



Meet the EMEA Employee Handbook



Introduction

What it is:

A helpful, guiding resource with answers to your most frequently asked questions about working and succeeding at Intralox.

What it isn't:

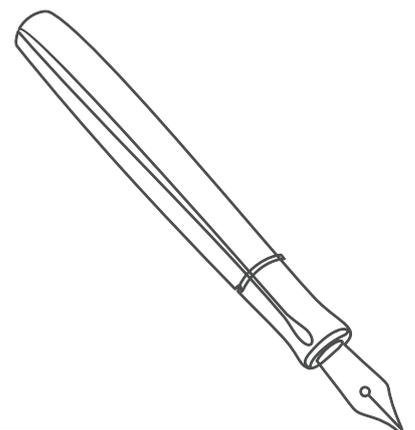
A strict rulebook with detailed policies and procedures to be followed by every role, in every department, under every circumstance.

A few notes from housekeeping:

- Policies relevant to all employees will feature throughout this handbook. For region-specific guidance, please consult the corresponding country appendix; for department- and role-specific policy differences, please speak with your Manager/Supervisor.
- We've shortened the names Intralox L.L.C. Europe and Intralox Ltd. UK to Intralox.
- For the purposes of this handbook and intra-company understanding, the term "EMEA" will include the UK.
- If you need help finding or accessing any further information referenced below, speak to your Manager/Supervisor or HR to receive the content directly.

Record of changes

Inevitably, things change. We'd appreciate your input to keep content current and improving, so please send your feedback and updates to HR.EU@Intralox.com for consideration in the next review. A record of changes features at the back of the handbook.



A word of thanks

... to those whose extensive collaboration made this handbook a reality!

Review Team who flowed with our ever-expanding project, offering input, feedback, ideas and questions that helped achieve our goal:

Alejandro Bressers
Cornel de Lange
Claudia Moser
Hans Tertoolen
James O'Connor
Maquento Lopes

Also, via Claudia, the OR team:
Anmar Salah
Eyup Uymaz
Irene Temmink
Marta Gil Calvet
Serena Hagenstein
Steffi Groenewold

Collaborators who kindly answered requests for input, quotes, information, recommendations, original policies, verification of data, images and all manner of random requests!:

Adelaide Gonzalez
Brandon Campo
Clay Beery
Danielle Hagers
Deirdre Zoeters
Edel Blanks
Florencio Di Paolo Sala
Helen Xi
Jay Lapeyre
Jayne Poston
Jeroen Neuhof
Jimmy Gundlach

Joanne Walker
Jonathan Chandler
Jude Barbin
Karen Moreau
Kerrie Ann Frey
Liam Fellows
Lilian Bayton
Maquento Lopes
Mark Morreale
Melanie Shiell
Moyna Bani Bedi
Neil Landry

Paul Loisel
Rebecca Horton
Rosalie Leliefeld
Sharon Sagastume
Sheilah Vreugdenhil
Sherri Montz
Silvina Platero
Sommer Arcenaux
Stephanie Valentine
Steve Melancon
Suzan Atabey

Copywriter Michelle Antle, Find the Words (US)

Design and Print Newton Print (UK) – Simon Besley, Darren Haime

Handbook Core Team Toine Ruizeveld, Carrie Solomon, Rachel Marchant



We take this chance to appreciate our colleague, Hans Tertoolen, who worked with us on the Review Team and who, despite illness, committed fully and participated enthusiastically. This has been an extensive project and, very sadly, the timeline stretched out beyond Hans's time. We will miss him.

Handbook Contents



Intralox History, Mission, and Core Values

- 1.1 Welcome Aboard
- 1.2 Who We Are
- 1.3 What We Value
- 1.4 Meet Our Founder



Managing Your Career

- 2.1 Getting Started
- 2.2 Self Improvement
- 2.3 Compensation
- 2.4 Employee Support



Benefits

- 3.1 Core Benefits
- 3.2 Other Benefits
- 3.3 Planned Time Off



Guidelines

- 4.1 At Work
- 4.2 Technology
- 4.3 Transport
- 4.4 Workplace Policies



Country-specific Appendix



1. Intralox History, Mission, and Core Values



1.1 Welcome Aboard

- 1.1.1** Welcome from Jay Lapeyre (CEO, Laitram)
- 1.1.2** “What We Do” from Edel Blanks (President, Intralox)
- 1.1.3** Welcome from Jeroen Neuhof (General Manager, Intralox Europe)

1.2 Who We Are

- 1.2.1** Company Profile
- 1.2.2** Company Mission

1.3 What We Value

- 1.3.1** Laitram Business Philosophy
- 1.3.2** LCI: Laitram Continuous Improvement Program
- 1.3.3** LCI: Laitram Continuous Improvement Summary

1.4 Meet Our Founder

1.1 Welcome Aboard

1.1.1 Welcome to Intralox from Jay Lapeyre, CEO Laitram



Welcome to Intralox, where our unique culture will both challenge you and present opportunities for personal and professional growth.

