



EMPLOYEE HANDBOOK

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GETTING STARTED

WELCOME

Welcome to Edgar A. Weber & Company. We are very pleased that you have chosen to work with our Company. In the pages to follow, you will find helpful information regarding our employment policies as well as benefits available to you as a Weber employee. This Employee Handbook is intended to acquaint you with Edgar A. Weber & Co. and your role as an employee. The Handbook does not attempt to describe the specific requirements of your particular job. Rather, it deals with day-to-day matters regarding your employment.

Weber takes great pride in being a premier flavoring extract manufacturer for food and beverage industries. We aim to maintain our excellent reputation and to continue to grow and prosper. We truly value your enthusiasm, performance, and loyalty as a member of the Company team.

We believe that you will find your work challenging and rewarding. Working together, we will continue to grow by providing our customers with quality service and products.

We believe that all of our employees should be well informed. If at any time you have questions about your employment with us that are not covered in this Handbook, just ask your Supervisor. It's important for you to know that your Supervisor is your best source of information at Weber and is always willing to take time to help you.

Welcome to our team!

Sincerely,

Andrew Plennert
CEO, Edgar A. Weber & Company

HISTORY OF EDGAR A. WEBER & CO.

Edgar A. Weber & Co. is a family owned corporation engaged in the business of producing and selling flavorings to manufacturers of foods and beverages. The Company has hundreds of active accounts, including many publicly held corporations. Its product lines include natural fruit flavors, pure vanilla extracts, nutraceuticals, as well as other natural, natural + artificial, and artificial food flavors.

The Company was founded in 1902 and was acquired by its current owners in 1952. Its physical plant was located in various places in Chicago, until it moved to Elk Grove Village in 1978.

In May 1982 the Company acquired the Petran Division of National Can Company, which it incorporated into its physical plant in 1984. Petran was legally merged into the Company in 1986. Early in 1988, all business activities were moved into its present location – a newly constructed 37,000 sq. foot facility in Wheeling, Illinois.

Our strength is our skilled and responsible team of employees. We have a continuous process for building a team that is knowledgeable, experienced, and understands the importance of customer service.

We focus on building long-term relationships with our employees as well as our customers, for the future growth of all of us.

QUALITY AND SERVICE: OUR MOST IMPORTANT PRODUCT

Edgar A. Weber & Co. has been family owned and operated for over one hundred years. Our continuing philosophy is our commitment to quality, and to service, as well as competitive pricing policies, and responsiveness to our customers. This Company policy toward our customers has not changed over the past one hundred years. We will respond to your flavoring needs as quickly as possible with the highest quality products and ingredients available.

The most important thing for you to know as you join us is that you are entering an organization whose purpose is *exceptional service to its customers*. All companies offer products and/or services, but it is the way in which we provide them that ensures success.

What do our customers expect from Weber?

- They expect to be treated respectfully at all times.
- They expect to receive products and service of the highest quality.
- They expect to receive what we promise them, both in an accurate and timely manner.

Each of us must do our part to see that these demands are met. We must always make our customers feel that they made the right choice with Weber.

Each of us, no matter what our job may be, has a responsibility for contributing to the overall quality of our products and customer services. Only through such dedication to "quality" products and service can we keep our present customers and attract new ones. Real job security, promotional opportunity and continued competitive wages and benefits can only result through such a dedicated effort by all of us.

THE WEBER CREDO.

Before reading this Employee Handbook it is important that you know and understand completely the principles on which Edgar A. Weber & Co. is founded. These principles are:

- We believe our first responsibility is to customers. In meeting their needs, we must provide high quality products at all times. We must be responsive to every call, be it a new customer or a quality issue.
- We are responsible to our organization and the men and women who work with us throughout the Company. We must respect every individual's dignity and recognize his or her merit. We must have a sense of security in our jobs. Compensation must be fair and adequate, and working conditions clean, orderly, and safe.
- All of us must feel free to make suggestions and complaints. There must be equal opportunity for employment, development and advancement for those qualified. We must have competent management, and their actions must be just and ethical.
- Our final responsibility is to the Company. Our business must make a sound profit. We must constantly attempt to reduce our costs to make our Company more profitable and competitive. Reserves must be created to provide for adverse times. We must experiment with new ideas. Innovative programs and processes must be developed and we must account for mistakes.

When we operate according to these principles, Edgar A. Weber & Co. will grow and prosper and, as a result, employees will be appropriately compensated and enjoy job security.

THE PURPOSE OF THE EMPLOYEE HANDBOOK

The purpose of this Handbook is to promote mutual cooperation between Edgar A. Weber & Co. and its employees and to establish and maintain efficiency, good working conditions, good employee relations, peaceful adjustment of all disputes and economic wellbeing. The policy statements contained in this Handbook provide an employee with Company policies, as well as general guidelines of what is expected in the work place at Edgar A. Weber & Co. The policies set forth in this Handbook do not limit the responsibilities of the employee with respect to the basic responsibilities and definitions set forth herein. Instead, an employee is expected to understand the general Weber philosophy and to act reasonably, intelligently and with the utmost care under the circumstances that present themselves during the course of employment. It is for the attainment of these objectives that this Handbook has been written.

AS YOU BEGIN

As a new employee with Weber, there is important information you need to know about your job, your benefits, the Company and its goals.

Once you have accepted the offer of employment with us, your Supervisor will try to make the introduction to your new surroundings as smooth as possible. You will learn what is expected from you – your job duties and areas of responsibility, as well as the Company's policies and procedures. You will also receive a link to this Handbook that you can access electronically; you are required to read it thoroughly. And remember...don't hesitate to ask questions about your job or anything you don't understand. It's the best way to learn and we want to help you succeed in your new assignment.

During your first few months with us your performance will be reviewed frequently on such matters as your ability to handle the job, attendance, dependability, quality and quantity of work, commitment to our code of conduct, and response to training. Your Supervisor will provide feedback on an ongoing basis; however, you shouldn't wait for him or her to take the initiative. Feel free to discuss anything you don't understand and ask questions. Be specific, candid, and open. We believe clear expectations and direct communication are key ingredients in a successful working relationship.

It is virtually impossible to develop policies and procedures that will anticipate or control every situation that arises. Therefore, in addition to these specific policies, it is expected that ordinary rules of common sense and professionalism necessary for any company environment apply here.

Remember...we are interested in your success – for both your benefit *and* the overall success of the Company. We hope you will have a rewarding career with us!

WEBER POLICIES

This Handbook has been prepared as your guide to Weber's policies. **It is your responsibility to understand these policies.** By understanding the policies, you will be in a position to take advantage of the benefits provided and fulfill the obligations of your job. If you have any questions regarding these policies, immediately bring them to your Supervisor.

You should be aware that all policies, plans, programs and practices contained herein have been established by Weber as guidelines, and hence, Weber reserves the right to promulgate, administer, revise, expand or discontinue any or all of such policies, plans, programs and practices at any time, at Weber's sole discretion, and without prior notice. No policy, plan, program or practice contained herein, nor any other term or condition of employment set forth in writing or verbally, either individually or collectively, constitute or in any way reduce or restrict Weber's policy of "at will" employment or represent either an express or implied employment contract between Weber and an employee(s). This Handbook is not an employment contract. Employment with Weber is solely on an "at will" basis. As such, Weber reserves the right to terminate any employee, with or without cause, at any time, with or without prior notice, and for any reason not specifically prohibited by legislation. Consequently, Weber does not guarantee any particular length of employment or any other terms of employment.

EQUAL EMPLOYMENT OPPORTUNITY

It is our belief that as a principle of sound business management, employment and advancement opportunities should be offered to qualified individuals. Thus, Edgar A. Weber & Co. is an Equal Opportunity Employer.

We are committed to providing equal employment opportunity to all applicants and employees and a positive work environment that is free of intimidation, discrimination or harassment based on race, color, creed, citizenship, religion, gender, sexual orientation, national origin, ancestry, age, disability, medical condition, pregnancy, genetic information, marital status, status as a Vietnam-era or other veteran, genetic information, or any other basis prohibited by federal, state, or local law. This policy affects decisions including, but not limited to, recruitment, selection, placement, compensation, benefits, promotions, transfers, training, termination, social and recreational programs, and all other aspects of the employment relationship.

It is the policy of Weber to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and the Illinois Pregnancy Accommodation Act. Weber will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Weber will also make reasonable accommodation whenever necessary for all employees or applicants with disabilities, provided that the individual is otherwise

qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Weber.

Sexual harassment of employees in the workplace is strictly forbidden. Sexual Harassment includes, but is not limited to:

- Submission to, or rejection of, sexual conduct by an individual used as an implicit or explicit basis for employment decisions;
- Unwelcome sexual conduct that unreasonably interferes with an individual's job performance;
- Unwelcome sexual conduct that creates an intimidating, hostile or offense work environment.
- Non-Inclusive Examples of Sexual Harassment are:
 - Unwelcome sexual advances,
 - Suggestive or lewd remarks or slurs,
 - Unwanted hugs, touches or kisses,
 - Requests for sexual favors,
 - Retaliation for complaining about sexual harassment,
 - Derogatory, demeaning or pornographic posters, cartoons or drawings,
 - Off-color jokes or language that creates a hostile work environment.

Employees are cautioned against engaging in harassment or discrimination themselves or knowingly permitting such conduct by others, including by customers, contractors, or suppliers.

In fulfilling its obligation to maintain a positive and productive work environment, the Company is required to halt immediately any harassment of which they become aware. Individuals, who believe they have been subjected to harassment, should make it clear to the offender that such behavior is offensive to them and tell him or her to cease the offensive behavior. It is important for employees who feel that they have been harassed to report incidents to the Company. Therefore, the employee should immediately bring the matter to the attention of their immediate Supervisor, or to the Human Resources Department.

