate the following values while at work:

- Expertise - We develop and share world-class solutions through our experience and wisdom.
- Perseverance - We are unwavering in ethics and entrepreneurship.
- Integrity - We focus on quality and doing the right thing.



- Care - We are committed to our teams, donors, and communities, focused on great experience and belonging for all.
- ! Impact - We bring our whole selves to work every day, putting our own unique energy into what we do to impact positive change in the world.

To be a part of the team, one must demonstrate expertise, perseverance, integrity, and care to make a positive impact on the lives of others.

2.3 Code of Ethics and Business Practices

Throughout your tenure at ImmunoTek, a commitment to professionalism and ethics is expected, especially when dealing with the public. Your actions serve as a direct representation of the Company; hence, adherence to our ethics and behavior policies is paramount.

The key to excellence, quality, and efficiency is elevated standards of professionalism and integrity in all business interactions, whether with donors, customers, suppliers, or others. The ImmunoTek Code of Conduct serves to ensure employee safety, uphold efficient service, and safeguard the company's goodwill and property. Violations of the Code of Conduct may result in corrective action, including termination.

While not exhaustive, the following behaviors are deemed appropriate for employees:

- Adhering to proper business etiquette in dealings with donors, visitors, and others.
- Avoiding any behavior or conduct that could be construed as abusive, injurious, threatening or intimidating
- Refraining from using demeaning or offensive language, including injurious gossip and discriminatory statements directed towards colleagues or donors.
- Reporting any suspicions of unethical or illegal conduct.
- Cooperating fully with Company investigations.
- Adhering to all Company safety and security regulations.

Moreover, although the subsequent list is not exhaustive, the Company considers the behaviors outlined below as inappropriate, warranting corrective action, up to and including termination:

- Excessively being absent or tardy (including returning late from meals or rest breaks) or spending excessive time away from the work area.
- Stealing, possessing, or using company property or money without authorization, or improperly borrowing the property or money of another employee or customer on company premises or while working for the company off-site, or failing to securely secure company money.
- Falsifying, omitting, or altering any company record or report, including but not limited to employment applications, medical reports, donor records, time records, expense accounts, attendance records, or shipping and receiving records.
- Reporting to work unfit for duty or under the influence of alcohol, illegal drugs, or narcotics, or using, selling, possessing, distributing, or attempting to distribute intoxicants, illegal drugs, or narcotics on company time or property.
- Obtaining employment based on false or misleading statements or documents.
- Unauthorized possession, willful or negligent destruction, or defacement of company property or the property of an employee or customer.
- Insubordination or the use of abusive, threatening, or bullying behavior or language.
- Violation of health, safety, or security rules.
- Gambling or promoting lotteries or other betting pools, such as football pools, unless permitted by applicable



law and authorized by the organization.

- Possession of dangerous weapons or instruments of destruction on company property, as the company operates in a weapon/gun-free zone.
- Failure to comply with the Drug-free Workplace Policy.
- Disclosure of personally identifiable information of donors or sensitive information of employees that could result in identity theft or other harm.
- Dissemination of confidential competitive, proprietary company information, or trade secrets. Accordingly, always maintain the confidentiality of the Company's non-public competitive business information to which you may have been exposed, no matter the format (verbal, written, presentations, documents, images, work orders, transaction documents, or electronically stored information). We support the principles of free enterprise and fair competition, but not all do. It is important that all employees protect our commercially valuable information so as not to give competitors or others an advantage or opportunity to take business away from us.
- Acts or threats of violence against other employees, donors, vendors, or visitors to the property.
- Soliciting or distributing in violation of company policy.
- Engaging in any form of sexual, racial, or other harassment.
- Allowing company merchandise or property to leave the company without full payment and/or documentation.
- Playing pranks, practical jokes, or engaging in horseplay.
- Violating any company policy, practices, or procedures.

Likewise, none of the above examples is intended to lessen the rights or create greater rights than protected statutory rights, and the above will not be used to unlawfully restrict a covered employee's exercise of any of the protected rights guaranteed to them by the National Labor Relations Act or any applicable law, including but not limited to, the right to engage in protected concerted activity for the purpose of mutual aid or protection.

3 Equal Employment Opportunity

Our Company actively embraces the principles of Equal Employment Opportunity (EEO) for all employees and prospective employees, adhering to all federal, state, and local laws prohibiting workplace discrimination.

The Company explicitly prohibits any form of discrimination based on race, ancestry, color, age, national origin (including language use restrictions), ethnicity, religious creed or belief (including religious dress and grooming practices), physical or mental disability (including pregnancy-related disabilities, HIV and AIDS), requests for leave due to an employee's own serious health condition, exercise of rights under the Family and Medical Leave Act, requests for pregnancy disability leave, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, sexual orientation, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. All supervisors, managers, members of Human Resources, and employees bear the responsibility of conscientiously adhering to this policy.

If it is possible to accommodate individuals with disabilities or religious beliefs, observances, or expressions, employees may request an accommodation as needed. The Company will actively consider and explore possible reasonable accommodations that does not create an undue hardship. Requests of this nature should be directed to Human Resources. Additionally, the Company will consider any other accommodations required by federal, state, or local law.

3.1 Complaints, Reports, and Investigations

If an employee becomes aware that this policy has been violated, they should promptly inform their manager, Human Resources Department, or the Ethics Hotline. Employees are not obligated to initially report the discrimination to the

person committing the act, especially if that person is their manager, or a member of the Human Resources Department. In such cases, the employee should notify another member of management, a Human Resources representative, or call the Ethics Hotline for assistance.

Upon receiving a complaint alleging discrimination in violation of this policy, the Company will initiate an investigation into the circumstances of the incident and the alleged discrimination.

Management and Human Resources will conduct discreet investigations of discrimination complaints.

3.2 Protection Against Retaliation

If an individual reports a violation of this policy in good faith or contributes to an investigation, the Company will not engage in any form of retaliation against that individual. Retaliatory acts are considered serious violations of this policy and should be reported immediately. Should an employee retaliate against another employee in violation of this policy, they may face disciplinary action, up to and including termination.

3.3 Corrective or Disciplinary Action

Following the Company's completion of its investigation, it will discuss the matter with the individual(s), and appropriate disciplinary or corrective action will be determined on a case-by-case basis. If an employee breaches this policy, disciplinary action may be implemented, up to and including immediate termination.

3.4 False Complaints and False Statements in Response to Investigations

Establishing a relationship built on trust, honesty, and respect is crucial between you and the Company. Therefore, we treat discrimination complaints with the utmost seriousness. The Company explicitly forbids reporting discrimination with improper, malicious, or ill-intentioned purposes. In the course of an investigation, the Company may implement disciplinary action, including termination, for employees who knowingly make a false complaint or intentionally provide false information.

3.5 Americans with Disability Act (ADA) and Reasonable Accommodations

The Company, whenever feasible, strives to make reasonable accommodations to enable qualified individuals with disabilities to perform their job's essential functions. This is determined on a case-by-case basis, and employees are responsible for notifying their supervisor or Human Resources of any necessary accommodation requests.

Our commitment extends to complying with all federal and state laws related to employing individuals with disabilities. The Company policy is to make reasonable accommodations for known physical or mental limitations of otherwise qualified disabled employees or applicants, except when it imposes undue hardship or poses a direct threat to health or safety.

Qualified individuals with disabilities can request accommodations by contacting their manager or the Human Resources Department, which may involve an interactive process with the Company's third-party vendor.

The reasonableness of accommodation is assessed on a case-by-case basis, and a leave of absence, including extensions as per our policies or applicable law, may be considered.

If a leave of absence is granted as an accommodation, it will generally be unpaid, with exceptions for short-term disability benefits, workers' compensation leave, or earned and accrued paid time off (PTO). Employees are required to use earned but unused PTO until depleted, after which the remaining time off is treated as unpaid. While on leave, employees will not accrue paid time off or any other paid leave.

To the extent allowed by plan documents, employees may continue participating in health, dental, life, disability, and retirement programs.

3.6 Religious Expression and Accommodation

In the same way that we honor all personal expressions that are not harassing, disruptive, or perceived as coercive, we also respect your choice to express your religion. If you need an accommodation due to a conflict between your religious beliefs and business policies, please inform your manager. The Company will collaborate with you on a case-by-case basis to assess the feasibility of an accommodation that suits both parties.

As a company, we have zero tolerance for unlawful harassment, including harassment or discrimination based on an individual's religious beliefs or practices. Discrimination may occur due to religious beliefs or practices, or association with a specific religious organization or group, in any aspect of the employment relationship or personnel activity.

Upon receiving a formal accommodation request via an Accommodation Request Form (available on the Company's Human Resource Information System), the Company will make reasonable efforts to initiate the evaluation process promptly. Possible accommodations encompass schedule changes, voluntary shift substitutions, granting paid time off, modifying job assignments, or adjusting workplace policies. Each accommodation will be evaluated on a case-by-case basis.

Employees subjected to unwelcome religious expression should inform the person responsible that they want it to stop. If an employee is uncomfortable reporting the conduct directly to their manager, they should promptly report the incident to the Human Resources Department or the Ethics Hotline at 833-254-2204.

3.7 Respecting Language Differences

Our company recognizes the value of employees who are bilingual or multilingual, understanding that speaking languages other than English can be advantageous when interacting with donors and colleagues. However, to ensure effective and accurate communication, employees are advised to refrain from speaking in any language other than English. It is considerate to converse in a language common to all present when interacting with bilingual or multilingual co-workers, fostering an inclusive work environment that promotes respect and consideration for others.

English will be the language used when business needs dictate. This includes communication with donors, co-workers, or managers who only speak English. In instances such as emergencies, where a common language is essential for safety, and during cooperative work assignments, where efficient communication is crucial, English will be the chosen language. However, employees may use another language when speaking with donors if asked and when feasible.

3.8 Diversity and Inclusion

The Company actively fosters a culture of diversity and inclusion, recognizing that the unique qualities each employee brings to their work contribute to a strong culture and reputation. Embracing diversity goes beyond visible differences like ethnicity, race, gender, age, and physical appearance; it includes non-visible characteristics such as thinking styles, religious beliefs, education, nationality, and life experiences. This commitment to diversity and inclusion is essential for recruiting and retaining talented employees with diverse perspectives, enabling us to effectively meet the needs of our customers, stakeholders, and community.

We believe in treating each other with dignity and respect, promoting inclusive behavior not only in the workplace but also at work functions and all other events sponsored by the Company. This dedication ensures a welcoming environment for all employees to thrive and contribute to the Company's success.

3.9 Nursing Mothers

Whenever possible, ImmunoTek will adhere to all federal and state laws concerning nursing mothers who wish to express breast milk during their workday when separated from their children. If state regulations surpass federal requirements, we will comply with the higher standards.

During the first year following the birth of a child, employees who are breastfeeding will be granted reasonable breaks as frequently as needed to express breast milk. Break times may vary in length and frequency, but, where possible, fifteen-minute breaks are provided for every four hours of work, or a significant fraction thereof, and are considered paid time. If a break exceeds 30 minutes, it will be unpaid, and the employee must indicate the duration on her timesheet.

All eligible employees have the right to request lactation accommodation, and those returning from birth-related leave should discuss their needs with their manager. Supervisors are responsible for responding to accommodation requests, collaborating with employees to develop break schedules that align with other breaks provided by the company, and ensuring a reasonable amount of break time for expressing breast milk.

Upon request, the company will provide a private room that is safe, clean, and free of hazardous materials. The room should be equipped with electricity or alternative devices for operating breast pumps, and a surface for keeping a breast pump and personal items. For employees in plasma donation centers, a private space other than a bathroom will be provided, even if it requires creating a temporary space. This private space should be shielded from sight and free from intrusion. Near the employee's workspace, the Company will provide a sink with running water and a refrigerator for storing milk. While employees can use break room refrigerators, they must assume responsibility for the safety of the milk, including proper storage and prevention of tampering.

3.10 Open Door Communication

Embracing our Open-Door philosophy, we foster a work environment where every individual's voice is valued, issues are promptly addressed, resolutions are explored, and communication flows seamlessly across all organizational levels. To facilitate open communication, feedback, and discussion on job-related matters such as ideas, suggestions, concerns, or issues, we have implemented our Open Door Policy. This two-way communication approach establishes an environment of trust and respect, contributing to the growth, success, and collaboration within the organization.

Under the umbrella of our open-door policy, we cultivate a positive work environment where:

- Honesty is a daily practice among team members.
- Employees are actively encouraged to seek advice, provide feedback, or raise concerns within the Company.
- Managers play a crucial role in creating an environment conducive to freely sharing advice, addressing issues promptly, and resolving concerns.

While the typical communication route for employees is with their supervisors, our open-door policy extends the invitation to approach any management level, including their supervisor, department manager, or Human Resources. This inclusivity ensures that every employee feels empowered to engage in open communication and contributes to the overall well-being of the organization.

3.11 Employment Eligibility

Ensuring the accuracy of the information provided on the employment application is crucial throughout the hiring process and your tenure with the Company. Any false statements, falsification of information, or material omissions may lead to the termination of your employment.

Candidates offered employment by the Company will undergo a background check, a process that may also apply to newly promoted or transferred employees. Conditional offers of employment are contingent upon the Company receiving an acceptable background check report. All background checks adhere to the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and other relevant state and federal laws, maintaining confidentiality and accessibility only to those involved in the hiring process.