In principle, our business is simple: we serve our individual interests by working together in win-win relationships to create – and be paid for – the value we provide to customers. In that process, we benefit suppliers, our communities, and consumers generally, and we contribute to the virtuous cycle of human achievement and progress.

The Laitram Business Philosophy and LCI program give us the roadmap and tools to create a high-performance culture where talented, motivated people work together to build trust and deliver ever-improving value to customers. We continue to learn, innovate, and work relentlessly to improve every part of our business through better ideas, teamwork, and effort.

Working with people we respect and admire elevates our aspirations to more fully develop our own abilities. We challenge ourselves to learn from the best in others, maximize the value we contribute, and achieve our individual potential for happiness and success.

Our culture is robust, and our values are based upon how most people want to be treated – with respect, honesty, and fairness. And yet, our culture is also fragile: tolerance for ideas and behaviors incompatible with our values would quickly undermine and eventually destroy our foundation.

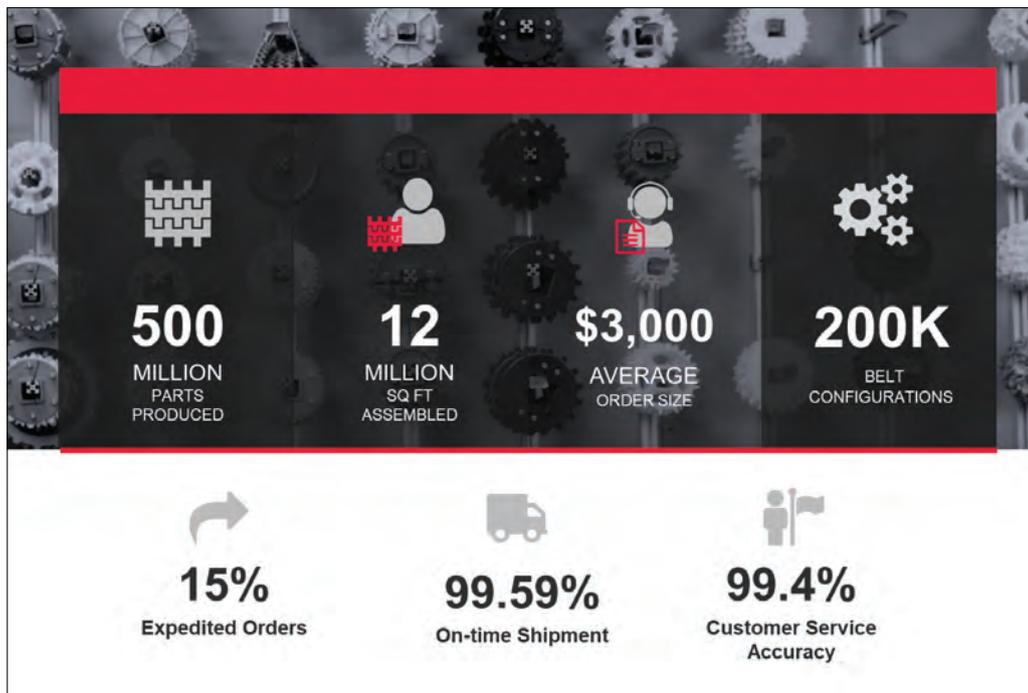
I invite each of you to fully contribute and develop your abilities, and to engage and challenge every aspect of our business, as we work to improve and to better apply the principles of our philosophy.

A handwritten signature in black ink that reads "Jay".

1.1.2 What we do: It seems hard because it is – Edel Blanks, President, Intralox

Our dream is not to be the best belting company, it's to be the world's best business-to-business company. Sure, that requires incredible focus on adding customer value, but it also requires understanding that for the company to be extraordinary, we have to be extraordinary. You may think, 'My goodness, that's so hard, I'm just a normal person.' But each of us has something we are very good at, something that we know well and love to do. So do that.