Retaliation against an employee for making a good faith complaint regarding harassment or discrimination violates the law. Therefore, Weber will not permit any type of retaliation against another employee for having made such a complaint. Any individual found to have retaliated against another employee for having reported an incident believed by such employee to constitute harassment or discrimination will be subject to the same range of corrective action as is provided for employees found to have committed an act of harassment or discrimination.

All allegations of harassment will be immediately investigated thoroughly. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process, and no reprisals against the employee reporting the allegation of sexual harassment will be tolerated. Substantiated acts of sexual harassment will be met with appropriate disciplinary action up to and including termination. Likewise, anyone found to have made false accusations shall be subject to discipline, up to and including, termination.

Finally, Weber complies with both the letter and spirit of applicable State and Federal statutes concerning Equal Employment Opportunity. Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted if any person believes he or she has been discriminated against. If you ever have a question concerning this program for equal employment opportunity, please contact an Officer of the Company.

IMMIGRATION LAW COMPLIANCE

The United States Immigration and Naturalization Service's laws and regulations prevent us from hiring undocumented persons "ineligible for employment." At Weber, we are committed to employing only United States citizens and aliens who are authorized to work in the United States and do not unlawfully discriminate on the basis of citizenship or national origin. Therefore, in compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Weber within the past three years, or if their previous I-9 is no longer retained or valid. If at any time you cannot verify your right to work in the United States, Weber may terminate your employment.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

NON-UNION STATUS

Edgar A. Weber & Company feels very strongly that labor unions do not serve the best interests of our individual employees or of the Company as a whole. As a company, we are proud of the fact that your fellow employees agree with the Company and have determined to remain non-union. This attitude tells us that our employees are proud that they have the freedom to communicate and work with their supervisor to resolve those day-to-day concerns which arise in any job. They also know they do not have to turn over a portion of their paycheck to a union each month to be assured of fair treatment from their Company.

Our profits help provide wages and benefits for you -- the employees. A Union cannot guarantee profits or provide security, wages and benefits for your payment of Union dues, initiation fees and assessments to their organization. The Company can and does provide each employee's job security, wages and benefits. Without a Union, no one -- you, the Company, nor our customers -- will suffer economic losses because of a strike or other work stoppage. We think this is a better way for all of us.

Lastly, Weber enthusiastically accepts the responsibility for providing its employees with good working conditions, competitive wages, excellent benefits and the personal respect that each employee deserves. We have made a firm commitment to provide wages and benefits competitive with those paid by other similar companies in our industry and in the area. We review our wages and benefit structure regularly to be sure that they continue to compare favorably with those paid in the same geographic area and in the same business.

OPEN DOOR POLICY

We are always looking for ways to improve best business practices and working conditions. If you have any suggestions that you think would help the Company, please make them. Anything that will improve the Company can also serve as a way for you to progress in your career with us.

By the same token, we are committed to the prompt and fair resolution of all work-related problems. The greatest harm to a work environment is the issue that goes undetected, so if you have a concern, we want to know about it as soon as possible. It has been our experience that most problems can be resolved promptly with open discussion.

You have our absolute assurance that there will be no retribution or reprisals for constructively addressing any issue you have. If you are unable to discuss your concern with your Supervisor, please see another Supervisor, the Human Resources representative or any Officer of the Company with whom you feel comfortable speaking.

YOUR EMPLOYMENT

YOUR EMPLOYMENT STATUS

For administrative and benefit purposes, it is important that you have a clear understanding of our employment categories. Weber employees can work under one of the following employment arrangements:

Full-Time Employees: Full-time employees work on a salaried or hourly basis and are normally scheduled to work a five (5) day workweek or forty (40) hours and must regularly and consistently work a minimum of thirty (30) hours per workweek. You are eligible for all Weber benefits described in this Handbook, legally mandated benefits (such as Social Security, Medicare, Workers Compensation Insurance, and Unemployment Insurance) and Company-sponsored activities.

Part-Time Employees: Part-time employees are paid on an hourly basis. Part-time employees who regularly and consistently work fewer than thirty (30) hours per workweek are eligible for legally mandated benefits (such as Social Security, Medicare, Workers Compensation Insurance, and Unemployment Insurance) and Company-sponsored activities.

Temporary Employees: Temporary employees are those employees hired directly by the Company, and not through a third party (e.g. employment agency, etc.) to work for a definite, specified period of time or for a special project. The duration is usually less than 6 months. Temporary employees are eligible for legally mandated benefits only (such as Social Security, Medicare, Workers Compensation Insurance, and Unemployment Insurance).

EXEMPT/NON-EXEMPT STATUS

The Federal Fair Labor Standards Act (FLSA) classifies jobs as either “Exempt” or “Non-Exempt” from certain aspects of federal and state wage and hour laws. Exempt employees such as Executives, Managers, etc., are excluded from overtime pay requirements. Non-exempt employees will receive overtime pay at the rate of time-and-one-half (1 ½) their regular hourly rate of pay for all hours worked in excess of forty (40) hours per workweek.

DEPENDABILITY AND PROMPTNESS

You were hired as an important person to fulfill the objectives, goals, and obligations of your position within the Company, and to provide the highest level of service to our customers.

Accepting a job with Weber includes accepting the responsibilities that go with it. One of these is to arrive at work regularly and on time so that the Company may provide the most efficient service to its customers, and at the same time, maintain an environment that is fair to all employees. Therefore, we need you every day - and on time - in your job.

HOURS OF WORK

Our normal workweek is the period of Monday through Friday. Daily and weekly work schedules may be changed from time to time at the discretion of the Company to meet the varying conditions of the business. Whenever possible, employees shall receive prior notice of such adjustments. Production departments at Weber typically operate with up to three (3) shifts within a twenty-four (24) hour day. However, the Company shall determine the starting and stopping time(s) of employees. Finally, nothing contained in this Handbook shall be deemed to guarantee a specific number of hours of work in any regular work day or regular work week.

You are expected to arrive for work in time to be ready to begin work at your scheduled starting time. You should be aware that excessive and/or unexcused late arrivals will subject you to corrective action in accordance with the Company's corrective action procedures.

The normal office hours are from 8:00 AM to 4:00 PM. Your work hours are determined based on business need and Manager direction. Some exceptions are made with prior approval of your Manager.

Please note that access to the facility is not allowed outside of normal operating hours without prior approval from you Manager.

ABSENCE/TARDY NOTIFICATION

If you are ill – or unavoidably late – you must speak with your Supervisor within an hour of your starting time. A voice mail message is acceptable in an emergency; however, you must still talk with your Supervisor or the Human Resources representative if your Supervisor is unavailable, no more than ninety (90) minutes after your scheduled start time. In the event this is not feasible, we request that your supervisor is contacted as soon as possible regarding your absence.

LUNCH PERIOD AND BREAKS

One half (½) hour meal break is normally given to employees working a full eight (8) hour workday and is normally considered part of your paid working time. Your Supervisor is responsible for scheduling meal breaks.

In the office, lunch times are staggered to provide phone coverage.

WORKING OVERTIME

Situations may occur (e.g. unusual workloads, unexpected employee absences, or emergency situations) where you may need to work extra hours. (See *Exempt/Non-Exempt Status* under *Your Employment* for an explanation of these categories under the FLSA.) Non-exempt employees receive overtime pay at the rate of time-and-one-half (1 ½) their regular hourly rate of pay for all hours worked in excess of forty (40) hours per workweek.

You must obtain prior approval from your Supervisor to work overtime. It will be authorized only if work cannot be completed during regularly scheduled hours or in emergency situations.

Legal holidays, scheduled vacations, and sick/personal time will be credited as hours worked when calculating overtime pay.

TIME RECORDING

In order to conform to the requirements of the law, it is necessary for us to keep accurate records. The first of these requirements is for you to record your working hours. This is the basis for the accuracy of our payroll records; so you are required report any exceptions to your working hours to your Supervisor promptly and accurately.

It is important for you to know that falsifying your own time records, or that of another employee for any reason, constitutes grounds for immediate dismissal.

INTERNAL TRANSFERS

Employees may complete an Internal Application to transfer to other jobs as vacancies become available and posted. Employees will be considered along with other internal applicants.

The Company reserves its right to initiate transfers of employees between departments and facilities at any time and without regard to months of employment, vacancies and/or posting, which typically occurs in situations where it is necessary to meet specified work requirements and reassignment of work requirements.

PROMOTIONS

Edgar A. Weber & Co. offers employees promotions to higher-level positions, as it deems appropriate. Management prefers to promote from within. When filling a higher-level position, the Company takes into account the employee who possesses the qualifications, skill, and ability to perform the work. In determining qualifications, skill, and ability, the Company considers related work experience (whether with Edgar A. Weber, or elsewhere), work attitude, punctuality, attendance, work performance, prior disciplinary actions, and any other relevant factors. If, in the opinion of the Company, no employee possesses the requisite qualifications, skill, and ability to perform the job, the position can be filled from any other available source.

Finally, to be considered, employees should have held their current position for at least twelve (12) consecutive months, have a satisfactory performance record and have no disciplinary actions during the last twelve (12) consecutive months. Management retains the discretion to make exceptions to the policy.