Before conducting a background check, the individual's consent is mandatory. Refusal to consent, in accordance with



federal, state, and local laws, may result in rescinding a conditional offer of employment.

If information from a background check could lead to a denial of employment, the applicant will receive a copy of the report and an opportunity to dispute its accuracy. While a criminal conviction does not automatically disqualify an applicant, specific positions may necessitate additional background checks, such as Motor Vehicle Records or Credit Reports, based on the nature of the role.

3.12 Rehire Eligibility

We recognize that life can bring unexpected challenges, leading employees to resign from their positions to address personal demands. The company, at its discretion, may consider rehiring former employees who voluntarily left their employment in good standing or were terminated for reasons not constituting insubordination, continued poor performance, or other circumstances deemed unacceptable by the Company. Rehiring such former employees is subject to the discretion of the Human Resources Department and the hiring manager, who must secure approval from the Human Resources Department before proceeding.

It's important to note that previous tenure will not be factored into the calculation of longevity or paid time off.

3.13 Substance Abuse

In its commitment to cultivating a safe and productive work environment, the Company prioritizes the well-being of its employees. To uphold this commitment, ImmunoTek aims to sustain a workplace free from the influence of drugs and alcohol.

Consumption of alcoholic beverages or the use of illegal drugs (as defined by federal, state, and local laws) during working hours poses a serious health and safety risk to employees, members of the public, and our products, and will not be tolerated. Employees must refrain from reporting to work unfit for duty, with the detectable presence of illegal or unauthorized substances, or working under the influence of illegal drugs or alcohol as a condition of employment.

Pre-placement procedures may necessitate drug or alcohol testing for all applicants once a conditional offer of employment has been extended.

The Company also reserves the right to conduct drug or alcohol testing of its employees for the following reasons, unless prohibited by law:

- Pre-Employment
- Periodic Compliance Testing
- Property Damage
- For Cause / Reasonable Suspicion
- Workplace Injury or Accident
- Promotion or Job Transfer

Employees dealing with substance abuse or addiction are encouraged to seek professional assistance proactively. Those employees wishing to disclose their drug or alcohol dependence voluntarily should contact the Company's third-party leave-of-absence administrator.

Prescription medications may be used if they do not impair the ability to perform safe and productive work or to exercise sound judgment.

If an employee is taking a legal drug or over-the-counter medication that affects their ability to perform the primary functions of their job, the employee must report it immediately to Human Resources before reporting to work. It is always the individual employee's responsibility to be fit for duty when they return to work.



While several states have passed laws allowing the recreational use and sale of marijuana, the Controlled Substances Act (CSA) (21 U.S.C. 811) does not distinguish between the use of marijuana for medical reasons and recreational purposes. It should be noted that the Company is currently and has been regulated by the United States Food and Drug Administration (FDA). Similarly, to the federal government, the FDA considers marijuana to be an illegal substance. To maintain approval to operate our facilities and sell our products, the Company continues to include marijuana on the list of prohibited substances. While on the job, on the premises, or during working hours, the Company will not tolerate the possession, use, or impairment of marijuana by its employees. As a result, any employee who violates the policy will be subject to immediate termination.

3.14 Refusal to Undergo Testing

Individuals who decline to undergo a drug test or fail to attend a scheduled drug test will no longer be considered for employment or deemed eligible for ongoing employment.

3.15 Retesting

Employees have the option to request a retest of their positive test results within five (5) working days after receiving notification from the Company. The cost of this retest will be borne by the individual unless the original test result is disputed and called into question by the retest.

3.16 Immigration Compliance

Providing and maintaining satisfactory proof of identity and legal authorization to work in the United States is a condition of employment for every individual. The Company will adhere to all applicable immigration laws and regulations. If an employee undergoes a change in their name or citizenship status, they are required to contact Human Resources within 30 days of the change.

3.17 License and Certification

To practice certain professions in the health field, one must obtain a license. Similarly, other professionals or technical employees require registration, licensing, or certification by national accrediting organizations. Human Resources will verify the current certificate, registration, or license before the start of employment and periodically thereafter.

It is the individual's responsibility to renew their license or certification. If an employee fails to provide a current license or certification by the required renewal deadline, they will be placed out of work without pay and will not be allowed to return until they provide a valid license. Failure to provide a license may result in discharge.

The Company is not obligated to retain a position for an employee with expired credentials.

3.18 Rescinded Employment Offers

The Company reserves the right to rescind conditional employment offers as deemed necessary. Various situations may warrant such action. ImmunoTek may revoke conditional job offers due to the following violations, among others in its discretion:

- Failure to complete the online onboarding process by the designated deadline following the receipt of a conditional offer letter.
- The presence of a criminal offense on a background report that may pose a serious threat to the existing population of employees.
- A positive drug test result due to the detectable presence of an illegal substance or improper use of prescription medication, which encompasses taking prescription medication that was not prescribed to you by your physician.
- Any attempt to delay or interfere with testing, including an attempted alteration of a sample.



3.19 Employment of Minors

The company does not employ individuals who are under 18 years of age.

4 Our Partnership

4.1 Employee Classification

The Company establishes standard definitions for employment categories and assigns classifications to employees for Human Resources administration and related payroll transactions.

Employment Categories

- **Regular Full-Time Employee:** An employee at will who is regularly scheduled to work at least 30 hours per week.
- **Regular Part-Time Employee:** An employee at will who is regularly scheduled to work less than 30 hours per week.
- **Co-Op or Intern Employee:** Co-op or Intern employees are considered temporary while on assignment, regardless of the number of hours worked.

Each category listed above may be classified as “exempt” or “non-exempt” as defined by applicable wage and hour laws.

- **Non-exempt:** Employees in this category receive hourly pay and qualify for overtime pay for hours worked beyond 40 in each pay week, with the work week defined as Sunday to Saturday.
- **Exempt:** Employees in this category receive a salary and do not qualify for overtime pay.

4.2 Recruitment and Hiring

The Company aims to fill vacancies with candidates that best fit each position. Decisions about the recruitment, selection, and placement of employees are based on job-related criteria and Hiring Manager decision.

If qualified, current employees are encouraged to apply for available positions. The Hiring Manager will be notified of all internal candidates, review their qualifications, and reach out to those candidates they feel would be the best fit.

Internal candidates who are not selected to interview can reach out to their supervisor or Hiring Manager for tips on how they could be more competitive for future vacancies.

We promote and encourage current employees to actively participate in referring highly qualified talent for vacant positions. Refer them to our company website to apply and provide their name to your supervisor for referral consideration.

4.3 Orientation and Training

To facilitate your acquaintance with the Company and our operational procedures, we will conduct an orientation and training session within the first few days of your employment. The content of the session will be tailored to the specific nature of your responsibilities, with certain aspects being applicable to all employees. Furthermore, the Company may periodically provide additional training or educational programs, some of which may be voluntary, while others will be mandatory.

4.4 Introductory Period

All new employees and those who have been promoted or transferred to a new position are subject to an initial evaluation period lasting 90 days. This period commences on the date of employment or the effective date of the new



position. Successful completion of the evaluation period is a prerequisite for continuing employment with the company or retaining the new position.

While the Evaluation Period does not guarantee employment for a specific duration, it also does not assure continued employment beyond the evaluation period. As an at-will employee, you have the flexibility of employment status. The evaluation period serves as an opportunity for you to familiarize yourself with the company, your department, and your manager's expectations. It's a chance to showcase your ability to meet the performance expectations of your new role.

Throughout this period, attendance at mandatory training sessions, including New Hire Orientation, e-learning courses, training manuals, policies, and Standard Operating Procedures, is expected.

Certification, as applicable, should also be achieved. To demonstrate dependability, feel free to ask questions and seek clarification on position requirements.

Your manager will conduct a progress review during this period, addressing any areas that may need attention. Employees who fail to meet performance expectations, exhibit misconduct, or engage in other disruptive behaviors may face immediate termination during the evaluation period.

4.5 Personnel Records

You must actively maintain accurate personnel records within the Company at all times. It is your responsibility to inform your immediate supervisor or the Human Resources Department of any changes in your name, home address, telephone number, immigration status, or other pertinent information. Promptly notifying the Company of such changes is crucial to avoiding any compromise to your benefit eligibility, the return of W-2 forms, or similar inconveniences.

4.6 Performance Reviews and Salary Reviews

While employees are expected to receive regular, informal feedback on their performance, ImmunoTek may also conduct formal, written performance evaluations. These reviews will be documented in writing using the form specified by the Company and discussed with you during a conference. Your supervisor will assess various factors during the review, such as the quality of your job performance, attendance, adherence to job description requirements, dependability, compliance with Company employment policies, any disciplinary actions, and year-to-year improvement in overall performance. It is important to note that an employee's performance is subject to ongoing review, not limited to the annual review, which serves as just one communication and evaluation tool. Compensation increases are at the Company's discretion, considering factors including your performance review.

5 Meal and Rest Periods

5.1 Meal Period

To qualify for a meal period, you must take at least 30 consecutive minutes off duty, during which you are free to use the time for your purposes, including traveling away from the work location. It does not count as work time or paid time. As business needs allow, you are provided with a 30-minute meal period following each five (5) hours of work, and the Company strongly encourages you to take advantage of this opportunity. You should consult your manager regarding meal and rest periods if you work an alternative work schedule.

5.2 Rest Periods

Normally, you will receive a 15-minute paid break or rest period for every four-hour work period, or the majority fraction thereof when business conditions permit, or the law requires it. It must be noted, however, that employees who have worked a shift of 3.5 to 4 hours are provided with one such break or rest period, as business conditions permit. Rest periods will be scheduled whenever possible in the middle of the scheduled shift.

6 Employment and Income Verification

The company utilizes a third-party vendor to furnish proof of your employment or income.

The Work Number, an automated service, facilitates swift verification of your employment or income. You maintain control over the process by authorizing access to your information. Trusted by over 80 million employees, The Work Number is well-known among mortgage lenders, banks, apartment complexes, and others requiring proof of employment or income. Its user-friendly interface makes it easily accessible for them. The Work Number operates 24 hours a day, seven days a week, providing a convenient solution anytime, anywhere.

6.1 Need Proof of Employment?

The Work Number Access Options for the individual needing proof of employment, the verifier:

- www.theworknumber.com
- 877-442-9963
- verifiersolutionssupport@equifax.com

Give the individual needing proof of employment, the verifier, the following information:

- Your Social Security Number
- ImmunoTek Employer Code: 19553

6.2 Need Proof of Income?

A Salary Key is a six-digit number that allows one-time access to your salary information. Access the Work Number either via the Web or telephone.

Step 1) Access the Work Number either via the Web or telephone:

- www.theworknumber.com
- 1-866-604-6572

Step 2) Select the Employee option and Login. To Login, have the following information:

- ImmunoTek Employer Code: 19553
- Your Social Security Number
- Your PIN (default = last 4 digits of SSN and 4-digit birth year)

Step 3) Select the “Create a Salary Key” option and write down the six-digit number created.

Step 4) Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number
- ImmunoTek Employer Code: 19553

Work Number Access Options for the individual needing proof of income, the verifier:

- www.theworknumber.com
- 877-442-9963

6.3 Time and Pay Practices

Every other Friday, unless otherwise specified on the payroll schedule available in UKG Pro, employees receive their pay. Our in-house payroll schedule is followed for payday allocations.



The processing of payroll occurs bi-weekly, ensuring a total of 26 pay periods in the calendar year.

6.4 Deductions from Pay

The company automatically withholds federal, state, and local taxes, along with employment taxes, from an employee's paycheck based on the authorizations provided for tax, benefit, and other purposes.

Certain positions at the company are designated as salaried or exempt under the Fair Labor Standards Act (FLSA), as amended. Generally, the company does not permit deductions from exempt employees' salaries except as allowed by the FLSA or applicable state or local laws.

Employees are encouraged to regularly review their pay statements for accuracy. If an employee believes there has been an improper deduction from their salary, they should contact the Human Resources Department promptly. Any other concerns about paychecks should be directed to the manager or Human Resources. If the company determines that improper deductions occurred, it will promptly reimburse the employee for the amount deducted improperly.

6.5 Garnishments

If ImmunoTek receives a court order to garnish your wages, the Company will comply with the order and adjust your wages accordingly. Garnishments will be withheld in accordance with state and federal regulations. Discrimination against an employee based on the fact that their compensation may be garnished is prohibited by the Company.

7 Timekeeping

Non-exempt employees are required to clock in and out according to their schedule using the Company's approved time-keeping device. Disciplinary action will be taken against employees who consistently fail to clock in and out. Employees are prohibited from clocking in or out for another employee or asking another employee to do so.

7.1 Hours of Work and Schedules

The workweek starts at 12:00 a.m. on Sunday and ends at 11:59 p.m. on the following Saturday. The Company's plasma donation centers operate at various hours, including nights, weekends, and holidays, to meet the growing needs of the business. The hours of work may change from time to time, and it is the manager's responsibility to communicate employees scheduled hours.

A standard working day comprises eight (8) hours. Salaried exempt employees may work more than eight hours a day and exceed forty hours per week.

7.2 Overtime Pay

An individual is eligible for overtime pay when they exceed the minimum number of hours mandated by state or federal law. Unless state law dictates otherwise, non-exempt employees receive overtime pay at one and one-half (1 1/2) times the regular rate for all hours worked beyond 40 in a workweek.