And then work alongside people you respect and trust, who are also doing whatever it is they're great at and passionate about. You put it all together and the sheer force of that leads to extraordinary outcomes.



MPB global, 2021

This is hard to do: to produce as many custom belts as we do, with the consistency and accuracy that we do. It's a big part of our customer value. These figures are part of our story. It takes a lot to get this right every day so we have to stay focused on what we can control in our daily work and be the best we can be.



1.1.3 Welcome to Intralox EMEA from Jeroen Neuhof, European General Manager

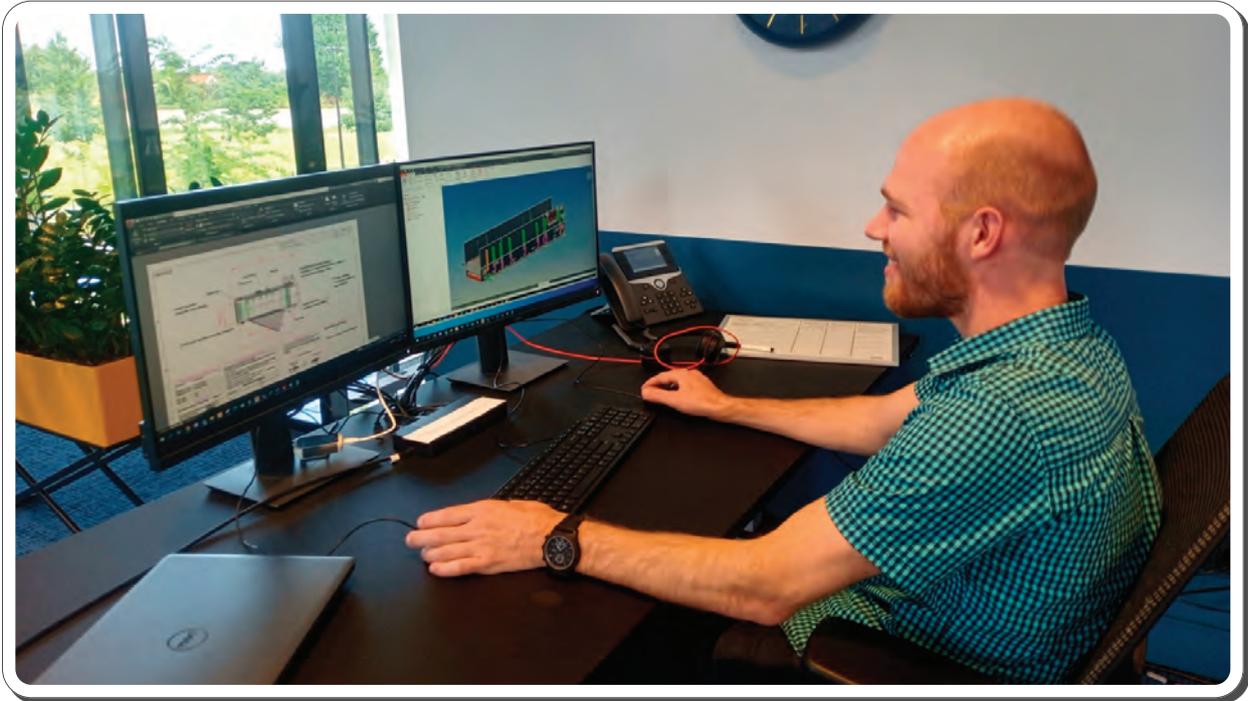


Since our entry into the European market over 35 years ago, Intralox has gradually become a respected brand for high-quality products, world-class service, and game-changing innovations throughout EMEA. Building and keeping our strong market leadership position is not a coincidence. We work hard, and we invest in ideas that bring significant economic value to our customers.

Our direct business model is a true differentiator, since we work directly with our customers to understand their unique challenges. This is further enhanced by specializing our commercial selling teams in the industries of our customers, creating more in-depth knowledge and stronger partnerships with our customers to help them solve their specific conveyance challenges. Ultimately, this enables Intralox to develop better, more innovative solutions that save our customers money, reduce risk, and help them grow. Many of our innovations have revolutionized industries: from TRT™ belts in Tire manufacturing, to Direct Drive™ Spirals in the food industries, to ARB™ technology in the logistics and e-commerce space, and many more.

None of this would be possible without the commitment of our people. At the heart of our success are self-managed, ambitious, and motivated employees that practice the values of our culture of continuous improvement every day and bring ideas that help shape our products and services. I invite everyone to make a difference and help sustain our unique leadership position.