RESIGNATION FROM EMPLOYMENT

If you plan to leave the Company, we ask that you give us as much notice as is practical. As an "at will" employee you have the right to terminate your employment at any time. We encourage you, before making your personal decision, to consider taking the time to discuss your reasons for leaving with your Supervisor. A discussion of this nature may eliminate the cause of your resignation. At a minimum, it may assist us in avoiding similar situations in the future. Please schedule an exit interview with a Human Resources representative as you will also need to know about any benefits that are available to you should you decide to make the personal decision to leave. Weber reserves the right to immediately accept your resignation if it is in the best interests of the Company.

TERMINATION OF EMPLOYMENT

Whether the termination of your employment is your choice or the Company's, there are some things you need to know which will be covered in your exit interview.

During this exit process, we will collect any and all Company property, including keys, uniforms, equipment, and this Handbook. We will also explain your rights for continuation of your health insurance under the current laws (e.g. Illinois Continuation Law or Consolidated Omnibus Budget Reconciliation Act "COBRA").

Your final compensation will include pay for work performed through the last day worked. If you have earned more vacation time than you have taken, the unused time will be included in your final paycheck.

Employees who fail to return to work upon the expiration of vacation, jury duty, military leave or any other approved leave without explanation or reason approved by the Company, or who have been absent for three (3) consecutive workdays without notifying their Supervisor, will be considered to have abandoned his/her job, thus, voluntarily terminated their employment with the Company.

YOUR PAY

SALARY ADMINISTRATION

It is our policy to pay equitable salaries based on the relative skill level of each position, giving due consideration to pay levels in our geographical area for similar work and in recognition of our financial position.

It is our policy to maintain a Salary Program that will:

- Attract and retain highly qualified individuals
- Provide maximum motivation to employees by paying salaries in recognition of an individual's job performance at a particular responsibility level.

PERFORMANCE MANAGEMENT

We believe it is critical to evaluate employees' performance based on mutually understood goals. It is our policy to reward individuals based on quality and quantity of work, general attitude, cooperation, attendance, punctuality, and fulfillment of our company objectives.

Your Supervisor will discuss your performance with you on an as needed, or requested basis, throughout your employment. Formal performance reviews, which will determine your eligibility for a merit increase, will generally be conducted on an annual basis. Your performance is measured against the standards developed for your position and discussed with you.

With time, specific individual goals may be defined for you. Weber's expectations of your role in the Company will form the basis of your performance evaluation.

In the event that your job performance is not satisfactory, your Supervisor will discuss the areas of improvement with you, and indicate in writing the level of seriousness of the problem(s) and the action necessary to bring your performance up to standard.

Please understand that a performance review does not guarantee a salary increase and/or promotion.

PAYDAYS

All employees will be paid weekly on Thursdays for hours worked for the current work week. For the purposes of payroll calculations, the Weber work week is defined as Friday through Thursday. Any adjustments to pay, due to overtime or unpaid time away from work, will be included in the following week's paycheck.

If a scheduled pay day falls on a holiday you will be paid on the day before the holiday.

DEDUCTIONS FROM YOUR PAY

As required by law, the Company makes deductions from your pay as follows:

Social Security (FICA) and Medicare: The Federal Government establishes Social Security and Medicare deduction each year. The Company matches your Social Security and Medicare contributions to the Federal Government on a dollar for dollar basis.

Federal & State Income Tax: Your deductions are established by tax law and determined by your marital status and the number of exemptions you are entitled to and do claim. If you need to change this status or have more than the required amount of income tax deducted, you must see the Human Resources representative to fill out new W-4 forms.

Non-statutory Deductions: In addition, if you have elected to take contributory benefits (i.e. medical insurance, dental insurance, 401 (k), etc.), your employee contribution will also be deducted from your pay. Your signature is required to authorize any non-statutory deductions from your paycheck

FINANCIAL RESPONSIBILITY

The Company expects employees to handle their finances without involving the Company. However, if a demand is made on us against your wages in the form of a Wage Deduction Summons, Wage Assignment, Child Support Deduction Order, or Internal Revenue Levy, the Company will take the appropriate action required under State or Federal law and/or the Internal Revenue code.

Upon receipt of a demand or levy and notification to you, we will automatically deduct the proper amount for the appropriate period of time from your wages and forward it to your creditor.

DIRECT DEPOSIT

Direct deposit is a convenient, timesaving option that allows your bank to automatically deposit your paycheck into your account on payday. You become eligible for this benefit immediately, however it may take up to two (2) pay cycles to process your participation. If you are interested in signing up for direct deposit, you must see the Human Resources representative for the required form(s).

YOUR BENEFITS

COMPANY OFFERED BENEFITS

A Summary Plan Description is available for each of the benefit programs provided by Edgar A. Weber & Company. We urge you to read them *carefully* to understand the full benefits of these programs. Your rights as a participant in our benefit plans, as well as under the Employee Retirement Income Security Act of 1974 (ERISA), are stated in those documents. Further information is available about eligibility requirements, as well as claim procedures and forms from the Human Resources representative. We reserve the right to add to, amend or delete our benefit plans without notice at any time.

HEALTH (MEDICAL) INSURANCE

The Company currently offers enrollment in our group medical (health) insurance to all regular full-time employees who regularly work a minimum of thirty (30) hours per work week. You become eligible to participate in this insurance program on the first of the month following completion of thirty (30) consecutive days of continuous employment with the Company. Historically, the Company has paid the majority of the cost of premiums for individual medical coverage.

You have up to thirty (30) days from your eligibility date to make medical elections, as stated below. Once made, the elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make mid-year changes in coverage consistent with the family status change. Please contact the Human Resources representative to determine if a family status change qualifies under the Plan document and IRS regulations.

You may elect individual, individual and spouse, individual and child/ren, or family coverage on the Company's group medical insurance plan. However, the Company ethically requests that an employee's spouse elect health insurance coverage from his/her employer where applicable, and thus not elect coverage on our plan. During open enrollment each year, employees may change medical elections for the following Plan year.

The Human Resources representative is available to answer benefits plan questions and assist in enrollment, as needed.

DENTAL AND VISION INSURANCE

The Company has arranged to make dental and vision insurance available to all regular full-time employees who regularly work a minimum of thirty (30) hours per work week. You become eligible to participate in this insurance program on the first of the month following completion of thirty (30) consecutive days of continuous employment with

the Company. If you elect to participate in our dental insurance plan, these premiums are entirely the responsibility of the employee.

You have up to thirty (30) days from your eligibility date to make medical elections, as stated below. Once made, the elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make mid-year changes in coverage consistent with the family status change. Please contact the Human Resources representative to determine if a family status change qualifies under the Plan document and IRS regulations. During open enrollment each year, employees may change dental elections for the following calendar year.

You may elect individual, individual and spouse, individual and child/ren, or family coverage on the company's group medical insurance plan.

The Human Resources representative is available to answer benefits plan questions and assist in enrollment, as needed.

FLEXIBLE SPENDING ACCOUNT

As part of the Company's Flexible Benefits Plan, we currently offer an employee-funded flexible spending account ("FSA") to regular full-time employees who regularly work a minimum of 30 hours per week, and are hired on or before January 1 of a calendar year.

Plan participants may elect an annual amount for FSA dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that year, the employee's remaining balance will be forfeited.

LIFE INSURANCE

Weber currently offers group life insurance to all regular full-time employees who regularly work a minimum of thirty (30) hours per work week. You become eligible to participate in this insurance program on the first of the month following completion of thirty (30) consecutive days of continuous employment with Weber. The Company currently pays the entire cost of premiums for group life insurance coverage.

Additionally, after the completion of thirty (30) consecutive days of continuous employment, all regular full-time employees who regularly work a minimum of thirty (30) hours per work week become eligible to purchase additional amounts of insurance for themselves, as well as their spouse, and/or children. These premiums are entirely the responsibility of the employee.

401 (K) PLAN AND PROFIT SHARING PLAN

The Company is committed to assisting employees prepare for their retirement. Therefore, we provide eligible employees with a 401(k) plan and an associated Profit Sharing Plan. This 401(k) Plan allows you to defer a portion of your salary on a tax-deferred basis. Your contributions can be directed in a variety of ways, and are vested at 100%.

Employees over the age of 21 are eligible to join this plan during an open enrollment period that most closely falls after ninety (90) days of continuous employment. The open enrollment periods are: January, April, July, and October. After you become eligible to join this plan, the Human Resources representative will provide the proper enrollment forms and an overview of the plan during 401(k) open enrollment.

Once eligible, the Company will add to your savings by making weekly a weekly Safe Harbor contribution. Employees may participate in the Safe Harbor contribution portion of the 401(k) plan after the completion of ninety (90) days of continuous employment. Employees are fully vested in these contributions.

Also, the Company may add to your savings by making contributions on your behalf through our Profit Sharing plan. Employees may participate in the Profit Sharing Plan portion of the 401(k) plan after one (1) year of continuous service during which you have worked or been paid a minimum of 1,000 hours. The vesting schedule for these contributions is provided once you become eligible to participate in the Company's 401(k) plan.

These savings Plans will help provide for your financial security in a convenient, flexible, and tax efficient manner. For additional details, please refer to the Summary Plan Description or contact your Human Resources representative.

HOLIDAYS

We observe the following holidays:

• New Year's Day	• Labor Day
• Good Friday	• Thanksgiving Day
• Memorial Day	• Day after Thanksgiving
• Independence Day	• Christmas Day

You become eligible for holiday pay after thirty (30) consecutive days of employment. Those employees who work less than forty (40) hours per week are eligible for a pro-rated amount of paid Holiday days.

The days before and after a holiday must be worked in order to receive holiday pay, except where one or both of these days have been pre-approved, or in special circumstances which must be reviewed with, and approved by upper management.