Advance approval is necessary for overtime hours; however, all approved overtime hours will be compensated. Employees exempt from overtime pay are ineligible for such compensation. The determination of exemption status is contingent on whether the job functions meet criteria set by state and federal laws for overtime pay.

7.3 Working off the Clock

Working off the clock is prohibited. Non-exempt hourly employees must clock in for all work hours. Performing any work-related tasks after clocking out, such as making business-related calls, checking voicemails, or working from

home, is not allowed. It is crucial to refrain from working "off the clock." In the event that you have worked off the clock or missed a meal or break period, please promptly inform your manager. This ensures that the time can be accurately recorded in the time and attendance system, following the approved procedures for time correction.

7.4 Inclement Weather and Other Business Interruptions

The Company operates its business unless there is a government- declared state of emergency or specific guidance from your supervisor. Consequently, there might be instances where we delay opening, and in rare cases, we may have to close.

If the Company's facilities remain open but an employee believes they cannot report for a scheduled workday due to severe weather or safety concerns, or if the facility has been closed without compensation, they have the option to utilize accrued Paid Time Off (PTO) hours. Any decision to compensate employees due to safety or other uncontrollable reasons beyond the Company's control will be determined by the Senior Executive Leadership Team.

7.5 Direct Deposit

Employees should actively sign up for pay and reimbursements through direct deposit or a debit card provided by the company. The Human Resource Information System, UKG Pro, facilitates the enrollment process for direct deposit. By opting for direct deposit, you also grant authorization for the Company to distribute your last paycheck directly to you.

8 ImmunoTek Expectations

8.1 Professionalism

8.2 Social Media

The Company acknowledges the significance of social media and online networking in today's world. While embracing new technologies, we also emphasize the importance of conducting yourself professionally and responsibly in your use of social media. Care should be taken when participating in social media, as the lines between professional and personal content, as well as public and private content, are often blurred. Consistent with other professional interactions, you must adhere to the same behavioral standards online. However, employees are advised to refrain from using social media during work hours unless it is work-related, required by your job, and authorized by your manager, always in accordance with the Company's policies.

8.3 Social Media Principles

Social media takes many forms, including network site blogs, wikis, file-sharing sites, forums, discussion groups, and chat rooms, with more media types being added every week. Social media can be an effective way to market our company and expand interactions with employees, suppliers, distributors, investors, prospective employees, donors, and patients.

While embracing new technologies, we emphasize the responsibility of our employees in their use of social media and other digital platforms. Employees must exercise care when participating in social media concerning a "work-related" matter, which is defined to include any matter directly naming or involving ImmunoTek or in a manner that affects ImmunoTek or its employees, suppliers, distributors, investors, prospective employees, applicants for employment, donors, or people who work on behalf of ImmunoTek or ImmunoTek's legitimate business interests. Employees must follow the same behavioral standards concerning work-related matters online as they would while engaging in other work-related interactions.

The same principles and guidelines in the Company's other policies apply to online work-related activities. Individuals are solely responsible for their online postings. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any conduct that adversely affects job performance, the performance of fellow

employees, or otherwise adversely affects employees, suppliers, distributors, investors, prospective employees, donors, patients, or people who work on behalf of ImmunoTek or ImmunoTek's legitimate business interests may result in disciplinary action, up to and including termination.

It is essential to carefully review these guidelines, along with the Code of Conduct, Non-Harassment, and Workplace Violence policies, ensuring that online postings align with these policies.

Employees must not use social media to unlawfully harass, bully, or intimidate other employees, suppliers, distributors, investors, prospective employees, applicants for employment, donors, or people who work on behalf of ImmunoTek or ImmunoTek's legitimate business interests.

Harassment and bullying behaviors include, but are not limited to, derogatory comments related to sex, national origin, ancestry, age, race, religious creed or belief, gender, sexual orientation, gender identity and expression, color, genetic information, military service or status, veterans' status, pregnancy or pregnancy-related matters such as breastfeeding or childbirth, medical conditions or disability, or any other characteristic protected by law. Harassment also encompasses sexually suggestive, humiliating, demeaning comments, as well as threats to stalk, haze, or physically injure others.

When expressing complaints or criticisms about work-related matters, refrain from using statements, photographs, video, or audio that could reasonably be perceived as malicious, obscene, threatening, or intimidating. It is advisable to address work-related complaints through direct communication with co-workers or by utilizing the Open Door Policy, as this is more likely to lead to resolution than posting complaints on a social media platform.

Ensure that your content is appropriate and aligns with professional standards.

- Maintain the confidentiality of ImmunoTek's trade secrets or confidential proprietary information, which may include information related to the development of systems, processes, products, know-how, and technology. Examples of confidential information encompass donor lists and information, pricing, operational processes, and vendor contracts.
- Refrain from posting internal reports, policies, procedures, or other internal business-related confidential communications.
- Adhere to financial disclosure laws and avoid communicating or providing a "tip" on inside information to others, as it is illegal.
- Preserve the medical confidentiality of our donors.
- Observe and respect all copyright and other intellectual property laws. Show proper regard for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including ImmunoTek's copyrights, trademarks, and brands, for the protection of ImmunoTek and individual compliance.

Users may not post content on the Internet in the name of ImmunoTek or in a manner that could reasonably be attributed to ImmunoTek without prior written authorization from the Marketing Department.

Maintain honesty and accuracy in all communications.

- Always ensure honesty and accuracy when posting information or news related to the Company. If a mistake is made, correct it promptly, and be transparent about any alterations to previous posts. Keep in mind that the Internet archives nearly everything, making even deleted posts searchable.
- Refrain from posting any information or rumors known or suspected to be false regarding work-related matters.
- Clearly disclose your affiliation with ImmunoTek. When listing your work affiliation on a social network, explicitly state that the opinions expressed are your own. Avoid implying or stating that personal opinions are endorsed or supported by the Company. Use the first person to clearly indicate that you speak for yourself and not the Company. Consider including a disclaimer such as "The postings on this site are my own and do not



reflect the views of ImmunoTek.”

8.4 Using Social Media at Work

If you have been granted authorization to use ImmunoTek’s information systems for accessing social media sites or web-based email accounts, you should not expect privacy in anything you create, store, send, or receive using the company’s computer systems or equipment. Confidentiality cannot be presumed, and the company retains the right to review all information systems and data within them at any time.

- During working hours, employees are expected to refrain from personal matters. Personal use of social media should not disrupt the performance of job duties or obligations, for the user or other ImmunoTek employees. This applies to personal mobile phones, smartphones, and similar devices.

Non-business Participation on Social Media Sites Referencing ImmunoTek

- Avoid using ImmunoTek contact information, including the company email address, as a means of identification.
- Do not create a link from your blog, website, or other social networking sites to an ImmunoTek website without clearly identifying yourself as an ImmunoTek employee.

Best Practices

- Managers and supervisors should avoid social media relationships with their direct reports, except when limited to business-related networking. Personal lives could impact business relationships, leading to discomfort for all parties involved.
- It is against ImmunoTek’s employment practices for hiring managers to use any form of social media as a screening tool during the hiring decision. Verification of qualifications, credentials, education, prior work history, etc., is the responsibility of the Human Resources Department post-employment acceptance. Additionally, the request for personal social media usernames and passwords for prospective or current employees of ImmunoTek is prohibited.
- As representatives of ImmunoTek, managers and supervisors should refrain from providing recommendations or endorsements for former or current employees on social media sites. Verification of employment information is limited to the position held, dates of employment, and compensation information, and requires written employee consent, verified through The Work Number or Human Resources.
- Employees are not permitted to create a company page on behalf of ImmunoTek without approval from Human Resources.
- ImmunoTek retains the right to use public social media postings during an investigation.

8.5 Media Contacts

Any media inquiries seeking the official position of the Company or a statement on behalf of the Company should be directed to the Marketing Department for guidance or handling.

If you discover material on the Internet that violates the Company’s Social Media Policy, please forward it to Human Resources. For any inquiries regarding these guidelines, please reach out to the Human Resources Department.

These principles are not intended to hinder or impede any employee’s federally or state legally protected rights, any and all rights under the National Labor Relations Act, or any whistleblower or other protections under federal or state law. Nothing in this policy shall be construed to unlawfully restrict employees’ rights to discuss their wages or other terms and conditions of employment.

8.6 Personal Cell Phone Usage and Other Communication Devices

Employees are not allowed to have electronic devices, including electronic communications, in the work area of a



plasma facility. The use of personal electronic devices such as cell phones, smartphones, mobile phones, smartwatches, music players, headphones, Bluetooth devices, computers, tablet computers, and laptops (not provided by the Company) is restricted to the employee break room, the individual's office, or outside of the facility. When addressing personal matters, employees can use their electronic devices outside or in a designated break area during non- working hours.

8.7 Use of Company Property

From time to time, the Company may provide employees with property or equipment to use during the course of their employment. All items and equipment issued to employees as part of their employment are considered company property. Therefore, it is crucial to treat such property with care and respect, as it is subject to inspection at any time.

Employees who are entrusted with the safekeeping of assets or cash should take appropriate precautions. In the event of damage or loss resulting from their failure to provide reasonable care for the protection of ImmunoTek's assets, employees may be required to bear the cost. Disregarding or damaging the Company's property may lead to disciplinary action, including termination.

8.8 Gifts and Favors

To prevent loss or embarrassment to the organization, all employees must conduct their activities with the utmost integrity. Therefore, it is inappropriate for any employee to accept substantial gifts or favors (over \$50) from employees, donors, vendors, or anyone else involved or attempting to do business with the Company.

8.9 Conflict of Interest

Every employee is obligated to ensure that their activities do not conflict with or appear to conflict with the company's commercial image or business interest. A conflict of interest arises whenever an individual's private interest interferes, or appears to interfere, with the interest of the Company in any way. Such conflicts may emerge when an employee's actions or interests create difficulties in performing Company work objectively and effectively.

Conflicts of interest can also arise when an employee or a family member receives improper personal benefits due to the employee's position at the Company, whether from the Company or a third party. Employees are expected to conduct themselves with the highest legal and ethical standards.

Identifying conflicts of interest may not always be straightforward, and employees should consult with Human Resources if questions arise. Should employees become aware of a potential or actual conflict of interest, they are required to promptly bring it to the attention of a supervisor or Human Resources. Subsequently, as appropriate, employees should remove themselves from that situation unless they have obtained written permission from the Company. It is important to note that this policy does not seek to prohibit participation in certain protected concerted labor activities, regardless of potential conflicts with the Company's interests. Examples of conflicts of interest may include, but are not limited to, the following:

- Using Company funds, property, or other resources for illegal or improper purposes or for any purpose not directly related to the employee's employment with the Company.
- Improperly influencing, either directly or indirectly, the decisions of any customer, supplier, government official, candidate for public office, employee, or any other outside party in their dealings with the Company.
- Being employed by or providing services to a competitor of the Company while still employed at ImmunoTek Bio Centers, L.L.C.
- Accepting from a vendor, supplier, or any other outside party that engages in business with the Company, could engage in business with the Company, or impacts the Company's business, any gift or entertainment that either does not comply with Company codes and policies or has an unreasonable value, either on its own or when combined with other gifts and entertainment.

- Engaging in situations that directly conflict with the interests of the Company.
- Misusing confidential information.
- Holding a significant financial interest in a company that conducts business with or competes with the Company.
- Accepting, giving, or guaranteeing obligations of loans to employees, including loans to directors and officers that are not permitted by law.
- Acting in violation of this Policy.

Employees must remain objective when choosing vendors or doing business with customers or other outside parties. All decisions should prioritize the best interests of the Company without any bias.

8.10 Confidentiality

Employees must actively safeguard the Company's assets, interests, and goods at all times. In line with this expectation, employees are prohibited from disclosing the Company's business information or plans to potential or actual competitors for personal gain. This prohibition extends to donor information.

The internal business affairs, especially confidential information and trade secrets, constitute proprietary assets that employees are continuously obligated to protect. This encompasses, but is not limited to, Company Standard Operating Procedures, Training Manuals, IT Protocol, Intellectual Property, and the names of donors or other confidential customer information with commercial competitiveness.

All information and materials encountered, created, or provided during employment are the property of the Company and must be treated with the utmost confidentiality. Removal of materials from the Company is prohibited unless authorized by management.

Violation of this obligation may result in corrective action, including termination. Certain positions, based on the nature or responsibilities of the role, may be required to sign a confidentiality agreement as a condition of potential or continued employment.

8.11 Solicitation

Employees must refrain from interfering with their own work or the work of others during designated working hours.

ImmunoTek prohibits solicitation for any purpose on Company property during working hours. However, non-work times in areas unrelated to work, customers, or patients are exempt. Solicitation is forbidden in both working and non-working hours in customer areas. Non-employees are not allowed to engage in any form of solicitation or distribute literature on Company premises. Moreover, the distribution of sales catalogs, flyers, and similar literature in work areas is always prohibited.

This statement does not intend to impede, restrain, or prevent protected communications by non-managerial employees regarding their wages, hours, or terms and conditions of employment, as safeguarded by Section 7 of the National Labor Relations Act. This extends to the right to engage in such protected activities.

ImmunoTek's supplies and equipment, including duplication equipment, computers, and the electronic mail system, are strictly off-limits for employee use in solicitation. Additionally, employees must not provide work telephone numbers for personal or family business ventures under any circumstances.