When a paid holiday falls on a Saturday, it will be observed on that preceding Friday. When a paid holiday falls on a Sunday, it will be observed on that following Monday.

Religious holidays other than those listed may be taken as vacation days.

VACATION DAYS

Edgar A. Weber & Company believes that adequate time should be provided to employees annually for rest and relaxation. Employees will receive paid vacation time based on their length of service as well as the number of hours they are normally scheduled to work per work week. Employees who work forty (40) hours per work week with 0 to 10 years of service are eligible for ten (10) days (80 total hours) per calendar year. Employees who work forty (40) hours per work week with more than ten (10) years of service are eligible for fifteen (15) days (120 total hours) per calendar year. Employees who work less forty (40) hours per work week are eligible for a pro-rated amount of paid vacation days.

The pro-rated schedule on the right is used to establish each employee's earned vacation time in their first year of service. Vacation earned and accrued will be calculated based on a calendar year.

Unused vacation benefits may not be carried forward from one year to the next and, thus, will be forfeited. No payments will be made in lieu of taking vacation time and no advances will be made. In the event of termination of employment, all earned and unused vacation benefits will be paid out to employee.

When paid vacation time is taken, employees are compensated at their regular rate of pay. Paid vacation time may be taken in half day (½) increments. An employee cannot take more than ten (10) consecutive days of vacation (excluding weekends and past holidays) in any one (1) calendar year without the written prior approval of a Company Officer.

Holidays observed by the Company that occur when you are on vacation will be counted as a paid holiday and will not be deducted from your vacation time.

Vacation time must be scheduled and pre-approved in advance by your Manager. To schedule vacation time, please complete a *Request for Time Off* form and submit to your Supervisor at least two (2) weeks in advance.

Days Earned in First Year of Service for 40 hrs/wk Employees	
Starting Month	No. of Days
January	9
February	8
March	7.5
April	6.5
May	6
June	5
July	4
August	3
September	2.5
October	1.5
November	1
December	0

Though it is not necessary to include any detailed personal medical information, please include a brief explanation of the purpose of your time off (e.g., family vacation, medical appointment, etc.).

While we try to accommodate everyone's vacation requests, it isn't always possible. In the case of two (2) requests for the same vacation period, priority may be based upon the date of the requests, length of continuous service, and business demands. Your Supervisor will let you know if your request has been approved.

SICK/PERSONAL DAYS

Employees will receive paid sick/personal time based on the number of hours they are normally scheduled to work per work week. Employees who work forty (40) hours per work week are eligible for ten (10) sick/personal days (80 total hours) per calendar year. Employees who work less than forty (40) hours per work week are eligible for a pro-rated amount of paid sick/personal days.

In an employee's first year, the pro-rated schedule for personal time is the same as the schedule used for vacation time in an employee's first year of service. (See the Vacation Days section for this schedule).

When personal days are taken, employees are compensated at their regular rate of pay. Paid time off may be taken in half ($\frac{1}{2}$) day increments.

The Company adheres to the Cook County Earned Sick Leave Ordinance in that employees may use paid sick/personal leave for their own illness, injuries, or medical care (including preventive care) or for the illness, injuries, or medical care of certain covered family members. "Family member" is defined broadly to include a child, legal guardian, or ward, spouse under the laws of any state, domestic partner, parent, parent of a spouse or domestic partner, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. "Family member" also includes step- and foster relationships.

Employees also can use paid sick leave if either the employee or a family member is a victim of domestic violence or a sex offense.

Finally, employees are entitled to use paid sick leave if their place of business or the child care facility or school of their child has been closed by an order of a public official due to a public health emergency.

Employees may be required to provide medical certification of the illness or injury. The Company reserves the right to grant such paid leave at its sole discretion.

We ask that employees attempt to schedule doctor appointments during non-work time. Any absence that cannot be avoided must be prearranged with your Supervisor to the most reasonable extent possible.

Employees who work forty (40) hours per week may carry over a maximum of forty (40) hours of sick/personal time into the next 12-month period. Employees who work less forty (40) hours per work week may carry over a pro-rated amount of sick/personal time into the next 12-month period, which will be intended to be used for the reasons outlined above by the Cook County Earned Sick Leave Ordinance. Any additional sick/personal time remaining time will be forfeited. No advances will be made.

In the event of termination of employment, unused sick/personal time will not be paid out to employee.

Holidays observed by the Company that occur when you are taking a sick/personal day will be counted as a paid holiday and will not be deducted from your personal days.

Unexcused absences may, at the sole discretion of the Company, be charged against an employee's personal days under this policy. However, this does not make the absence excused. Excessive absenteeism, either excused or unexcused, may result in corrective action up to and including termination.

OTHER TIME OFF

RELIGIOUS HOLIDAYS

It is our intent to support freedom of religion. Vacation or personal time may be scheduled to use for absences due to religious holidays.

FUNERAL AND BEREAVEMENT LEAVE

Weber is aware of the many concerns and difficulties that arise because of a death in one's family. In the event of a death in your immediate family, three (3) paid days off at your regular rate of pay will be granted to employees to handle family affairs and attend the funeral. Those employees who work part-time will be eligible for a pro-rated amount of paid time based on their normal scheduled hours worked per work week.

Immediate family members are defined as an employee's spouse, parents, stepparents, children, stepchildren, siblings, stepsiblings, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

In the event of a non-immediate family member's death, one (1) day of pay will be granted to all regular full-time employees. Non-immediate family is defined as: aunt, uncle, cousin, niece, or nephew.

We reserve the right to request proof of death, as well as your relationship to the deceased.

JURY DUTY

We wish to be a good citizen and encourage you to do the same. As such, you will be granted time to serve on Jury Duty. During your active period of jury duty the Company will continue to pay you at your regular rate of pay for up to two (2) weeks per calendar year. If you receive a Jury Duty Summons, give a copy to Human Resources. When you complete your jury duty, please bring your statement of jury service and dismissal notice to your Supervisor and/or a copy of the check you receive from the courts for jury duty pay.

VOTING

We encourage you to exercise your right to vote. Since the polls in Illinois are open from 6:00 a.m. until 7:00 p.m., you should be able to vote before or after work. If, for any reason, you are unable to do so, discuss and get approval for a solution with your Supervisor prior to Election Day.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE ACT POLICY

The Family and Medical Leave Act (FMLA) requires employers to provide eligible employees with up to twelve (12) weeks of unpaid, job protected leave in a consecutive twelve (12) month period, for their own serious illness, or injury as a result of serving in the armed forces, for the birth or adoption of a child, or for the serious illness of the employee's child, spouse or parent. This leave may be taken as a block of time or on an intermittent basis, as medically required.

Caregiver leave is provided to eligible employees, who are the spouse, son, daughter, parent or next of kin of covered service members in the Armed Forces, including members of the National Guard or Reserves. They are entitled to twenty-six (26) workweeks of unpaid leave during a twelve (12)-month period to care for that service member, who because of a serious injury or illness, is undergoing medical treatment, recuperation, or therapy, otherwise in outpatient status, or is otherwise on the temporary disability retired list.

Additionally FMLA provides eligible employees with up to twelve (12) workweeks of unpaid leave during any twelve (12) month period for certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent (*i.e.*, the covered military member) is on active duty or has been notified of an impending call or order to active duty.

Eligible employees are those who have worked for Weber for more than one (1) year and have worked a minimum of 1,250 hours during the last year. Veterans who return to work after a tour of duty will have the time of that tour counted towards their eligibility. Employees who are on layoff at the time of the request or when the leave is scheduled to begin are not eligible for FMLA Leave.

Under the FMLA, your health insurance will be maintained during the unpaid leave unless you choose not to retain it during your leave. However, when you return from leave you are entitled to be reinstated on the same terms as before the leave without any qualifying period, physical examination, pre-existing conditions, etc.

If the need for FMLA is foreseeable, you must provide Weber with thirty (30) days advance notice of the need for a leave. In unforeseen circumstances, notice should be given as soon as possible under the facts and circumstances of your particular case, normally within no more than two (2) working days of learning of the need for a leave.

Should an employee need an FMLA leave, the employee's remaining earned and unused paid time off can be used, thus, running concurrently with your FMLA leave.

The Company also requires certification from you regarding the nature and treatment of the serious health condition of you or your relative.

Employees who return from an FMLA Leave are entitled to be restored to their previous position or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Employees who fail to report to work immediately upon expiration of an FMLA Leave will be subject to termination.

Employees who are on FMLA Leave for more than one (1) week are required to call a Human Resources Representative weekly, or on another mutually determined schedule, to report on when and if the employee expects to return to work. Every thirty (30) days during an FMLA Leave the employee shall furnish the Company with a new certification from the employee's health care provider.

For more details about this policy, or to obtain the forms required to request FMLA Leave, please refer to the "Notice of Eligibility and Rights & Responsibilities" at the end of this Handbook or contact the Human Resources representative.

APPLYING FOR A FAMILY MEDICAL LEAVE OF ABSENCE

When an employee is out for three (3) or more days for a medical condition, the employee may be eligible for paid or unpaid leave. An employee should complete the Employee Application for Leave of Absence form and the Employer will complete Employee Leave/Return form. Both forms are faxed or scanned to the Human Resources representative. Physician certification may be requested to qualify for medical leave, if an employee does not return the certification by the due date provided with the request, employment and benefits will not be protected. Leave is monitored and tracked and notification is mailed out with additional information. When an employee is ready to return from medical leave, a doctor's release must be provided to the employer prior to return to work date. Employees who fail to report to work immediately upon expiration of an FMLA Leave will be subject to termination for failure to return to work following FMLA leave of absence.

MEDICAL

We allow employees who are ineligible for an FMLA leave to take an unpaid medical leave of absence for up to 30 calendar days, provided they meet the following conditions:

- The leave is a result of a personal disability such as major surgery, serious illness (including pregnancy) or injury.
- Written notification of their medical inability to work is provided by their physician prior to the beginning of the leave (except in the case of a medical emergency or accident). In addition, written approval from the physician of their ability to return to work following the leave must be provided on the day they return from leave.
- If employees do not return to work on the date they are medically able to do so, their employment should be terminated, unless prior arrangements for an extension have been approved *in writing*.

We will make every effort to hold your position open during the first thirty (30) days of disability unless the position must be filled due to a business necessity.

When you are able to return, we will determine if an appropriate position is available. If no appropriate position is available, you should apply for re-employment at a later date.

Should you need a medical leave, all paid time off will be used before your unpaid medical leave of absence begins.

PERSONAL

The Company may allow those employees who work forty (40) hours per work week to take a maximum of five (5) days per year as unpaid personal leave. Those employees who work less than forty (40) hours per work week may be allowed to take a pro-rated amount of days. An employee can request this leave at any point throughout a calendar year, and it can be used in a block of time or intermittently. Should an employee exceed these five (5) unpaid days in a calendar year, he or she may be subject to termination. This leave is subject to the approval of your Supervisor.

MILITARY RESERVE OR NATIONAL GUARD DUTY LEAVES

Military leaves of absence and the re-employment rights of employees who have served in the Armed Forces of the United States will be determined on the basis of applicable Federal law.

TIME OFF AND OTHER LEAVES – A FINAL WORD

The Company recognizes all applicable State and Federal Laws that require employers to provide individuals with time away from work for a variety of personal issues and responsibilities. While we have attempted to include the most common, please discuss with your Supervisor or the Human Resources representative if you have any questions about these or other leaves of absence possibly available to you.

INJURY ON THE JOB – WORKERS' COMPENSATION

As an employee of Weber, the provisions of the Workers' Compensation Law in the state in which you work protects you. The Company purchases insurance that provides you with compensation for illness, accidental injury, or death suffered in the course of, or as a result of, your employment. You are automatically eligible for benefits under this insurance on your date of hire.

Health and safety regulations require you to **immediately** report job-related injuries or illnesses to your Manager since you may be entitled to certain benefits under this law.

MEDICAL RELEASES

If you are medically unable to work for more than three (3) consecutive work days, or are hospitalized for any period of time, you will need to provide a doctor's release to return to work. This is for your protection as well as the Company's.

TUITION REIMBURSEMENT

To encourage the professional and personal development of Edgar A. Weber & Company employees, the following policy establishes reimbursement for qualified educational expenses and successful completion of undergraduate, graduate, and post-graduate courses in accredited colleges or universities.

All full-time active employees are eligible for educational assistance in accordance with this policy upon the completion of (1) year of continuous employment prior to the course enrollment.

We will also pay 100% of work-related seminars that have been preapproved by your Supervisor.

TUITION REIMBURSEMENT REQUIREMENTS

Employees interested in participating in this tuition reimbursement program must complete the Request for Employee Tuition Reimbursement Form prior to the commencement of any coursework for which the employee desires to be reimbursed.

The employee's supervisor/manager must pre-approve the reimbursement (in his or her sole discretion) and the employee may be reimbursed for only approved degree programs.

Approved coursework must be completed on the employee's own time, unless the Company approves otherwise.

If approved coursework is only available during the employee's work hours, a schedule of proportional compensatory time may be arranged (in the sole discretion of the Company), provided normal services of the employing department are not disrupted or impaired.

Reimbursement is contingent upon the student earning a passing grade that is accepted by the school for the credit or confirmation of satisfactory completion of the course from the school when a course is not graded.

Upon completion of the course, with a grade of C- or better, you will be reimbursed up to an annual maximum of \$5,250.00 for the cost of base tuition and books. The reimbursement schedule is as follows:

Below C-	0%
C- to C+	50%
B- to B+	75%
A- To A+	100%

Expenses must be validated by receipts, and a copy of the final grade or certification must be presented to show hours or certification received.

TUITION REIMBURSEMENT AMOUNT

The Company will reimburse an eligible employee for tuition, including required course fees and books, for all passing grades up to a maximum of \$5,250.00 per calendar year.

Payment may be made to the institution or reimbursed to the employee.

Failure to satisfy the minimum passing grade will result in denial of payment or reimbursement of monies to the institution for the applicable course(s).

A passing grade is defined as an "A," "B," or "C-" grade for undergraduate classes.

If the course is a "Pass/Fail," a "Pass" is acceptable.

An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if the approved course is canceled.

The employee is required to immediately notify their supervisor and the Human Resources representative if they withdraw from an approved course or if the course is canceled.

An employee will not receive tuition reimbursement if they terminate employment prior to completion of an approved course.

TUITION REIMBURSEMENT APPLICATION PROCESS

The employee should complete the Request for Tuition Reimbursement Form 14 days prior to each course the employee wants to take in conjunction with this program. The employee's supervisor must approve the request. When completed, the Request for Tuition Reimbursement Form is submitted to the Human Resources representative for review and final approval.

REIMBURSEMENT OF TUITION

Upon completion of the course, the applicant must submit, within forty-five (45) days, legible copies of the following: (1) College/university invoice or statement indicating fees charged and the amount paid (the invoice must contain the school's name and address. Copies of canceled checks and credit card receipts will not be accepted); and (2) College/university grade card/report indicating the applicant's name, quarter/semester, course name(s) and grade(s) for the term.

Any questions or comments should be directed to the Human Resources Department.

GENERAL POLICIES

Now you know about some of the basic policies that affect your workday at Edgar A. Weber & Company. At this point, it is important for you to understand other general policies and procedures that have an impact on you and your job.

INFORMATION ABOUT YOU

It is necessary for us to collect some basic information about you for payroll data, benefits, and performance evaluations. To protect you, however, we collect and use only information that is required for business or legal purposes. We provide you with the opportunity to keep your personnel records correct and up-to-date. We restrict the internal availability of personal information to those who have a business need to know, and we release personal information outside Edgar A. Weber & Company only with your approval except to verify employment or to satisfy legitimate investigatory or legal needs.

KEEP US POSTED

It's important - for your sake and ours - that you let us know about any changes that affect your personnel records, for example:

- Change in family status, such as marriage, birth of a child, etc.
- Change of address
- Change of phone number
- Change of beneficiary
- Change of tax information (i.e., exemptions)
- Change of emergency contact name and/or number.
- Changes that would affect your insurance, including adding or removing coverage for dependents

Since changes in your family status may affect your taxes, insurance, beneficiaries, etc., please let the Human Resources representative know about these changes immediately.

PROFESSIONALISM AND ETHICS

Our primary responsibility is to provide the best possible service to our customers. As part of that service, customers and your co-workers expect professionalism in your conduct. This includes your disposition, behavior, appearance, and ethical and professional conduct toward them. We require you to be scrupulous and uncompromising in all of your dealings. Above all, we expect you to act in a professional manner at all times, anywhere our business takes you.

Each employee's personal conduct and professionalism contributes to the quality of the working environment and to the customer's impression of Edgar A. Weber & Company. Quite simply, good personal and professional standards of conduct reflect a concern and thoughtfulness for other people. For this reason, the following policies apply to all employees.

An employee who fails to maintain proper conduct at all times – or who violates any of the Company's policies or procedures – will be subject to corrective action, up to and including discharge.

PERSONAL APPEARANCE

The impression conveyed by one's dress and grooming reflect the Company's standard of professionalism. Consequently, we take the appearance of our staff quite seriously and expect you to wear clothing appropriate for your work environment.

We offer our employees the opportunity to provide excellent service in a business casual workplace while adhering to all safety requirements. Employees are still expected to project a professional image; thus, work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization.

In a business casual atmosphere, as with more formal environments, it is important to maintain a professional personal appearance through good grooming, neatness of attire, and general cleanliness. This will remain the acceptable standard.

The following guidelines will serve as the business casual dress standard for office, lab and sales employees:

- Business casual clothing must be appropriate for the office. Therefore, items that may be perfect for the beach, working in the yard, exercising, picnics, or sports contests will not meet the requirements for appropriate business casual attire.
- Denim is acceptable on Fridays, or when approved by upper management.
- Regardless of the clothing item, it must be neat and clean. Avoid wearing anything to the office that is excessively worn, soiled, transparent, or revealing.
- Clothing that reveals too much cleavage, back, chest, stomach, or one's undergarments is not acceptable.
- Skirts or dresses should be no more than three inches above the knee.
- Shorts are not allowed.
- Accessories should be tasteful and not visually or overly audibly distracting.
- All employees should avoid strong perfumes and colognes.
- Required Good Manufacturing Practices (GMPs) and Personal Protective Equipment (PPE) must be followed at all times.

The following guidelines will serve as the dress code for production employees:

- Company provided uniforms are required; shirts must be tucked in and sleeves must never be rolled up
- Required Good Manufacturing Practices (GMPs) and Personal Protective Equipment (PPE) must be followed at all times.

HOUSEKEEPING

For the safety of our employees and visitors, it is each of our responsibility to maintain the cleanliness and neatness of our own work area, locker rooms, as well as the lunchrooms. The Company does not assume responsibility for damage to, or theft of, your personal property while you are on Company premises.

COMPANY TELEPHONES/PERSONAL CALLS

Telephone communication here is a major part of our business. Remember . . . the first, and sometimes only, impression many people will receive of us is the one they receive when the telephone is answered. Please be pleasant, courteous and helpful to all.