9 Employee Expectations

9.1 Harassment and Discrimination

The Company actively prohibits all forms of sexual or other unlawful harassment and retaliation within the workplace.



Any act, comment, or behavior constituting sexual or other unlawful harassment, or assisting and encouraging such conduct, is forbidden and will not be tolerated, whether on or off the company's premises. Approval of, participation in, or acceptance of conduct that creates the potential for unlawful harassment or retaliation will be deemed a violation of this policy. This policy encompasses behavior that contravenes anti-harassment laws or deviates from the Company's values, policies, or behavioral expectations.

The following actions are strictly prohibited: harassment (as described below in the sections titled "Harassment" and "Sexual Harassment"), retaliation, coercion, interference, or intimidation against any individual based on their race, ancestry, color, age (40 and over), national origin (including language use restrictions), ethnicity, religious creed or belief (including religious dress and grooming practices), physical or mental disability (including pregnancy-related disabilities, HIV and AIDS), request for or denial of family care leave, request for leave for an employee's own serious health condition, exercise of rights under the Family and Medical Leave Act, request for pregnancy disability leave, marital status, familial status, parental status, domestic partner status, legally protected medical condition (such as cancer, a record or history of cancer, or genetic characteristics), genetic information, military or veteran status, military caregiver status, sex (including pregnancy, childbirth, breastfeeding and medical conditions relating to pregnancy), gender, gender identity, gender expression, sexual orientation, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment, or other status or classification protected by applicable federal, state, and/or local laws).

This policy is applicable to conduct in the workplace or other business settings related to employees' work, including business trips, business-related functions, and social events. The prohibition extends not only to relationships between employees but also to each employee's interactions with other individuals encountered during the course of their job duties, such as independent contractors, trainees, apprentices, volunteers, interns, customers, vendors, members of the general public, donors, or employees of other companies. The Company is committed to taking action to protect its employees, trainees, apprentices, and interns from unlawful harassment by others in the workplace.

Stalking, violence, or threats directed at anyone, including supervisors, managers, co-workers, vendors, or customers, are also explicitly prohibited.

9.2 Harassment

Harassment, as defined in this policy, involves verbal, physical, or visual conduct rooted in another's protected characteristic that results in an intimidating, offensive, or hostile working environment or disrupts work performance. Such behavior qualifies as harassment when:

- Submission to the conduct is explicitly or implicitly made a condition of employment.
- Submission to or rejection of the behavior serves as the basis for an employment decision.
- The harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can manifest in various forms and, in certain circumstances, may include, but is not limited to, the following: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement, or otherwise physically interfering with normal work; pictures, drawings, cartoons, electronic communications, text messages, emails, or social media postings.

9.3 Sexual Harassment

Sexual harassment encompasses any unwelcome conduct of a sexual nature, and it does not necessarily involve physical contact. This includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, specifically when:

- Submission to the conduct becomes a term or condition of an individual's employment, whether explicitly or implicitly.

- Submission to or rejection of the conduct is used as the basis for an employment decision.
- Such conduct purposefully interferes with an individual's work performance or creates an intimidating, hostile, humiliating, or offensive work environment.

Sexual harassment, in this context, also includes gender harassment and harassment based on pregnancy, childbirth, or related medical conditions. It encompasses various forms of offensive behavior and gender-based harassment, even when it involves individuals of the same sex as the harasser. The following outlines some prohibited behaviors:

- Unwanted sexual advances.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, digital images, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, and sexually degrading words used to describe an individual.
- Sexually suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding, or blocking movements.
- Offering employment conditions, terms, or benefits in exchange for sexual favors or requesting/demanding sexual favors in exchange for employment conditions, terms, or benefits.
- Taking, or threatening to take, retaliatory action after receiving a negative response to sexual advances.

9.4 Complaints, Reports, and Investigations

Whenever possible, individuals experiencing or witnessing any of the described conduct should communicate to the person engaging in the behavior that it is unwelcome and request it to stop. Employees bear the responsibility of promptly reporting any form of sexual or other unlawful harassment, whether from a co-worker, customer, or any individual encountered during their job duties. This should be brought to the attention of a supervisor, manager, or Human Resources without fear of reprisal if reported in good faith.

Any person becoming aware of an incident of sexual or other unlawful harassment, either by witnessing the incident or being informed of it, should immediately report it to a supervisor, manager, or Human Resources. In cases where a complaint of sexual or other unlawful harassment is received, supervisors and managers must promptly contact Human Resources. It is essential to note that an employee is not obligated to first complain to the person harassing them, even if the harasser holds a position as a supervisor, manager, or member of Human Resources.

Should an employee feel uncomfortable reporting harassment to a specific supervisor or manager, they have the option to report it to:

- Another supervisor or member of management or
- Another member of the Human Resources Department or
- The Company Ethics Hotline.

All reports of harassment undergo discreet investigation by management and Human Resources to ensure thorough examination. The Company commits to reasonably documenting and tracking the progress of its investigation. Upon completion, the results of the investigation will be communicated, to the extent appropriate to the complainant and the individual alleged to have committed the conduct. If inappropriate behavior is confirmed, the Company will implement appropriate remedial measures.

9.5 Protection Against Retaliation

The company commits to refraining from any form of retaliation against an individual who reports any violation of this policy in good faith or who aids in an investigation. Retaliation is a severe breach of this policy and should be promptly



reported. Any employee discovered to have retaliated against another employee in contravention of this policy will face disciplinary action, ranging from warnings to termination.

9.6 Corrective or Disciplinary Action

After completing the company's investigation, we will conduct a review of the investigation results with the involved individual(s). If deemed necessary, swift, and responsive action will be taken, encompassing appropriate corrective and/or disciplinary measures. This may include the immediate termination of employment for employees found to have violated this policy. Please note that corrective action, up to and including termination, will be enforced against any employee proven to have violated this policy.

9.7 False Complaints and False Statements in Response to Investigations

The Company values the relationship based on trust, honesty, and respect between you and the organization. Hence, we treat complaints of harassment and discrimination with utmost seriousness. It is important to note that the Company prohibits the submission of knowingly false reports of harassment. Any employee found to be intentionally making a false complaint or providing false information during a company investigation may face disciplinary action, up to and including termination.

10 General Safety and Security

Every employee bears a shared responsibility for safety. The Company adheres to all relevant federal, state, and local health and safety regulations to establish a work environment devoid of recognized hazards, providing employees with information about hazardous substances in the workplace.

Regardless of whether you work in a plasma facility, corporate office, or remotely, the quality and care you invest in your work significantly impact our ability to deliver quality products meeting the needs of patients who depend on us daily.

Employees are required to promptly report any observed safety and health violations, potential unsafe conditions, concerns about working conditions, and any accidents resulting in injury to employees or customers to their immediate supervisor. Incidents occurring while traveling or working remotely should also be reported. On-duty accidents resulting in employee absence will be addressed in accordance with State Worker's Compensation laws. After a workplace injury, employees will receive necessary medical attention and are expected to undergo a drug screen immediately following the incident.

10.1 General Safety and Security Guidelines

To maintain and ensure appropriate expectations of safety and security, the following guidelines are listed:

- Secure valuable items in a locked office, drawer, or locker.
- Escort all business guests and visitors when appropriate.
- Wear personal protective equipment as required by your job.
- Report potential hazards and be aware of your surroundings.
- Promptly report minor and major job-related safety incidents, including accidents, injuries, and illnesses.
- Adhere to all posted safety information.
- If something falls, pick it up; if something spills, clean it up.

Personal items such as coats, boots, umbrellas, and other articles of clothing must be stored in designated areas to prevent unnecessary clutter or safety hazards in workstations. The work area should maintain an environment conducive to productive work and always present a professional appearance. Consumption of food and beverages is restricted to designated areas to keep workspaces and electronic equipment free of food-related litter and prevent



potential bloodborne exposure.

The use of personal items such as radios and space heaters requires approval from management. Refrain from bringing or displaying any items in the workplace that may be deemed offensive, harassing, or unprofessional, including calendars, pictures, and jokes.

At the end of each workday, clean and store all tools, papers, and equipment. Properly secure any items, documents, computer disks, valuable information, and confidential materials.

10.2 Personal Property

ImmunoTek does not assume responsibility for the loss of an employee's money, personal property, or other valuables. Employees are accountable for safeguarding personal items and valuable possessions, such as purses, wallets, checkbooks, cash, and other items of value, which should not be left unattended. Individual lockers may be provided to secure personal belongings.

In order to maintain security and prevent theft, ImmunoTek reserves the right to inspect all personal property brought onto its premises, including vehicles, packages, briefcases, backpacks, purses, and bags. Additionally, ImmunoTek retains the right to inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time. The company may remove all company property and other items that violate ImmunoTek's rules and policies during such inspections.

10.3 Video Surveillance

To protect safety, security, and the Company's assets, video cameras may be utilized in various locations around the Company property, such as facility grounds, entrances, exits of buildings, or other high-traffic areas. These may include lobbies, processing areas, or donor center floors for continuous monitoring. Consequently, employee movements in these areas may be subject to monitoring. This policy will be implemented to comply with national, state, and local laws, depending on the circumstances.

The Company retains the right to conduct unannounced inspections of all Company and personal property, including but not limited to buildings, desks, lockers, file cabinets, and Company vehicles.

Employees should not expect privacy in any of these areas.

10.4 Photography and Recording

To maintain our commercial professional image, ensure the security of operations, and respect individuals' privacy, employees are not allowed to take photographs or create video or audio recordings during work. This prohibition includes recording telephone calls, except when authorized by Human Resources for legitimate business purposes and with the consent of all parties involved. Work time refers to periods when employees are expected to be actively working and does not include rest, meals, or other authorized breaks.

Moreover, to safeguard the confidentiality of our trade secrets, sensitive customer information, and confidential business data (such as processes, techniques, systems, strategic business plans, and non-public sales and profit data), employees are forbidden from taking photographs or making recordings in working areas at any time. It is essential not to photograph or record donors, even if they request to be photographed.

10.5 Use of Personal Vehicle

Employees may drive their personal vehicles on company business only when authorized or required to do so. In such cases, they will receive reimbursement for the business use of personal vehicles in accordance with the guidelines below.

The employee's supervisor will verify that the individual possesses appropriate insurance and a valid driver's license before allowing them to drive. Employees are expected to exercise due diligence, drive safely, comply with all traffic laws, and maintain the security and contents of the vehicle. They are responsible for any driving infractions or fines resulting from their driving and must promptly report them to management.

In the event of an accident or damage incurred while driving on company business, employees must report it to their supervisor immediately. Reimbursement will be provided on an actual mileage basis, following the current company policy, and will include tolls and parking expenses if applicable.

10.6 Smoke-Free Workplace

ImmunoTek actively prohibits smoking on all company premises to establish and uphold a safe and healthy work environment for all employees. The term "smoking" is legally defined as the "act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind," and this encompasses e-cigarette-type items and accessories, commonly known as "vaping."

The smoke-free workplace policy is applicable to:

- All areas within company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned, rented, or leased by ImmunoTek.
- All visitors (including customers and vendors) to ImmunoTek premises.
- All contractors, consultants, and their employees working on ImmunoTek premises.
- All employees, temporary employees, and student interns.

Smoking is only permitted in designated areas. Employees who smoke or use smokeless tobacco products may do so exclusively during their scheduled rest or meal periods and solely in designated areas. Additional "smoke breaks" are not allowed.

Employees found violating the smoking policy will face disciplinary action, up to and including immediate termination.

10.7 Workplace Violence

The Company actively promotes the fundamental commitment that all employees will treat each other with dignity and respect. We are dedicated to upholding a safe workplace that is free from violence, threats, assaults, stalking, harassment, or intimidation.

We enforce a zero-tolerance policy for workplace violence, and any incidents must be reported for immediate investigation.

This policy is applicable to all employees of the company and to conduct taking place in the workplace or other business settings where ImmunoTek employees may interact with others in connection with their work, such as business trips, business-related functions, and work-related social events.

ImmunoTek will not tolerate or condone behavior that violates this policy.

10.8 Definition of Workplace Violence

For the purposes of this policy, "workplace violence" includes the following, though the list is not exhaustive, and the definition of "workplace violence" could encompass other behaviors in conjunction with this policy:

- A statement or action by an individual that constitutes a present and/or future danger or threat to themselves, a supervisor or manager, a fellow employee, a contractor or vendor, a visitor, a customer, a donor, or to company property or while performing work for the Company.



- A statement or action that creates a reasonable fear in another person.
- The use of profane or vulgar language or language of a threatening nature towards others.
- Insults or slurs; verbal intimidation and severe and egregious comments; repeated or pervasive infliction of verbal abuse and/or bullying (as that term is used below).
- Any physical assault such as hitting, pushing, kicking, holding, impeding, or blocking the movement of another person.

10.9 Workplace Bullying

Workplace bullying encompasses all or some of the actions described above and involves abusive conduct by an employee in the workplace. Examples of abusive conduct include the repeated infliction of verbal abuse, such as the use of insults and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act could constitute abuse if it is especially severe or egregious.

10.10 Reporting Workplace Violence or Bullying

Employees must report any actual or suspected violations of this policy to their supervisor, department manager, or Human Resources.

Supervisors and managers who receive a complaint of workplace violence or bullying must promptly contact the Human Resources Department. In emergencies, reports may be immediately made to the police or other relevant authorities. All reports of workplace violence or bullying will be discreetly investigated by management and Human Resources to the extent allowed by a thorough investigation. Not every investigation will conclude that this policy was violated, as the Company retains sole discretion to determine what conduct violates the policy.

The Company will not retaliate against individuals who make good faith reports of actual or perceived workplace violence or bullying or assist in an investigation. Employees found to have retaliated against another employee, made false statements during an investigation, or failed to cooperate during an investigation may face disciplinary action, including termination of employment. The Company will take appropriate action, up to and including termination of employment, for any employee who violates or discourages others from reporting a violation of this policy.

10.11 Responsibilities

- Never engage in threatening or bullying behavior, even in a joking manner. All threats will be treated seriously and may lead to disciplinary action, including termination of employment. Threats violating this policy, with statements expressing or implying an intent to inflict harm or injury, will be investigated upon report and may be reported to the authorities.
- Never participate in acts of violence or bullying or suggest or imply an intention to do so.
- Immediately report any policy violation according to the section entitled "Reporting Actual and/or Suspected Workplace Violence or Bullying" above.
- In emergencies or situations where an employee is aware of an imminent act of violence, threat of imminent violence, or actual ongoing violence, it should be immediately reported to the police or relevant authorities. Follow this with a report to Human Resources as soon as it is safe to do so.

10.12 Weapons

Employees are not allowed to possess firearms or other weapons on Company property or in parking areas unless state provisions allow otherwise. It is the responsibility of employees to be aware of and adhere to state regulations concerning firearms and this policy. In this context, "weapons" encompass firearms, ammunition, fixed-blade knives (unless explicitly required for your job and authorized in writing by your supervisor), switchblade knives, explosives (including blasting caps), dangerous chemicals, hazardous materials not essential for job duties, chains, any object

or substance used or threatened to be used to injure or intimidate others, or any items reasonably defined as weapons.

10.13 Situation Awareness

Learn to identify the early warning signs of violence or bullying as outlined below. If you observe or become aware of these signs, promptly report them in accordance with the section titled "Reporting Actual or Suspected Workplace Violence or Bullying" above. This section aims to mitigate the risks of workplace violence and bullying by recognizing potential at-risk behaviors but does not aim to infringe upon the right to privacy or personal interests.

Supervisors and department managers are obligated to take immediate and appropriate action to prevent behavior that could lead to a violation of this policy. In case of emergencies, swift reporting to the police or other relevant authorities is essential.

This policy serves as guidance regarding acceptable and unacceptable conduct and is not exhaustive. Violating this policy may result in disciplinary action, up to and including termination.

11 Ready to Serve Policy

Regardless of the employees' position within the Company, maintaining punctuality and regular attendance is crucial for effective business operations. The Attendance Policy outlines guidelines for absenteeism and tardiness that all employees are expected to adhere to.

Attendance is a measure of job performance. Tracking attendance infractions is the responsibility of the employee's immediate supervisor.

- An excused absence is a voluntary, pre-arranged, and approved time off. Employees will not face penalties for an excused absence.
- An unexcused absence is a day of missed work not previously approved by the employee's immediate supervisor.
- Tardiness is defined as not reporting to the assigned work area at the scheduled time, whether at the beginning of a shift or returning from breaks or lunch.
- Leaving early is defined as not completing the assigned schedule for the day.

Absences or tardiness due to on-the-job injuries, FMLA leave, vacation, bereavement leave, military obligations, jury or witness duty, or other approved leaves of absence will not negatively impact an employee's attendance and punctuality record. The Company will communicate any exceptions to the attendance policy during inclement weather conditions.

Consistent and punctual attendance is a fundamental aspect of an employee's job. The attendance record considers the number of absences, tardy arrivals, early departures, and overall schedule adherence over a rolling six-month period.

The impact of the employee's attendance record on business operations is also taken into account.

Attendance and punctuality violations may be addressed through a progressive disciplinary procedure at the Company's sole discretion. However, the Company specifically reserves the right to impose the appropriate level of discipline, up to and including termination, without following progressive discipline based on individual circumstances.

Pattern absenteeism, including absences before or after holidays, on typically scheduled days off, and on weekends, will not be tolerated. Employees unable to report for their scheduled shift must notify their supervisor at least 1 hour before their scheduled start time.

A rolling six-month period is defined as the six months immediately preceding an absence or day of tardiness.

Please review the Ready to Serve Policy for further details. To access the policy, log in to UKG pro and navigate to Myself > Documents > Document Acknowledgment.

11.1 Professional Appearance

Ensuring our donors have confidence in the cleanliness and competence of our facility is crucial and aligns with the highest standards of professionalism. The Company is dedicated to presenting a professional, neat, and clean image for our donors, visitors, and employees. Therefore, employees should project a neat and professional impression that enhances their effectiveness in performing their duties. Adherence to specific dress requirements in line with the job and business environment is expected. The medical related activities and related business image may dictate attire, grooming standards, type of footwear, or the use of personal protective equipment for the safety of employees, coworkers, donors, and our products.

Employees requiring a reasonable accommodation based on religion, disability, or other grounds protected by federal, state, or local laws should contact their manager or Human Resources. A reasonable accommodation may be granted unless it causes an undue hardship for the Company. Additionally, the Company strictly prohibits any form of discipline, reprisal, intimidation, or retaliation for requesting a reasonable accommodation on grounds protected by federal, state, or local law.

It is the responsibility of every employee to ensure that their appearance, behaviors, and work area align with our professional, clean, and safe public image, without compromise. Employees are expected to exercise common sense and good judgment regarding their clothing and appearance in the workplace, dressing in a manner consistent with the goals of this policy. Good personal hygiene, being well-groomed, and maintaining clean clothing are essential expectations. Employees should minimize the use of heavily scented colognes, perfumes, or lotions. Personal items brought into the workplace, such as backpacks, lunch boxes, etc., should also be in clean condition and properly stored out of view.

11.2 Support Office Locations

Employees who work in the Support Office locations (which include days working from home or remote) may dress in:

- Casual attire
- Business Casual or Traditional Business Attire may be required when business needs dictate

Employees who have frequent contact with customers and vendors or conduct business with other organizations are expected to dress in Business Casual Attire.

Standards:

Business Casual Attire

- Dress shirts or polo shirts, sweaters, collared shirts, knit tops, blouses or turtlenecks
- Dress slacks, khaki pants, cropped pants
- Company monogrammed attire
- Skirts or dresses of an appropriate professional length
- Professional shoes
- Sport coats or jackets and ties are optional

Traditional Business Attire

- Dress shirt with a tie
- Dress slacks and a belt

- Suits, or suit coat or sport coat with slacks or skirt of an appropriate length
- Dresses of an appropriate length
- Blouses, sweaters, or knit shirts

Casual Attire

- Jeans (no holes, tears, rips, low rise, or oversized)
- Polo Shirts
- Sweaters or knit shirts
- Company monogrammed attire
- Tennis shoes may be worn

11.3 Plasma Donation Centers

You must adhere to specific dress guidelines for safety reasons. For instance, you should always wear scrub tops, bottoms, and close-toed shoes with rubber soles (covering the entire heel of the foot). Any unique items necessary for your position, such as a lab coat or Personal Protective Equipment, will be supplied by the Company. It is essential to note that these items are Company property and should be returned to your work location upon the conclusion of your employment.

Members of leadership or management groups are required to observe either Business Casual or Traditional Business Attire. Company monogrammed attire, falling under the category of business casual, is suitable for daily wear.

11.4 Standards for Appearance of Standards for All Employees

Employees working in plasma donation centers and corporate offices must wear identification badges while on duty. The badge should be positioned above the waist and facing forward to ensure easy visibility and readability.

For support staff visiting plasma donation centers, the dress code requires business casual attire, prohibiting shorts, jeans, and t-shirts.

In addition to professional attire, employees are expected to adhere to the following grooming and dress standards [Note: Specific details may not cover every aspect; your cooperation is expected, and ImmunoTek reserves the right to make modifications]:

- Facial Hair: Sideburns, mustaches, and beards should be neatly groomed.
- Hair: Hair should be clean, combed, and neatly arranged.
- Hygiene: Maintaining proper body odor and oral hygiene is crucial. Avoid overusing cologne, perfume, etc.
- Glasses: Wearing dark glasses, unless medically prescribed, is not allowed as it inhibits eye contact.
- Jewelry: No pins, stickers, buttons, or badges are permitted. Visible body piercing jewelry is allowed unless it impedes with Personal Protective Equipment. Dangling jewelry that would obstruct work performance or be a distraction is not permitted. Rings cannot puncture protective gloves.
- Nails: Fingernails should be clean and manicured, with appropriate nail polish. The length should not hinder job performance or pose a risk to customers. Fingernails should not exceed ¼ inch in length to prevent puncturing protective gloves.
- Tattoos: If visible, tattoos must not be "offensive, potentially offensive, derogatory or cause a distraction." Hematomas ("hickeys") should be covered if visible.
- Shoes: Safe and appropriate footwear is required for the type and location of work. Plasma donation centers do not permit sandals, open-toed shoes, mountain and biker boots, or Crocs. Socks or stockings are mandatory in plasma donation centers.



- **Head Coverings:** Head scarves or turbans are permitted with medical necessity or approved religious exceptions. Hats such as baseball caps, bandanas, sweatbands, or other head coverings are not allowed inside plasma donation locations.

11.5 Inappropriate Attire for Support Offices or Plasma Donation Centers

- Wearing skorts, walking shorts, leggings as pants (acceptable if worn as tights)
- Donning work-out wear, sweatshirts, wind or jogging suits, or athletic wear
- Avoiding T-shirts
- Prohibiting clothing (including but not limited to masks other than surgical masks when needed, hats, headbands, bandanas, shirts, pants, dresses, skirts, or any other visible body covering) displaying slogans, logos, symbols, team affiliations, political messages, social movements, etc., unrelated to workplace matters (including support for or opposition to any political candidates, parties, or related movements or platforms).
- Flip flops and slides or sliders.
- Prohibiting clothing, images on clothing, jewelry, or other items worn on the body, such as pins or lanyards, which are offensive, potentially offensive, or could contribute to creating a hostile work environment.
- Forbidding provocative clothing, including any garment, cut, or fabric that is too tight or reveals too much skin (e.g., bathing suits, halter tops, midriffs, tight tank tops, and see-through or low-cut clothing).
- Ensuring clothing is clean and pressed

If you arrive at work improperly dressed or groomed, your manager has the authority to instruct you to return home to change clothes or appearance in compliance with this policy. You will not receive payment for time away from work to correct inappropriate attire. Appropriate disciplinary action, including termination of employment, may be taken in cases where an employee refuses to comply with the Company's Professional Appearance Standards.

12 Workplace Relationships

The Company aims to establish practices that prevent conflicts of interest or favoritism, especially in matters related to employee hiring, promotion, and transfer. While the employment of qualified individuals from the same family or with a personal relationship is welcomed, it should not create an actual or perceived conflict of interest. If a manager or supervisor develops a romantic or personal relationship with a subordinate, it is their responsibility to report the relationship to Human Resources. The Company prohibits the following:

- Improper fraternization between a manager, supervisor, or employee and a customer, vendor, or donor.
- Improper fraternization between a manager or supervisor and a manager, supervisor, or employee within their "chain of command."
- Improper fraternization between all levels of Corporate Support and a manager, supervisor, or employee at a plasma facility, even if they are in different "chains of command."
- Close relatives, partners, those in a dating relationship, or members of the same residence are not allowed to be in positions with a reporting responsibility to each other. Close relatives include various family members, such as husband, wife, domestic partner, father, mother, son, daughter, uncle, aunt, nephew, niece, brother, sister, and others.

Additionally, the Company acknowledges that employees and their close friends, domestic partners, family members, or significant others may hold positions that create a manager/subordinate relationship. The Company will use discretion and judgment in placing employees in these situations to avoid conflicts of interest. This ensures that workplace relationships do not lead to favoritism or negatively impact performance or morale.

The Company reserves the right to apply this policy to situations where there is a conflict or the potential for conflict due to the relationship between employees, even without a direct reporting relationship or authority involved.



12.1 Working with Your Supervisor

As an employee, you must promptly, accurately, and effectively complete all tasks assigned by your supervisor. It is also your duty to adhere to all company policies and procedures. Specific work rules for your job or work areas may exist, beyond those published in the policy, and your supervisor will provide details when introducing you to your new job or assignment.

The relationship between you and your supervisor plays a crucial role in both your success and the success of the Company. Your supervisor is an integral part of the company's leadership team, and we urge you to openly discuss any work-related concerns with them.

12.2 Parking

To ensure sufficient parking for our donors, the Company will assign and communicate a designated parking area for you. The Company retains the right to conduct searches of private property on its premises, including vehicles. Additionally, the Company prohibits the presence of firearms in its buildings and premises, as detailed in the Workplace Violence section of this Employee Handbook.

12.3 Travel and Expense Reimbursement

You are responsible for reporting and seeking reimbursement for ordinary and necessary travel and business expenses incurred during the course of your duties. Obtain approval for all travel-related expenses and reimbursements from your immediate supervisor. Please review the Travel and Non-Travel Expense Policy for further details. To access the policy, log in to UKG pro and navigate to Myself > Documents > Document Acknowledgment.