We understand that occasional personal calls are necessary, but these should be kept as brief as possible, and limited to lunch periods and work breaks. Please notify your personal callers of our policy. If you receive calls at other times, a message will be taken and delivered to you promptly. If the call is **truly** an emergency, you will be called to the phone. If you are expecting an important call, please notify the office. Long distance personal phone calls may not be charged to the Company.

The Company reserves the right to monitor incoming and outgoing phone calls, text (SMS/MMS) and instant messages and voicemail for usage, policy compliance and quality control purposes.

CONFIDENTIAL INFORMATION

As was explained in the Confidentiality Agreement that you signed, all Company and customer conversations; knowledge of any customer related information; customer contract terms and fees; customer lists; business plans and marketing strategies; trade secrets; materials; products; inventions; “know-how”; methods; recipes; formulae; techniques; proprietary processes; designs; plans; ideas/research; data, files; computer programs, codes and passwords; information and records which relate to actual or contemplated business of Weber are absolutely confidential. This also applies to information about your co-workers. Any proprietary information obtained must not be used for personal gain.

Each employee is expected to act in the best interest of the Company in connection with such proprietary information and to maintain its confidentiality. In addition, employees are not allowed to actively seek confidential information. If you accidentally come across confidential and/or sensitive information, please return it to any Officer of the Company. Any proprietary information obtained must not be used for any purpose other than Weber business.

Employees who violate or disregard this policy in any way will be subject to corrective action up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

CONFLICT OF INTEREST

We respect an employee's right to undertake outside activities of a private nature or other employment on a part-time basis as long as these activities do not conflict or compete with Company or customer interests, or reflect adversely upon it.

These outside activities may not interfere with your ability to perform your assigned responsibilities, or your commitment to Edgar A. Weber & Company, nor may they include work with a competitor.

Conflicts of interest arise when an employee's position or responsibilities present an opportunity for personal gain, or when an employee's personal interests are inconsistent with Company interests. Employees shall avoid any business, financial or other relationship where personal interests actually conflict with, or appear to conflict with, the interests of the Company.

Conflict of Interest situations cover such a broad spectrum of conduct that a complete listing of do's and don'ts cannot be provided. However, as an example, moonlighting or investing or participating in another Company in competition with Edgar A. Weber & Company or supplying goods and services to Edgar A. Weber & Company is conduct that may create a conflict of interest.

All potential or actual conflict of interests must be reported to and discussed with an Officer of the Company. The Company shall pursue, to the full extent permissible by law, all legal actions available to it for violations by employee(s) of their conflict of interest responsibilities.

SECURITY

To protect our employees and our assets, designated employees are given keys or key fobs to enter the building. The sharing of your keys or key fob with anyone is prohibited. This will help provide a more secure work environment for us all.

CONCEALED FIREARMS PROHIBITION

Individuals licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act are prohibited from carrying a firearm on, or into, the Company's property under their control. Pursuant to Section 65(d) of the Act, the Company has posted signs on its property to inform you of this prohibition. Carrying a firearm on, or into, the Company's property may result in corrective action up to and including termination.

SMOKING POLICY

We recognize the increasing concerns about smoking in the workplace. In compliance with Illinois State Law, the entire building and the surrounding grounds are designated smoke-free. This policy applies to all employees, visitors, customers, contractors, and vendors.

VISITORS TO OUR FACILITY

Visitors must enter through the entrances at either the 549 location, or the 44 location, and remain in the reception area until a Weber employee escorts him or her to the appropriate area. All visitors are required to sign in, wear badges, visitor lab coats/hear nets (if applicable), as well as complete appropriate visitor paperwork. At the conclusion of the visitor's visit, it is required that he/she also signs out. Unauthorized visitors are strictly prohibited unless cleared with your Supervisor, Human Resources representative, or Company Officer.

SUBSTANCE ABUSE POLICY

It is Company policy to maintain a work environment that is safe for all employees and conducive to attaining high work standards. As part of this policy, no intoxicating beverages are allowed on Company premises except for those necessary for development of or incorporation into one of our product lines. No illegal drugs are allowed on Company premises. In addition, all employees are expected – and required – to report for work on time and in appropriate mental and physical condition for work. Employees who report for work under the influence of illegal drugs and/or alcohol, or use, possess, sell, transfer, or distribute illegal drugs and/or alcohol will be subject to corrective action up to and including immediate termination.

Illegal drugs include all drugs not prescribed by a licensed physician for use by the person possessing them. Legally prescribed drugs are permitted on Company premises provided the drugs are contained in the original prescription container, are prescribed by an authorized medical practitioner for the current use of the person in possession, and do not interfere with safe performance on the job.

Weber may conduct drug tests in any of the following situations:

- **Pre-employment** – As a pre-qualification to becoming an employee, all prospective employees will be required to take a pre-employment drug screening.
- **Near Miss or Reportable Accident** – A Near Miss is a situation that involves employees of property that has a high probability of serious bodily harm or damage. A reportable accident is defined as an accident, whether on or off Company premises, which results in: (1) the death of a human being; or (2) bodily injury to a person who, as a result of an OSHA reportable injury, immediately received medical treatment, or (3) total damage to all property of One Thousand and 00/100 (\$1,000.00) Dollars or more, based upon actual costs or estimates.
- **Random testing** – Employees holding safety-sensitive positions may be required to submit to random alcohol and drug screening to ensure we maintain a safe working environment.
- **Reasonable suspicion** - Employees whose performance, appearance, behavior, speech, etc. provide reasonable suspicion of the influence of drugs or alcohol will be required to take a drug and drug screening.

Employees who refuse to submit to a drug and alcohol screening as outlined above may be subject to corrective action up to and including termination of employment.

Employees who suspect they are dependent on alcohol or drugs are encouraged to seek help and follow appropriate treatment before it affects job performance. Once job performance is affected you will be subject to corrective action and if unsuccessful may result in termination. Employees who test positive for alcohol or drug use will be required to seek treatment and will be subject to random drug tests for six (6) months following a positive result. If at any time during this six-month period an employee who has tested positive, tests positive for drugs or alcohol a second time, he or she will be subject to immediate dismissal.

MEDICAL MARIJUANA

The Company acknowledges that Illinois “Compassionate Use of Medical Cannabis Pilot Program Act” has made it legal for individuals to use cannabis to treat specific medical conditions, and that the Act protects lawful users of cannabis against forms of employment discrimination. Accordingly, the Company will not discriminate against any person in hiring, termination, discipline, conditions of employment or otherwise penalize a person based upon: 1) the person’s status as a registered cardholder under the state medical cannabis program; or 2) a registered cardholder’s positive drug test for marijuana or

metabolites, unless the cardholder used, possessed or was impaired by cannabis at the workplace or during work hours. Lawful users of cannabis are required to immediately inform the HR Department.

Limitations: Nothing in the above section requires the Company to accommodate the ingestion or use of medical cannabis or intoxication by employees during work hours. Employees who use or are impaired by medical cannabis while on duty are subject to discipline under the Company's zero tolerance policy, notwithstanding the fact that such use may be legal under the Illinois State's medical cannabis law. Nor shall the following protections apply when the actions set out in subsections a. and b. above are required to prevent the Company from violating a federal law or losing a federal contract, license or monetary benefit.

SAFETY RULES

Providing safe working conditions is an important responsibility that we take very seriously. We will not knowingly permit unsafe conditions to exist, nor will we permit employees to indulge in unsafe acts. Since you are frequently more aware of unsafe conditions than anyone else, you are encouraged to immediately make recommendations, suggestions and criticisms of unsafe conditions to your Supervisor or the Safety Manager so that they may be corrected.

Safety is a two-way street, and no safety program can succeed without everyone's cooperation. We ask you to share in our dedication to safety – for the Company as well as for yourself.

For more information, please refer to the General Safety Rules below. More specific safety guidelines are available through your Supervisor.

GENERAL SAFETY RULES

- Get First Aid assistance **immediately** for any injury, no matter how small. Report any injury to your Supervisor or the Human Resources representative **immediately** following first aid.
- Cell phones, tablets, and related accessories must not be worn, carried, or used on Company premises except by supervisory personnel – or with express permission of supervisory personnel due to a personal emergency situation. Use of portable music devices are prohibited during working hours unless preapproved by your supervisor/manager. Cell phones must be kept in lockers or vehicles. Emergency calls should go through the office (847-215-1980 or 800-558-9078) – you will be notified immediately in the event of an emergency.
- Personal protective equipment (PPE) and good manufacturing practices (GMP) must always be followed per your specific position.

- The following list represents safety equipment and accessories that are available for your use and may be required based on your specific job. Your supervisor will advise you of the requirements for your specific position. This list is neither exclusive nor complete:
 - Goggles, shields, and or/ safety glasses – whichever is applicable
 - Must be worn when using solvents and/or chemicals
 - Respirators – required at all times when working with certain products/chemicals
 - Facial hair is not permitted when using respirators
 - Gloves
 - Uniforms
 - Lab coats
 - Aprons, when/where applicable
 - Steel toed shoes, where applicable
 - Back braces, when applicable
 - Hair nets
 - Beard nets
- Company provided uniforms must be worn at all times for those positions required to do so. Those not required to wear uniforms, must not wear loose clothing around machines; no loose shirt cuffs and no baggy clothes.
- Jewelry is not to be worn when operating machinery.
- Long hair must be tied back, tucked inside a hair net when in the production or lab areas.
- Do not use rags and gloves around moving parts of machines. They can get caught and pull you into the machine.
- Always stop your machine before setting, cleaning, or making adjustments.
- Never have more than one person operating a machine at the same time.
- Never place tools or materials on the floor close to a machine where they could interfere with the operator's ability to move safely around the machine.