12.4 Staff Meetings

The company will conduct regular staff meetings to keep you informed about recent company activities, changes in the workplace, and employee recognition. Your supervisor will provide advance notice if your attendance is required. Mandatory attendance is crucial, and failure to attend staff meetings may lead to disciplinary action, up to and including termination.

In cases where employees are required to attend staff meetings outside their regular work locations, submit travel-related expenses following the Travel Policy.

12.5 Bulletin Boards

Supervisors, managers, or a designated individual at your location maintain and control the bulletin boards located in employee break rooms. These boards offer you access to crucial posted information and announcements, including company details and job openings. It is your responsibility to regularly check the bulletin boards for essential information.

12.6 Other Employment

Employees must ensure that any other employment they engage in does not compete, conflict with, or compromise ImmunoTek's commercial interests, adversely affecting job performance and their ability to fulfill responsibilities. This requirement includes prohibiting unauthorized work for customers outside of work hours, the unauthorized use of Company tools or equipment, and the unauthorized application of any confidential trade information or techniques. Additionally, employees should refrain from soliciting or conducting any outside commercial business during paid working time.

Approval from the Human Resources Department or designated personnel is mandatory before undertaking any outside employment. Officers, designated managers, professionals, and technical experts, in particular, are expected to dedicate all their working energies to the performance of their duties and may not be eligible to accept paid outside

positions without explicit approval.

Engaging in outside employment will not serve as a valid excuse for subpar job performance, absenteeism, tardiness, early departure, refusal to travel, or reluctance to work overtime or during different hours.

13 Accountability

13.1 Employee Expectations

We believe in holding everyone accountable based on their actions. Every employee bears the duty and responsibility to adhere to the Company's policies, procedures, and practices. Employees are also obliged to fulfill their duties according to the standards outlined in the job description and as otherwise established by the Company. In instances where an employee commits a minor or significant policy infraction, the employee will undergo a progressive discipline process.

At ImmunoTek, we expect all employees to observe reasonable rules of conduct, ensuring the well-being of fellow employees and the safe and effective operation of the business. Employee standards of conduct are not designed to restrict the legal rights of any individual but to protect the privileges enjoyed by all members of our organization. Employees are expected to adhere to our organizational values and policies, demonstrating honesty and respect for each other. Our goal is to provide a positive working environment built on trust and accountability by administering our policies, including disciplinary actions, appropriately and consistently, throughout all work locations.

We expect and require that employees conduct business in compliance with all applicable legal requirements, adhering to the highest ethical standards of conduct and free of apparent or actual conflicts of interest (for example, situations where an employee's financial interests would reasonably be expected to interfere with their ability to perform their job duties effectively and objectively) as explained in the Company Code of Conduct.

The employee conduct standards listed below are not exhaustive but represent the types of expected behavior. Violations of these standards may result in disciplinary actions up to and including termination of employment upon the first offense. The Company reserves the right to apply greater or lesser discipline for any infraction, whether published or unpublished, depending upon the circumstances and nature of the infraction.

It is your responsibility to:

- Adhere to all company procedures or site-specific practices.
- Follow all safety and security guidelines to maintain a safe and injury-free environment for yourself and your coworkers.
- Uphold your commitment to quality and compliance with all legal, quality, regulatory, and compliance policies or Standard Operating Procedures (SOPs).
- Avoid disclosing trade secrets and confidential information protected by law or a legally enforceable contract.
- Be honest and straightforward in all documents and records.
- Maintain professionalism consistently while representing ImmunoTek.
- Provide excellent customer service to our donors, coworkers, vendors, clients, and customers.
- Meet performance expectations as determined by the Company.
- Conduct personal matters during non-working time. Use of personal cell phones must not interfere with your job duties.
- Refrain from outside employment that could reasonably be expected to interfere with your ability to perform your duties effectively and objectively.
- Refrain from donating plasma or whole blood at any location within the Company network of companies.
- Adhere to your dress code, including the proper use of personal protective equipment, and maintain a



professional appearance, including personal hygiene.

- Avoid working off the clock or clocking in or out for a coworker. Clock in on company premises and accurately report all hours worked.
- Never share your passwords, keys, and badges. Secure all company property.
- Utilize company resources for company business only. Hacking, phishing, and ransomware issues are on the rise. To reduce exposure to such activities, it is the policy of the Company that company-issued computers, company-owned software, servers, peripherals, including our e-mail system are reserved for use by employees while conducting company business. Authorization for use is limited and restricted to only activities for the benefit of the Company. All computers are issued for conducting company business, and all data created, received, sent, and/or stored on company-issued computers remains the property of the company. The Company reserves the right to monitor employee use of company computers and e-mail systems. Other reasons the Company would choose to do this include but are not limited to the need for access to information in the absence of an employee, system maintenance purposes, for legal compliance, and for investigation of alleged unlawful acts. Therefore, please understand that there is no expectation of privacy for personal materials or communications. Use of these resources constitutes consent to monitoring.
- Refrain from disclosing confidential information protected by law, such as a coworker or donor's protected health information.
- Avoid engaging in gossip of a personal nature that could injure or humiliate a coworker.
- Return all company property at the time of separation or upon request.
- Cooperate truthfully and entirely with all requests for information related to internal investigations.
- Avoid gambling or engaging in illegal conduct on company property or during company time.
- Only smoke or vape in designated areas; this also includes the use of chewing tobacco and electronic cigarettes.

13.2 Serious Conduct Violations

Severe conduct violations may lead to disciplinary action, including immediate termination, even for a first offense. These types of conduct violations are often unlawful according to federal, state, or local regulations or violate the Company Code of Conduct. Human Resources will investigate and review allegations of a serious nature before making a recommendation regarding discipline or termination. Serious conduct violations may include, but are not limited to, the following:

- **Discrimination/Harassment:** Company policy defines harassment and includes all protected characteristics according to local, state, and federal regulations.
- **Retaliation:** Retaliating against any employee who makes a complaint, raises a concern, or provides a witness statement in response to a complaint or concern.
- **Falsification of records:** This involves omitting or falsely including information in company documents or systems, investigations, timecard fraud, or forging a signature.
- **Fraud:** Fraudulent misrepresentation or deception for personal gain or benefit.
- **Theft:** Theft or attempted theft or the unauthorized possession of company property or the property of another employee, vendor, donor, or customer.
- **Insubordination:** Refusal to follow a valid and reasonable request or assignment by a supervisor or other member of management.
- **Unauthorized access or use of company property, company-issued credit cards or purchasing cards, technology systems, sabotage or willful damage to company property or assets.**
- **Reckless Conduct:** Conduct that creates a substantial risk of harm or injury to others or damage to property. This includes but is not limited to physical assault, aggressive or threatening verbal or non-verbal behavior, harassment, irresponsible use or tampering with equipment, and vandalism.



- **Detrimental Behavior:** Conduct that may substantially impair other employees' ability to effectively perform their duties.
- **Breach of Confidentiality:** Disclosing confidential or proprietary business information (e.g., trade secrets, information about the development of systems, processes, products, know-how, technology, strategic business plans, nonpublic sales, profit data, customer lists, or vendor lists) without specific authorization. Providing tips to others or otherwise using information not released to the public for investment purposes, whether there is an actual financial gain or not.
- **Substance Abuse:** Manufacturing, distributing, dispensing, storing, selling, offering to sell, possessing, the detectable presence of illegal or unauthorized substances or using illegal drugs on company property or while on duty. Limited consumption of alcoholic beverages may be permitted at company events.
- **Participation in any unlawful conduct** that adversely affects an employee's relationship to the job, coworkers, or their supervisor or discredits the company's products, reputation, or goodwill in the community.

Furthermore, any policy violations may result in disciplinary action, up to and including termination. It is the company's philosophy to respect employees' rights to engage in private activities outside their employment that do not conflict with the policies highlighted in this handbook or interfere with the employee's ability to perform their job effectively and objectively. However, the Company reserves the right to rely on periodic inquiries consistent with its legal responsibilities to identify situations that might violate the policies contained in this handbook.

13.3 Counseling and Disciplinary Actions

The Company is committed to fostering an environment that facilitates your success, learning, and growth as you contribute meaningfully to the Company's objectives. To support this dedication, we encourage continuous feedback and open communication of expectations between you and your immediate supervisor.

While the Company follows an at-will employment model, counseling and disciplinary actions aim to enhance performance or adjust workplace behaviors when needed. You are subject to counseling notices from your first day of employment. The Company's Counseling and Disciplinary Actions policy applies to all employees, regardless of job level and exemption status.

ImmunoTek upholds the belief that a practice of progressive disciplinary actions, where applicable, provides an opportunity for you to enhance performance or modify behaviors while enabling immediate supervisors to address areas of improvement with their team members.

It's important to note that progressive discipline is a practice, not a policy or requirement, and the Company retains the right to bypass any or all steps and proceed directly to termination. The Company's practice of informing employees about potential levels of discipline should not be interpreted as a strict policy of progressive discipline separate from our Company's at-will relationship. Therefore, any level of discipline is not intended to alter the at-will employment relationship or create a contractual obligation.

Counseling notices may commence at any point and may not strictly follow a progressive pattern depending on any or all of the following:

- The severity of the incident(s).
- Circumstances surrounding the incident.
- An employee's past performance or disciplinary history.
- Impact on the organization.

Failure to meet expectations and standards will result in further disciplinary actions, up to and including termination.

14 Separation of Employment

Separation of employment within an organization may occur for various reasons.

- **Resignation:** If you decide to resign from the Company, kindly submit written notice to your manager at least

two weeks before your last day. The Company reserves the right to provide two weeks' pay in lieu of notice when the job or business needs necessitate such action. In cases where an employee provides less notice than requested, the employer may consider the individual ineligible for rehire, depending on the circumstances surrounding the notice given.

- Job Abandonment: Failure to show, properly call off, or report to work for two consecutive scheduled workdays will generally be deemed as job abandonment.
- Retirement: Employees contemplating retirement are expected to notify their manager and the Human Resource Department in writing at least one (1) month before the planned retirement date.

Termination: Employees of the Company are employed on an at-will basis, granting the Company the right to terminate an employee at any time.

Upon expressing the intention to leave the organization, employees lose the ability to use Paid Time Off (PTO) hours; this time cannot be utilized within two weeks of the last day of work. Eligible employees with accrued but unused PTO will receive payment for those hours upon separation.

14.1 Return of Company Property

Employees are required to promptly return all Company property upon request or separation of employment. When permitted by applicable laws, the organization may deduct from the employee's check or final paycheck the cost of any items not returned as required. The Company may also take all appropriate actions to recover or protect its property, subject to applicable law.

15 Total Rewards

Immunotek provides a comprehensive and flexible total rewards program to support employees and their dependents. The total rewards hub provides detailed information about the available benefits including plan documents and educational resources to help you make informed decisions about your benefits.

The total rewards information in the employee handbook is a summary, and the plan rules outlined in the benefit policy documents or applicable plan documents, which are controlling. Detailed information and plan documents are available on the total rewards hub.

15.1 benefit eligibility and enrollment

Benefits are available to full-time employees who work at least 30 hours per week. Part-time employees can participate in the company 401 (k) plan.

New employees or those newly eligible for benefits must elect coverage for themselves and eligible dependents within 30 days of becoming eligible. Your benefit elections and company-provided benefits will be effective on the first of the month following 30 days of active employment.

When you enroll eligible dependents, you must provide supporting documentation confirming the dependent's eligibility; examples of supporting documentation are a birth certificate or marriage license. The supporting documentation must be submitted within the enrollment period. Failure to complete the dependent verification process will result in loss of coverage for unverified dependents. This verification applies to all new dependents added not previously covered on the ImmunoTek plans. Supporting documentation can be uploaded securely on the benefit enrollment platform.

15.2 Rehire and Benefits

An employee who leaves the company and returns to the company after less than 30 days will have their benefits resume without a break in coverage; no re-enrollment is required. Employees who return after 30 days must re-enroll in benefits and experience a break in coverage.

15.3 Changing Your Benefit Elections

The Benefits Open Enrollment period is the only opportunity to change your benefits, except in cases where you experience a Qualified Life Event (QLE). If you experience a QLE, you may adjust your benefits in a manner consistent with the nature of the event. To comply with plan guidelines, you must initiate any changes related to a QLE within 31 days of the event date. All QLE-related benefit changes must adhere to IRS regulations governing permissible modifications.

15.4 COBRA

Employees who experience a life event—such as divorce, separation from the Company, or a change in employment status from full-time to part-time—will retain health coverage through the last calendar day of the month in which the event occurs. To be entitled to elect COBRA continuation coverage, you must be covered by a group health plan covered by COBRA; a qualifying event must occur; and you must be a qualified beneficiary for that event. Employees may elect to continue their existing health coverage for a limited period, typically up to 18 months, under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees will be responsible for the full cost of the coverage plus a 2% administrative fee. COBRA information, including instructions for enrollment, will be sent by our third-party administrator via U.S. Mail to the employee's address on file. The employee must ensure their address is up to date to avoid delays in receiving this information.

COBRA health benefit provisions require continuation coverage to be offered to eligible covered employees, their spouses, former spouses, and dependent children when their covered group health coverage would otherwise be lost due to certain specific “qualifying” events. To be entitled to elect COBRA continuation coverage, you must be covered by a group health plan covered by COBRA; a qualifying event must occur; and you must be a qualified beneficiary for that event. If you are entitled to elect COBRA coverage, you normally have an election period of at least 60 days (starting on the later of the date you are furnished the election notice or the date you would lose coverage) to choose whether or not to elect continuation coverage. COBRA Qualifying Events are typically: Voluntary or involuntary termination of employment for reasons other than gross misconduct; reduction in the number of hours worked, affecting eligibility for health insurance; transition between jobs, leading to a temporary loss of health insurance; loss of dependent child status under the plan; when the covered employee becomes entitled to Medicare; divorce or legal separation from the covered employee; death of the covered employee.

If you become entitled to elect COBRA continuation coverage when you would otherwise lose group health coverage under a group health plan, you should consider all options you may have to get other health coverage before you make your decision. There may be more affordable or more generous coverage options for you and your family through other group health plan coverage (such as a spouse's plan), the Health Insurance Marketplace. You can access the Health Insurance Marketplace at www.HealthCare.gov.

16 Retirement Plan 401 (k)

We encourage you to plan for a financially secure future proactively. To support this goal, the Company offers an opportunity to save for retirement through participation in a 401(k) plan. The Company provides a matching contribution based on your eligible earnings, subject to IRS limits, plan rules, and any plan modifications. ImmunoTek has two 401 (k) plans for two defined organizational entities, ITEK and BTEK.

- Withdrawals are not allowed as an active employee until you reach the age of 59 ½.
- Hardship withdrawal is available for the Immunotek (ITEK) plan only.

RETIREMENT PLAN ELIGIBILITY

You are eligible to participate on the first of the month following six months of active service.

You must be 21 or older to participate.

EMPLOYER MATCH AND VESTING

When you are eligible to participate, you are 100% vested in your contributions and the employer match. Eligible earnings include overtime, bonus, paid time off, jury duty, bereavement, and EPIC. See the plan documents for all

eligible earnings. If you receive a bonus and have a 401k contribution active your bonus payment will include the deduction for 401k contributions.

Employer Match

- 100% on the first 3% of your contribution
 - 50% on the next 2% of your contribution
- When you contribute 5% you will receive the maximum company match.

Complete details about the 401 k Plan are provided in the official Plan documents. The Company reserves the right to alter and/or discontinue any contribution it makes to the Plan at any time with or without notice. In the event that the benefits, terms, or conditions described herein conflict with the official plan documents for the Plan, the official Plan documents will control. Contact the Human Resources department for questions about the Plan.

17 Time Off

We know employees desire flexibility and balance for home and work and we strive to provide employees with a competitive and flexible time off policy.

We have made every effort to provide consistent time off policies across the organization. However, due to State Laws and other organizational constraints there are minor differences for the Center operations time off plans.

17.1 Seniority

Time off plans use an employee’s hire date to determine time off allocations. If an employee is rehired after being away for less than or equal to 365 days, their previous tenure with the company will be counted. However, if the absence is greater than 365 days, prior service will not be considered for seniority purposes.

17.2 Observed and Paid Holidays

To be eligible for holiday pay, employees are required to work their regularly scheduled days before and after the holiday. Employees on jury, bereavement or PTO or EPIC time are eligible for holiday pay. Employees on approved FMLA leave are eligible provided they have enough PTO/EPIC available to utilize a paid time off code the day before and after the holiday.

2025 Company Holidays		
Holidays	Plasma Centers	Corporate
New Years Day	X	X
Presidents Day		X
Memorial Day		X
Independence Day		X
Labor Day		X
Columbus Day		X
Thanksgiving Day	X	X
Day After Thanksgiving		X
Christmas Day	X	X
Day after Christmas		X
Employee Birthdate		X

PAID TIME OFF (PTO – CENTER OPERATIONS ONLY)

PTO accrual is available for full-time Center Operation employees and part-time employees residing in IL, MO, MI, and NY. PTO accrual begins on your first workday. PTO accrual is calculated based on the number of hours worked during the pay period. Hours worked for purpose of PTO accrual includes worked hours, EPIC, PTO, Holiday, Jury Duty, and Bereavement time during the pay period. PTO time off requests must be submitted in UKG and must receive manager approval of the time off request.

Center PTO Hourly Accrual Rate is:

Employees who work a minimum of 72 hours per pay period will earn the maximum PTO accrual rate. Full-time employees can accrue a maximum of 80 hours per year.

- Employees with less than 2 years of service that reside in MO, NY, MI = .021389
- All other operation employees accrue at a rate = .042778

PTO must be taken in a minimum four-hour block of time, unless provided otherwise by applicable state leave law.

A combination of PTO and/or EPIC can be granted to next year's EPIC bucket, up to a maximum of 40 hours.

Accrued and unused PTO time is paid out upon separation from the Company.

DONATING PAID TIME OFF

Employees may donate their eligible accrued, unused PTO to a qualified co-worker experiencing a medical or family crisis, subject to the Company's established requirements. To initiate a donation, a written request must be submitted to the Human Resources Department. All PTO transfers are calculated based on the dollar value of the donated time, not the number of hours. See HUB for Request Form and initial eligibility requirements.?

EPIC TIME (CENTER OPERATIONS ONLY)

EPIC days are designated **on January 1** each year for eligible full-time active Center Operation employees. Newly hired employees receive a pro-rated amount of EPIC time based on the month hired. EPIC time can be used after 45 days of active employment, except MO, MI, and NY, which can be used immediately.

Employees must submit their requests through UKG Pro and receive manager approval of the time request.

- Employees must request time off in a minimum of four-hour blocks, except MO, MI and NY which can be taken in a minimum 15-minute block.
- EPIC time is NOT paid out upon separation from the company.

A combination of accrued but unused PTO and/or EPIC can be granted in the Company's discretion to next year's EPIC bucket, up to a maximum of 40 hours.

Employees in NY, MO, MI. Immunotek abides by state time off laws. Employees can review time off specifics by logging into UKG Pro and navigating to:

Menu > Myself > My Company > News and Information.

Please ensure you understand the time off specifics for your state location.



EPIC Award - January 1		
YEARS OF SERVICE	ALL OTHER STATES	MISSOURI, MICHIGAN & NEW YORK
Less than 2 years	40	80
=>2 and < 5 years	80	80
=>5 and < 9 years	136	136
=>9 and < 15 years	176	176
=>15 years	216	216
NEW EMPLOYEES RECEIVE PRO-RATED EPIC		
MONTH HIRED	PRO-RATED EPIC HOURS	
January	40	80
February	40	74
March	36	68
April	32	62
May	28	56
June	24	50
July	20	44
August	20	38
September	16	32
October	12	26
November	8	20
December	8	14

FTO (CORPORATE ONLY)

PURPOSE

Recognizing the importance of work-life balance, Immunotek is committed to supporting the well-being of our employees. The Flexible Paid Time Off (FTO) policy provides eligible employees with the flexibility to take time away from work for personal matters, vacations, observance of non-company holidays, or illness, without the constraints of accruals.

ELIGIBILITY

This policy applies to all regular full-time corporate employees. Part-time employees, contractors, and temporary employees are excluded from the FTO plan.

POLICY OVERVIEW

Eligible employees do not accrue FTO and FTO is not a vested benefit and cannot be cashed out. Instead, the Company provides flexibility to utilize FTO for personal, planned, or unforeseen circumstances within the following guidelines. Available FTO is designated each year on January 1 and is based on tenure with the company. Milestone anniversary is determined and designated on January 1 based on anniversary in award year.

FTO ALLOWANCES

Employees may utilize FTO for any purpose, including a leave of absence provided they have unused FTO time in the FTO time off bucket maintained in UKG time classic.

- Employees with less than 5 years of service: up to 20 days (160 hours) per year.
- Employees with 5 or more years of service: up to 30 days (240 hours) per year.

Example: Employees reaching their 5th service anniversary during the award year will receive the 30-day allowance on January 1.

Newly hired corporate designated employees receive FTO based on the month hired.

FTO Pro-rated for Newly Hired Employees	
Month Hired	FTO Awarded
January, February, March	4 Weeks
April, May, June	3 Weeks
July, August, September	2 Weeks
October, November, December	1 Week

MINIMUM USAGE ENCOURAGEMENT

All eligible employees are encouraged to take at least 5 days of FTO annually to recharge and maintain a work-life balance. FTO is required to be taken in a minimum of 4-hour blocks of time.

MAXIMUM PER OCCURENCE

Employees may request a maximum of two consecutive weeks (10 business days) of FTO for a consecutive time off occurrence. Requests for FTO exceeding two consecutive weeks are subject to manager approval and can be denied, due to business needs. When an employee has a need for more than two consecutive weeks discuss with your manager and Human Resources Business Partner.

CARRYOVER AND SEPARATION FROM COMPANY

FTO does not accrue or vest, and there is no right carryover to the following year.

Unused FTO will not be paid out upon termination of employment, except in cases where state law requires otherwise.

REQUEST AND APPROVAL PROCESS

Employees must request FTO through UKG Pro at least two weeks in advance. The manager must approve the time off before it is taken. Timely submission ensures the Company can accommodate requests while maintaining operational needs.

UNPLANNED TIME OFF

In emergencies (e.g., illness, injury, or urgent personal matters), employees should notify their manager as soon as reasonably possible. Updates should be provided if additional time is needed.

COORDINATION WITH FMLA AND OTHER MANDATED LEAVES

FTO can be utilized for a leave of absence period, including leave taken as FMLA and runs concurrently with FTO if an employee uses the available FTO during the FMLA period. Employees must contact ImmunoTek leave of absence administrator to determine their FMLA eligibility and apply for FMLA in advance where possible.

Employees on approved leave of absence, whether under FMLA or CLOA (if applicable), must use at least 16 hours of FTO per week, if available. If you wish to use less FTO than your regular work schedule, you must notify your manager; however, at least 32 hours of FTO per pay period must be coded while on leave. If you do not inform your manager of your wish to use less FTO per period, your manager will code your leave of absence time with FTO based on your full work schedule. Once FTO is exhausted, the remainder of the leave will be unpaid.

STATE OR LOCAL LEAVE LAWS

The Company complies with all applicable state and local leave laws. If an employee's leave qualifies under such laws, those leave protections will apply alongside or instead of FTO, as required.

17.3 Bereavement

Regular full-time employees are eligible for up to three (3) days of paid leave in the event of the death of an immediate family member. "Immediate family" includes the employee's current spouse, domestic partner, mother, father, siblings, children, as well as "step," "in-law," and "grand" variations. Employees may request to use their PTO if additional time off is needed.



Employees must promptly notify their supervisor of their intention to take bereavement leave. Managers may request supporting documents, such as an obituary, for documentation and verification purposes. Managers will enter the bereavement code on the employee's timesheet.

17.4 Jury Duty

If you are summoned for jury duty during your scheduled work hours, you will receive your regular pay rate for up to ten (10) workdays per calendar year. Please provide your supervisor with a copy of your jury duty summons to ensure payment. You will be compensated at your regular pay rate for court subpoenas related to work matters. You must use paid time off for non-work-related court appearances unless your state law requires specific paid leave.

The Company recognizes the importance of your participation in the judicial process. If you receive a summons for jury duty or a court-ordered subpoena, please notify your manager as soon as possible to minimize work disruptions. Managers will enter the Jury code on the employee's timesheet.

18 Leave of Absence

18.1 State and Federal Leave Laws

The Company complies with job-protected leave requirements as mandated by applicable federal and state leave laws. We ensure adherence to all relevant leave laws. When leave granted under state law aligns with the provisions of the federal Family and Medical Leave Act (FMLA), it will run concurrently and count toward the employee's federal FMLA entitlement as FMLA Leave. Please note that leave laws vary by state. Employees are encouraged to contact Human Resources with any questions regarding these regulations.

18.2 Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) allows eligible employees to take unpaid, job-protected leave for specified family and medical reasons. The Company adheres to FMLA regulations outlined by federal law and wants employees to know their rights and responsibilities under this policy.

ELIGIBILITY

To be eligible for FMLA leave, an employee must meet the following criteria:

- Have worked for the Company for at least 12 months (not necessarily consecutively).
- Have worked at least 1,250 hours during the 12 months immediately preceding the start of the leave.
- Work at a location where the Company employs 50 or more employees within a 75-mile radius.

REASONS FOR LEAVE

Eligible employees may take FMLA leave for the following reasons:

1. The birth and care of a newborn child or the placement of a child for adoption or foster care.
2. To care for a spouse, child, or parent with a serious health condition.
3. For the employee's own serious health condition that prevents them from performing the essential functions of their job.
4. To address qualifying exigencies related to the covered active duty or call to active duty of a spouse, child, or parent in the military.

DURATION OF FMLA LEAVE

- FMLA leave is up to 12 weeks in a 12-month period, measured by a rolling 12-month period looking back, unless otherwise required by state law.
- An employee may take the leave intermittently or on a reduced schedule when medically necessary, subject to approval.

- Military caregiver leave allows for up to 26 weeks in a 12-month period to care for a covered service member with a serious injury or illness.

SPOUSES ARE BOTH EMPLOYED BY THE COMPANY.