ACCIDENT PROCEDURES

It is the job of every employee to work in a manner that ensures their safety but also the safety of other employees. However, accidents will occur from time to time. In the event an accident does occur, the following procedures outline the steps to be taken by employees and their supervisor in the event of an accident at Weber.

- **Serious accident or injury:**

If an employee suffers a serious accident or injury and is unconscious or appears unable to communicate clearly, or has serious chest pain, or has fallen and may have a broken bone or severe ankle injury, the injured employee, or another employee, must notify a supervisor immediately. **The Supervisor will immediately call 911 and report the injury, making sure that the location of the company is made clear. Leave a number at which you can be reached. An Officer of the Company, or his or her designee, will also be notified.** If a Supervisor is not available, any employee should make the call. The employee will be transported to a local Hospital by the paramedics, if necessary. The Supervisor or a Human Resources representative will call the employee's emergency contact to report the accident. **The Supervisor, or a person designated by the Supervisor, should follow the paramedics to the hospital to assure that care is given to the employee.**

- **Less serious injury or accident:**

If an employee cuts himself or herself or suffers a back injury or twists an ankle, the employee must go or be taken to the Northwest Community Hospital Treatment Center located at 15 South McHenry Road Buffalo Grove, IL 60089 (the SE corner of Lake Cook Rd and Rte. 83). The clinic is open 24 hours a day.

If the Supervisor cannot accompany the employee, the Supervisor will request that another Supervisor transport the employee to the Northwest Community Hospital Treatment Center.

- **Minor injury or accident:**

If an employee slips and falls, but has not had apparent injury, or has a small cut or abrasion that can be covered with a band-aid, the employee does not need to go to the clinic.

When an accident occurs that requires medical attention at the clinic or the hospital, the Supervisor must complete the Injury/Incident Accident Investigation packet. Once both the employee and the supervisor have completed their sections of this packet, the Supervisor will turn it in to the Human Resources Department for further processing. A Human Resources representative will be responsible for reporting the accident to the Workers Compensation Insurance Carrier.

PERSONAL MOBILE DEVICES

For safety considerations, carrying or using personal mobile communication devices such as mobile phones and/or related accessories are prohibited on Company premises at all times with the exception of Supervisors or employees with express permission from their Supervisor.

Violation of any part of the Electronic Data, Phone and Computer Systems Policies may lead to corrective action up to and including termination.

ELECTRONIC DATA, PHONE AND COMPUTER SYSTEMS POLICIES:

Computers, laptops, software, computer files, network services, cellular and/or smart phones, tablets, and the email system furnished to employees are the property of Edgar A. Weber & Company.

ELECTRONIC DATA AND SYSTEM SECURITY

Our electronic data network security is of the utmost importance. Therefore:

- You must not disclose your passwords or other access credentials to any unauthorized person inside the company or anyone outside the company, or disclose information to any unauthorized third party that may enable that person to gain access to a company network.
- You are restricted from using passwords or other access credentials for which you are not authorized.
- We expect that you will take all reasonable precautions against computer viruses, spyware and other security risks.
- You may not install or copy any Weber-owned software programs or computer files onto computers not owned by the company. At the same time, you may not install any unauthorized software programs onto company-owned computers. If you have a business need for software not on our authorized list, contact your Supervisor.
- You may not connect unauthorized hardware devices to Weber computers or network.
- You may not install any unauthorized applications to your company supplied devices without prior approval from the Information Technology (IT) Department.
- You must take all reasonable caution to care of your company provided computer/electronic hardware (ie. Laptops, tablets, mobile phones, monitors, etc) to protect them from damage, theft, and data security.

- Consent of the IT Department is required to adjust or alter these devices by the addition or deletion of any hardware.
- Employees may be blocked from accessing certain websites and/or content during work hours/while connected to the company network at the discretion of the company. Such websites include, but are not limited to the following:
 - Video streaming services (ie. Netflix, Hulu, Amazon Video, etc.)
 - All Peer 2 Peer (P2P) / Torrent/ File sharing traffic

ELECTRONIC PROFESSIONALISM

Weber strives to maintain a workplace free of harassment and discrimination and is sensitive to the diversity of its employees. Therefore, the company prohibits the use of its computer and telephone systems in ways that are disruptive, offensive to others or harmful to morale. This includes but is not limited to the use of all electronic information sharing devices, including voice mail, email, text messaging, blogging, instant messaging (IM) and Weber's Internet protocol (IP) addresses to display, transmit or store:

- offensive, harassing or discriminatory statements;
- pornographic material; sexually explicit images, messages or cartoons;
- chain letters;
- ethnic slurs or racial comments;
- off-color jokes or anything that may be construed as harassment, discrimination or as showing disrespect for others, including comments based on race, national origin, gender, sexual orientation, age, disability, religion, political beliefs, etc.

Content of this nature found on company devices will be reported to the Human Resources Department as required under the Company's corrective action process. Furthermore, content found to be of illegal nature will be immediately reported to law enforcement.

You represent the Company at all times while using Weber's network and electronic resources. Therefore, we expect that you will not:

- send messages or post items on the Internet that do not reflect Company policies;
- take action that causes interference to the network or work of others;
- use your personal email, IM accounts, social networking accounts or send personal text messages during business hours. This is allowed, however, before or after work, or during breaks;
- operate a business using the Company's computer system, other electronic equipment or IP addresses;
- use our computer system or mobile devices in violation of federal, state or local laws.

PRIVACY OF ELECTRONIC INFORMATION

Computer files, instant and text messaging, voice mail, blogs and email communications are accessible to others, whether or not marked "Private". Weber reserves the right to view and monitor all files, instant and text messaging, blogs on the network, Company-owned computers, tablets, Company owned mobile devices, voice mail systems, and Company email system at any time for any reason without notice.

Communication via email, voice mail, text or IM warrants the same professionalism as that sent on Weber's letterhead. As with all paper and computer documents, the contents of the Company's email system may be used during legal action and/or litigation mode. Even deleted email is fully recoverable. Therefore, email or IM should not be used in a manner that would be inappropriate as a written memo.

You may not reveal confidential Company information nor make any harassing or discriminatory remarks that may damage the Company's reputation on any electronic media. This includes personal electronic media on personal equipment.

Your rights to email are limited to messages specifically addressed to you. Unauthorized access of email addressed to another person is a serious breach of Company policy.

Employees should never access files or retrieve any stored communications for which they are not authorized.

PERSONAL USE OF COMPANY COMPUTERS/ LAPTOPS/TABLETS

Weber will permit certain personal usage of Company computer software programs and applications (including access to the Internet), provided it is on the employee's own time and does not conflict with any of the Company's policies or procedures. **Downloading anything off the Internet for personal use is strictly prohibited.**

COMPUTER AUDIO

Streaming audio on Company computers is acceptable, however, only under the following parameters: keep volume set at a level that is not disruptive to others, is not offensive in nature, and does not distract you from your own work. Audio headphones are prohibited at all times on Company premises except during breaks or lunch. A personal radio, set at low volume, is permitted in the office provided it is not offensive to others.

COMPANY VEHICLES

Operators of company vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving a company vehicle must be reported to your Supervisor immediately.

Employees are responsible for any moving and parking violations and fines that may result when operating a company vehicle. Company vehicles should be operated by the employee only and are to be used only for job related travel.

Smoking is prohibited in company vehicles.

The use of seat belts is mandatory for operators and passengers of company vehicles. Compliance with local laws regarding use of cell phones and/or hands free devices while operating a vehicle is also mandatory.

HANDS-FREE POLICY

Edgar A. Weber & Company would like to maintain the safety and welfare of our employees and the general public. Due to recent studies about the safety of mobile device use while driving, the Company has established a hands-free mobile device policy, effective immediately.

Specifically, this policy applies to any employee who has a company issued mobile-device who uses the device for both work-related and personal reasons. Furthermore, this policy also applies to any employee who willfully uses his/her personal mobile device for work-related purposes.

In the event you do not possess a hands-free device to use while driving, you must wait until you can safely pull over and stop your vehicle before making a work-related call (or personal call on your company issued mobile device). Likewise, if you receive a work-related call (or personal call on your company issued mobile device), and you do not possess a hands-free device to use while driving, you must ask the caller to wait while you pull over safely and stop the car. In the event you are unable to pull over safely, you must tell the caller you will return his/her call when it is safe to do so.

However, under this policy, employees may use hands-free equipment to make or receive calls while driving without violating this policy. But, safety **must** always be your **first** priority. We expect you to keep these calls brief. If because of weather, traffic conditions, or any other reason, you are unable to concentrate fully on the road, you must either end the call or pull over safely and park your vehicle before resuming your call.

This policy also strictly prohibits the use of a hand-held device while operating a vehicle for any purpose other than hands-free phone calls as described above. Such prohibited actions include the following: texting, dialing numbers, reading or typing emails, browsing websites/apps, etc. These types of actions would be in direct violation of this hands-free

policy. The use of tablets and laptops are strictly prohibited while you are operating a vehicle. (Again, this specifically applies to employees using company issued devices for both work-related and personal reasons, as well as those employees using personal devices for work-related purposes.)

Employees are not allowed to use their Company provided cell phone or electronic communication device in an illegal, illicit or offensive manner. Furthermore, employees are not allowed to change their plan without consent of their Manager. (The Company reserves the right to seek reimbursement for any charges incurred outside of regular business activity.)

Employees who violate this policy may be subject to corrective action, up to and including termination of employment.

EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Company.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within thirty (30) days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

LACTATION/BREASTFEEDING

For up to one (1) year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times, as needed, to express breast milk for her baby. Weber will provide a private area to the employee upon request for this accommodation. Breaks of more than twenty (20) minutes in length will be unpaid, and the employee should indicate this break period on her time record.

FINAL WORD

Each of our employees provides Edgar A. Weber & Company with a valuable resource, for without their hard work and desire to make a significant contribution to this Company, we would not be in a position to grow nor hold our reputation in our industry.

So ... welcome to our team and good luck in your new career.

WE'RE GLAD YOU JOINED EDGAR A. WEBER & COMPANY!

WEBSITES FOR EMPLOYEES WORKING OUTSIDE THE STATE OF ILLINOIS

Some state employment laws differ in their details. Your employment is governed by the laws regulating the state in which you live. For your convenience, we have provided you with the URL to your state's employment law website.

State	URL for Employee Information on State Employment Law
Georgia	https://dol.georgia.gov/
Minnesota	http://www.doli.state.mn.us/
Rhode Island	http://www.dlt.state.ri.us/
Texas	http://www.twc.state.tx.us/
Utah	http://www.laborcommission.utah.gov/
Virginia	http://www.doli.virginia.gov/
Wisconsin	http://dwd.wisconsin.gov/

CODE OF CONDUCT / WORK RULES

Not all types of conduct can be covered by a set of work rules. The following set of work rules, therefore, is not all-inclusive, but is designed to help you to understand what is expected of you as an employee, and to help you to know what types of activity should be avoided. You will find that most of these rules will not be new to you, but rather have been communicated to you either verbally or in written form in the past. As necessary and appropriate, the Company may establish additional rules or modify existing rules. The primary purpose of these rules is to help you as an employee and Edgar A. Weber & Company, as a Company to provide high quality service to our clients. In a business as competitive as ours, this is the only way the Company can be successful and provide you with job security. Adherence or non-adherence to these rules either directly or indirectly influences the quality of service we render to our clients.

1. Violation of any policy, i.e., falsification of records, revealing confidential Company or customer information, discrimination, harassment, etc.
2. Use of obscene, abusive, or threatening language or actions, including fighting and horseplay on company premises.
3. Threatening, bullying, intimidating, coercing, harassing, or interfering with fellow employees or supervisors.
4. Engaging in immoral conduct or indecency
5. Engaging in sexual harassment or discrimination of any kind
6. Theft, dishonesty, misuse or willful destruction of company or fellow workers' property; or criminal or violent conduct including unauthorized possession of firearms or other lethal weapons
7. Reporting for work under the influence of alcohol or drugs, or possession, consumption, or sale of these substances on our premises or on customer premises. If you need to use drugs prescribed by your doctor, inform your Supervisor. (See the *Substance Abuse* policy in the *General Policies* section)
8. Excessive tardiness or absenteeism, including absence or tardiness without notifying your Supervisor or leaving work without notification
9. Sleeping on the job
10. Unsatisfactory Housekeeping
11. Intentionally falsifying your (or another employee's) time records
12. Leaving your assigned work area during working hours without the permission of your Supervisor
13. Performing work other than Company work during work hours
14. Personal use of phone (company telephones or cell phones) during working hours
15. Negligent destruction of property
16. Failure to report accidents, personal injury or property damage to your Supervisor immediately or non-compliance with Company safety rules
17. Failure to follow visitation policy as described in *Visitors to Our Facility* in the *General Policies* section
18. Insubordination or refusal to follow instructions related to the performance of your job
19. Failure to comply with company safety rules, including but not limited to those covered in Safety Meetings
20. Carrying or concealing weapons of any kind
21. Working for any other competitive concern
22. Repeated failure to meet minimum production standards

23. Wasting time, loafing on the job, or visiting excessively with co-workers during working hours
24. Gambling or conducting unlawful games of chance on company property
25. Smoking in hazardous areas
26. Misrepresentation or withholding facts in seeking employment
27. Giving to any person or using the Company's identification material for personal use
28. Gross misconduct contrary to normal industrial practices and standards
29. Taking or giving bribes
30. Attempting to enter, entering or assisting any person to enter or attempt to enter the Company's and/or client's premises or restricted areas without proper authority.

The Company reserves the right to engage in corrective action or termination depending upon the severity or degree of a violation of the general rules of conduct. The above acts are only examples of the types of conduct that are prohibited. This list is neither exclusive nor complete.

CORRECTIVE ACTION

The purpose of a corrective action process is to correct a performance or behavioral problem, not to punish an individual. We normally follow a progressive corrective action process unless the situation calls for swifter action. The steps involved may include:

- **INITIAL (OR VERBAL) COUNSELING:** Your Supervisor will discuss the issue and provide constructive feedback.
- **WRITTEN WARNING:** Your Supervisor will provide written documentation detailing the specific issue and the behavior and/or performance expected.
- **PROBATION:** Your Supervisor will provide a written document containing a specific time during which you will be on probation and must correct the behavior or performance. If you do not correct the problem, your employment may be terminated.

These steps may not be used in every situation and should in no way be considered as creating a contract or guarantee of employment.

Some offenses may, depending on the nature and circumstances, warrant more severe disciplinary action than outlined above. Note also that as "at will" employees, you may be terminated at any time, with or without cause, with or without prior notice, and for any reason not specifically prohibited by legislation.

Under certain circumstances, an employee who has been removed from probation may be subject to immediate termination if there is another occurrence of the same problem.

APPEAL AND GRIEVANCE PROCEDURE

If you have a concern, we want to know about it. If there is something about your job that is bothering you or if you are in a Corrective Action process you don't understand, bring it to the attention of your Supervisor, the Human Resources representative or any Company Officer. You are encouraged to work with your Supervisor to resolve such problems and most problems *can* be resolved with open discussion. Weber will make every reasonable effort to work out the problem with you; however, this policy does not apply to termination decisions.

The following describes the Company's grievance procedure:

- Notify your immediate Supervisor in writing of your grievance.
- Your Supervisor will bring your grievance to the attention of the Human Resources representative.
- Your grievance will be addressed with you and action will be taken to resolve the issue(s).
- If your grievance is not satisfactorily resolved in the previous steps, your grievance will be brought to the attention of a Company Officer, the President or the President's duly authorized representative. The President or his duly authorized representative's decision will be final.

Remember that your Supervisor may be unaware of a problem you may be having in connection with your work unless you bring it to his/her attention. If you are not satisfied with your immediate Supervisor's handling of your grievance, you may bring the matter directly to the attention of the Human Resources representative or any Officer of the Company.

EDGAR A. WEBER & COMPANY *
EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge receipt of the link to Edgar A. Weber & Company's Employee Handbook, <http://www.weberflavors.com/employee-handbook/>, which provides 24/7 access to the document. I also understand that it is my responsibility to know, become familiar with and abide by its contents.

I understand that my employment with the Company is on an "at will" basis. This Handbook is not intended to create, and is not intended to be viewed as, a promise, employment contract or a guaranty that a particular procedure will be followed in a particular case. It is also not intended to provide any assurance of continued employment. The Company reserves the right to terminate an employee's employment at any time, without cause and with or without notice, regardless of whether the procedures described here have been followed.

Edgar A. Weber & Company will review and update policies, procedures and benefits periodically. I understand Edgar A. Weber & Company will try to keep me informed of changes as they occur, but the changes will be effective when made. Final interpretation of all statements in this Handbook will be done by Company Officers.

The employment relationship at Edgar A. Weber & Company is voluntary. Employees have the right to leave the Company at any time, without notice or cause, and Edgar A. Weber & Company reserves the same rights with respect to its employees. I understand that no representative of Edgar A. Weber & Company has the authority to make any assurances to the contrary.

Signed: _____

Name: (Please Print) _____

Supervisor's Signature: _____

Date: _____

Please return one signed copy of this page to your supervisor/manager, or the Human Resources representative.

Should you possess a paper copy of this Employee Handbook upon termination of employment, then it is to be returned to the Human Resources representative.

*For the purposes of this Handbook, Edgar A. Weber & Company will be referred to as "Weber" or "the Company."

Effective July 1, 2017 the policies described herein supersede and replace all prior written and verbal policies.

Edgar A. Weber & Company

WORK RULES
ACKNOWLEDGMENT/CONSENT

I have been given the link to gain 24/7 access to Edgar A. Weber & Company's Employee Handbook which contains the Company's Work Rules and Safety Rules. I have read, or have had them read to me, and I understand them. I further understand and agree that any violation of these work rules by me may result in disciplinary action, up to and including discharge.

Employee Signature

Date

Edgar A. Weber & Company

ALCOHOL/DRUG SUBSTANCE ABUSE
ACKNOWLEDGMENT/CONSENT

I acknowledge that I have been given the link to gain 24/7 access to Edgar A. Weber & Company's Employee Handbook, which contains the Company's "Alcohol/Drug Substance Abuse Policy". The policy advises me that employees and candidates for employment may be tested to determine their use or abuse of alcohol and certain drugs. The policy statement also advises me of the Company's general policies concerning testing and action that may be taken based on the results of drug/alcohol tests.

I have had an opportunity to read the "Alcohol/Drug Substance Abuse Policy" and to ask any questions I have concerning the policy. I have also been advised that if I have questions about this policy in the future, I may direct them to the Company.

Fully understanding all of the above, I knowingly and voluntarily agree with the "Alcohol/Drug Substance Abuse Policy" and agree to submit to any and all appropriate laboratory examinations, including alcohol and/or drug screening, for both prescription and non-prescription drugs.

Employee Signature

Date