Under FMLA, if both spouses are employed by the company, their total leave entitlement for certain family-related reasons may be limited to a combined total:

- **Same Birth or Placement Event:** If both spouses are taking leave due to the birth of a child or placement of a child for adoption, the total combined leave remains limited to 12 weeks.
- **Different Reasons for Leave:** If the spouses are taking leave for different reasons (e.g., one for the birth of a child and the other for their own health condition), they may be entitled to 12 weeks of leave individually, so long as the reasons do not overlap.

PAY DURING FMLA LEAVE

- FMLA leave is unpaid. However, as applicable, employees may use accrued paid time off (PTO) and EPIC during FMLA leave.
- The use of paid leave will run concurrently with FMLA leave, and the total duration will be counted toward the 12-week entitlement.

JOB PROTECTION AND BENEFITS

- During FMLA leave, employees are normally entitled to continue group health insurance coverage under the same terms as if they were actively at work. Employees are required to continue their share of the premium payments.
- Upon returning from FMLA leave, employees are entitled to be reinstated to their same or an equivalent position with equivalent pay, benefits, and working conditions.

REQUESTING FMLA LEAVE

To request FMLA leave:

1. Employees must provide at least 30 days' notice if the leave is foreseeable. If the leave is unforeseeable, notice must be provided as soon as possible.
2. Employees must complete the necessary forms such as required medical certification or documentation to support the leave request.
 1. Request a leave by calling the leave of absence administrator at 972-204-9378 or email to Immunotek@lockton.com
3. Employees should contact the leave of absence administrator for guidance and remain in contact with their manager regarding their leave periods.

CERTIFICATION AND DOCUMENTATION

- The Company may require medical certification from a healthcare provider to support the need for FMLA leave. Employees are responsible for ensuring that the required documentation is provided promptly.
- The Company may request recertification of the need for leave in certain circumstances.

INTERMITTENT FMLA LEAVE

Intermittent leave allows employees to take FMLA leave in small blocks of time rather than all at once. This may be necessary when the leave is for medical treatments, recovery, or ongoing care. Employees may take intermittent leave for the following reasons:

- Treatment for a serious health condition that requires ongoing or periodic treatment (e.g., doctor visits, physical therapy).



- The need to care for a family member with a serious health condition on an as-needed basis.
- Absences due to a serious health condition that affects the employee's ability to work intermittently.
- For Birth or Adoption Intermittent leave is limited to a minimum intermittent block of seven calendar days.

FMLA AND OTHER LEAVE LAWS

In cases where FMLA leave coincides with state or local leave laws or other types of job-protected leave, those leaves will run concurrently if applicable. Employees will be notified if FMLA and another law cover their leave.

JOB RESTORATION

Employees are normally returned to whatever position they would have held had they not taken FMLA leave. This means employees returning from FMLA leave within 12 weeks will be returned to the job position they held when they went on leave or a similar one. If the employee lost their position even if they had not taken the leave, then no reinstatement right exists. For example, if the employee's position is eliminated because of a reduction in force or closure, no reinstatement right exists.

FAILURE TO RETURN FROM LEAVE

Unless otherwise required by law, an employee granted a leave of absence under these provisions who does not return to work upon the leave's expiration will no longer have protected absences. Any subsequent absences will be subject to the attendance policy.

KEY EMPLOYEES

A "key employee" may be denied reinstatement following FMLA leave if retaining the employee's position would result in significant economic harm to the company. A "key employee" is a salaried employee who ranks among the highest-paid 10% of the workforce within 75 miles of their work location. Upon requesting FMLA leave, the company will inform the employee of their status as a "key employee" if there is a potential for reinstatement to be denied after the leave period.

RETURN TO WORK

FMLA leave must be used solely for its intended purpose. If the reason for the leave ends, the employee must promptly contact the Company to arrange a return to work. While on FMLA leave, employees must periodically update their manager and the Leave of Absence Provider regarding their status, ability, and intent to return to work.

Employees returning from FMLA leave must be capable of performing all essential job functions upon their return with (if applicable) or without accommodation. The Company will provide time for employees to familiarize themselves with any changes introduced during their absence.

For leaves related to the employee's serious health condition, a return-to-work certification from the employee's healthcare provider is required, confirming the employee is fit to resume work. This certification is mandatory for all severe health conditions unless one has been provided for the same condition within the past year. The Company may request a return-to-work certification every 30 days if safety concerns exist.

18.3 Company Leave of Absence (CLOA)

CLOA is designed for employees who are not eligible for the Family Medical Leave Act (FMLA) coverage, either because they work at a non-FMLA eligible location or have not met the FMLA's work requirements. The Company is committed to offering employees time off through various leave options outlined in this policy.

The Company reserves the right to modify or suspend this policy at any time without notice. Human Resources is responsible for enforcing this policy. Non-compliance may result in disciplinary actions up to termination.

The Company recognizes that we have employees who will not qualify for FMLA because the employee works at a location with fewer than 50 employees within a 75-mile radius or has less than one year of service with the company. Example: An employee has been working for 2 years at a non-FMLA eligible center with 40 employees. All employees

in this example are not eligible for FMLA and would be eligible for CLOA. In such cases, unpaid leave may be granted to full-time employees with at least 30 days of service.

The allowable leave periods are as follows:

- **8 weeks**

- A serious health condition that makes the employee unable to perform the essential functions of his or her job
- Birth of a child and to care for the newborn within one year of birth

- **4 weeks**

- to care for a child, spouse, or parent with a serious health condition as defined under FMLA guidelines.
- The placement with the employee of a child for adoption or foster care to care for the newly placed child with one year of placement.
- Qualifying exigencies leave as defined by FMLA.
- Leave to care for a covered service member as defined by FMLA.

CLOA does not guarantee job protection, except where required as a reasonable accommodation under the ADA. An employee who has exhausted their FMLA time is not eligible for CLOA.

GENERAL INFORMATION

A. Foreseeable Leave: Employees must provide at least 30 days' advance notice for foreseeable leave by contacting the Company's leave administrator, Lockton HRO. For example, if an employee knows they need surgery, they must give advance notice. Failure to do so may delay the start of the leave. Employees are expected to schedule medical treatments in a way that minimizes disruption to Company operations.

B. Unforeseeable Leave: For unexpected leave, employees must notify the leave administrator as soon as possible. If 30 days' notice is not feasible, they must give notice as early as practicable while complying with Company call-in procedures. Employees should provide sufficient information to determine if the leave qualifies and to estimate its duration.

CONDITIONS

• **A. Leave Usage:** Employees may not be absent for more than three consecutive calendar days without an approved leave of absence. The maximum allowed leave under CLOA for self is 8 weeks and 4 weeks for eligible family members within a rolling 12-month period looking back. Employees must take leave consecutively and cannot take it intermittently or on a reduced schedule unless otherwise required by law.

• **B. Eligibility for CLOA:** Full-time employees are eligible for CLOA after 30 days of active service but are not eligible for FMLA. Employees who have exhausted FMLA are not eligible for CLOA.

• **C. Definition of Serious Health Condition:** CLOA uses the FMLA definition of a serious health condition, which involves either an overnight stay in a medical facility or continuing treatment by a healthcare provider for conditions preventing the employee from performing essential job functions.

• **E. Medical Certification:** Employees must provide medical certifications for their serious health condition and for their family member if leave is to care for eligible family member. Failure to provide timely certification may result in the denial of the leave request.

• **F. Recertification:** Periodic recertification may be required. Delayed submission of certification may delay leave approval.

• **G. Employee Responsibilities:** Employees are responsible for providing updates and certifications as needed. Failure to do so may result in denial of leave and disciplinary actions.

- **H. Leave Administrator Responsibilities:** The leave administrator is responsible for determining an employee's eligibility for CLOA, providing written notices, and informing employees of the status and approval of their leave.
- **I. Return to Work:** Employees must contact the leave administrator two days before their expected return date to confirm the date of return. If the absence is for their own medical condition employees are required to provide a Fitness-for-Duty form before returning to work. Failure to provide notice or certification may delay the return to work.
- **J. Pay During Leave:** All leave under this policy is unpaid unless covered by state or local leave provisions. Employees may be eligible for disability or workers' compensation benefits if enrolled. Accrued paid time off will be used concurrently with unpaid leave.
- **K. Health and Welfare Benefits:** The Company will continue health benefits during an approved CLOA, with employees responsible for their portion of health plan premiums. Failure to pay premiums on time may result in the loss of health coverage.
- **L. Intermittent and Reduced Schedule Leave:** CLOA cannot be taken intermittently or on a reduced-schedule basis unless required by law.

ABUSE AND TERMINATION OF LEAVE: Abuse of leave policies may result in disciplinary action, including termination. Employees who fail to return to work on the specified date without approved additional leave may face termination. The termination date will coincide with the expected return-to-work date.

18.4 Disability Accommodation Leave (ADAAA)

The Company is committed to complying with the Americans with Disabilities Act Amendments Act (ADAAA) and all applicable state and local disability laws. The Company prohibits discrimination against qualified individuals with disabilities in all aspects of employment, including hiring, promotion, termination, training, compensation, and other conditions or privileges of employment. Additionally, the Company provides reasonable accommodation to qualified individuals with disabilities unless doing so would cause undue hardship for the business.

18.5 Reasonable accommodation

A reasonable accommodation is any adjustment or modification to a job, work environment, or process that enables a qualified individual with a disability to perform the essential functions of their position or participate in the application process. Examples of reasonable accommodations may include, but are not limited to:

- Modified work schedules or job duties.
- Providing assistive devices or technology
- Making facilities accessible
- Additional leave beyond FMLA and CLOA

Employees who believe they need reasonable accommodation should contact the Human Resources Department. The Company will engage in an interactive process to determine the appropriate accommodation based on the individual's specific needs and the requirements of their position. Employees may be required to provide medical documentation to support their request.

18.6 School Visitation Leave

Several states have enacted school visitation leave laws. Each state has its own set of requirements, and the Company will grant time off to attend qualifying school activities in accordance with state regulations.

18.7 Military Leave

Military leave encompasses all aspects of military service, including active duty, inactive duty training, and other reservist requirements. The Company administers military leave under the provisions of the Uniformed Service Employment and Reemployment Rights Act (USERRA) and any relevant state laws.

18.8 Other Leave of Absence

Various leave laws, covering topics from court appearances to voting, bone marrow or organ donation, to firefighting obligations, have been enacted by individual states and certain localities. The Company will grant time off as mandated by state and local laws applicable to your workplace. For further details and to ascertain your eligibility for other type of leave, please reach out to Human Resources.

18.9 Benefits While on A Continuous Leave of Absence

Employees on unpaid leave of absence must continue to make benefit premium payments. A failure to make premium payments may result in losing your benefit coverages. The Company will utilize banked PTO and EPIC hours to cover benefit premiums with each payroll. Employees must remit monthly benefit premium payments when PTO and EPIC days are exhausted.

Employees mail premium payments to:

ImmunoTek
Attn: Accounting (Benefit Premiums)
5750 Johnston Street, Ste. 302
Lafayette, LA. 70503

It is the employee's responsibility to ensure their benefit coverage remains active once PTO and EPIC days are depleted. Benefit premium payments are due on the first of each month for that month's coverage. A benefit premium notice will be sent after 15 days of continuous leave.

If benefit payments are not received within 30 days of missed premiums, coverage will terminate retroactively to the end of the previous month of paid coverage.

Please note:

- Non-medical leave - benefit coverage will end after 13 consecutive weeks from the beginning of your leave of absence.
- Employee medical leave - benefit coverage will end after 26 consecutive weeks from the beginning of your leave of absence.

If your continuous leave of absence extends beyond the stated times above, your benefits will end, and you will be offered COBRA.

18.10 Pay and Employee Time Sheet on Leave of Absence

For an employee on a continuous leave of absence, the manager will code the timesheet using PTO first, followed by EPIC, based on the employee's regular schedule. For example, if an employee is scheduled to work 8 hours from Tuesday to Saturday, the manager will use PTO and EPIC to fill the schedule or until PTO and EPIC have exhausted or the employee returns. The employee may notify the manager of the wish to use less paid time off while on leave. However, no less than 16 hours of paid time must be coded each week until paid time is exhausted. If an employee worked regular hours part of the week, regular work hours count in the 16-hour weekly minimum.

18.11 Workers' Compensation

The Company complies with all state workers' compensation laws to benefit employees who experience work-related injuries or illnesses. Employees must report any injury or illness to their manager or Human Resources Business Partner immediately or as soon as possible. In case of an emergency, call 911 for immediate medical assistance. The

Company will assist in obtaining necessary medical treatment and will facilitate a safe return to work, including transitional roles when appropriate.

Workers' compensation fraud is illegal and may result in disciplinary action, up to and including termination, as well as criminal penalties under state law. For additional information or assistance, contact Human Resources or refer to the Company's workers' compensation policy.

A workers' compensation leave of absence runs currently with other Company leave including the Family Medical Leave Act (FMLA).

18.12 Medical Treatment

If you prefer treatment at a local medical clinic or hospital, the Company may authorize or provide authorization. It is your responsibility to communicate with Human Resources regarding the status of your injury and upcoming medical appointments and to obtain a release to return to work, with or without restrictions. Failure to comply with the medical professional's orders may impact your rights under applicable workers' compensation laws.

18.13 Returning to Work

If you receive medical care, your physician may allow you to return to work with restrictions. If your work restrictions prevent you from returning to your regular job, the company may transfer you to an alternative position (with equivalent pay and benefits, but not necessarily equivalent duties) to accommodate your work restrictions.

Notes:



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