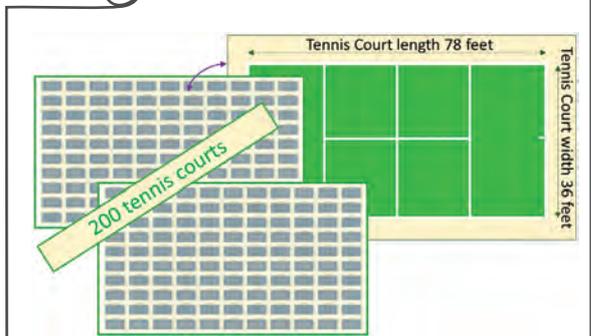
> RELIABLY
INVENTIVE



**Continuous Discovery,
Innovation and Learning**
*Experiment with ideas.
Test fast, fail fast, adjust fast.*
LCI



Did you know ...

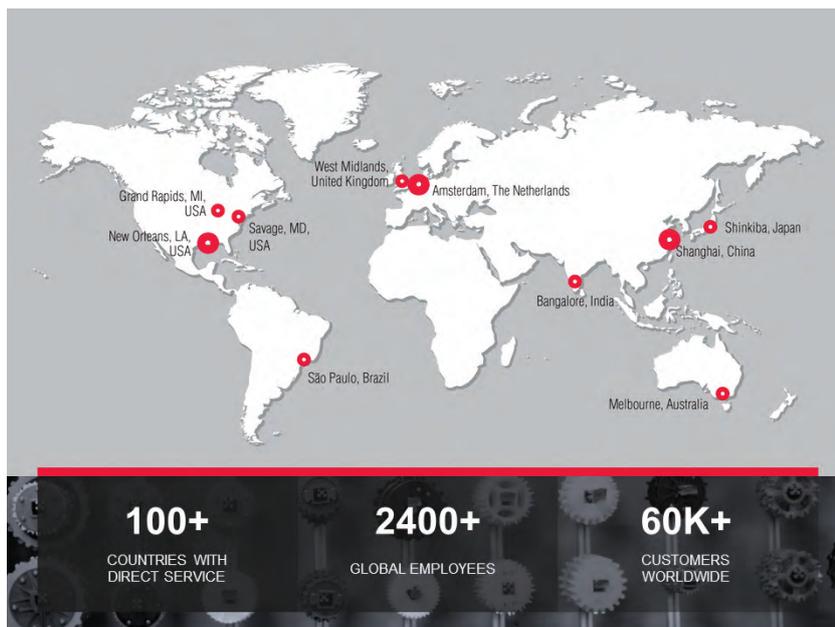


Poultry producers bought more than 600,000 square feet of belting in a 10-year period. That's enough to cover 200 tennis courts.

1.2 Who We Are

1.2.1 Company Profile

Intralox is the world leader in comprehensive conveyance solutions – and has been for more than 50 years. Built upon our invention of modular plastic conveyor belting, our innovative technology and solutions and world-class customer service now make it possible for everything from food to tires to arrive safely in the homes of consumers worldwide.



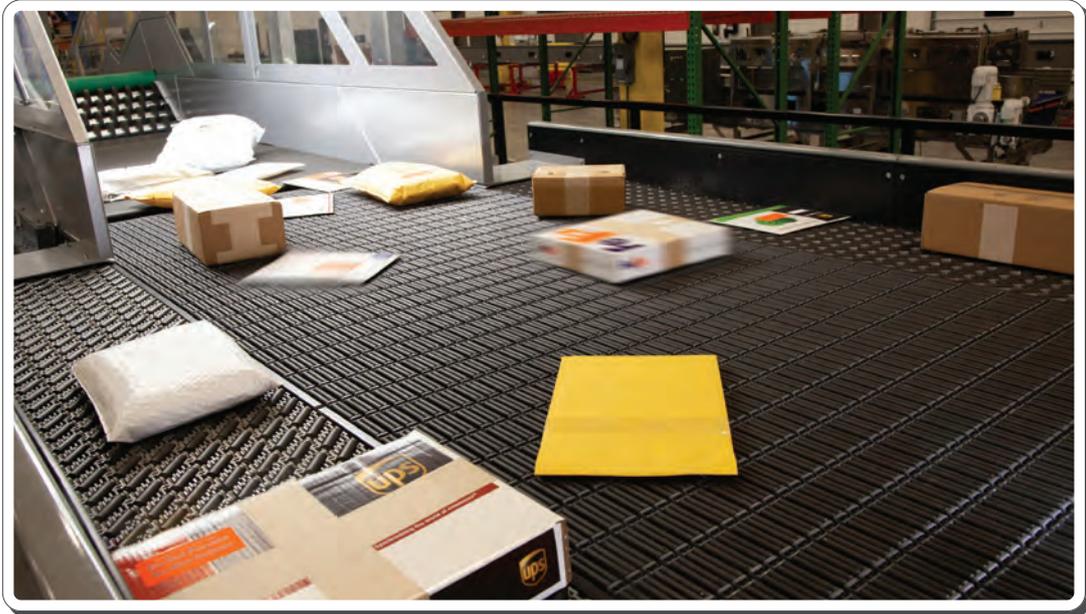
Intralox is a proud division of **Laitram**, a global manufacturing leader across multiple industries. Laitram's other divisions include:

Laitram Machinery

Since 1949, Laitram Machinery has pioneered high-performance shrimp-peeling equipment, steam cookers, blanchers, nut pasteurizers, roasters, and sorters that increase efficiency and improve product quality and yield for processors worldwide.

Lapeyre Stair

Lapeyre Stair constructs precision-built industrial access solutions using a state-of-the-art engineering and manufacturing system, offering customers cost-effective stair solutions with unrivaled service.



Intralox's Smart Singulator™

Laitram Machine Shop

Laitram Machine Shop leverages state-of-the-art inspection methods and equipment and highly-skilled technical personnel to provide high-value machining and related services to the Laitram divisions and select outside customers.

Commercial Food Sanitation, L.L.C.

Since 2012, Commercial Food Sanitation and Intralox have worked together to provide unparalleled sanitation and food safety expertise and help plant owners and operators design the safest food processing environments possible. The partnership unites Intralox's state-of-the-art conveyance and sanitation technologies with CFS's strategic consulting, training, and education services.



1.2.2 Mission Statement

Our Mission

To be the world leader in modular plastic conveyor belt products and related services and solutions.

To create significant economic value for our customers by optimizing their conveying systems.

Our Commitment

1. Improve customer efficiencies

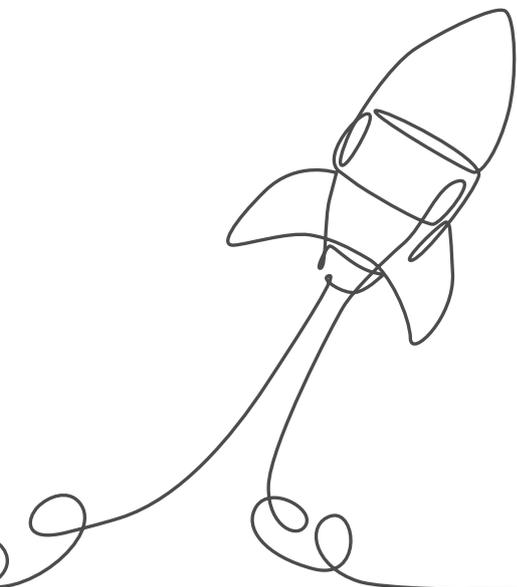
- Listen objectively. Think creatively. Deliver results.
- Develop mutually beneficial customer partnerships based on shared values and common objectives.

2. Minimize customer downtime

- Provide extraordinary customer service: superior quality, technical expertise and industry specialization.
- Deliver reliable, on-time and zero-defect products and services.
- Offer industry-leading guarantees.

3. Rigorously implement our culture of continuous improvement

- Invest in self-managed people who apply the values of our business philosophy.
- Introduce innovative products and services which anticipate customer needs.
- Review our internal processes to continuously improve productivity and eliminate waste.



1.3 What We Value

LCI values are a commitment we each make to ourselves, and each other, when we agree to work here.

1.3.1 Laitram Business Philosophy

In order to serve our individual interests, the shareholders and employees agree to combine our resources to make them more productive than they would be apart. This Philosophy is consistent with our individual values. We agree to practice these principles for our mutual benefit.

Customers / Profits

We provide our customers the most competitive values while generating the profits needed to continuously improve our products and services.

Productivity

We define productivity as increasing customer value or reducing Company costs. We continuously improve Company productivity with ideas, teamwork and effort.

Ideas

We listen to each other. We challenge ourselves and each other to think objectively and continuously improve our business through better ideas.

Teamwork

We work as a team. We benefit from each other's success. We treat customers, suppliers and each other as we expect to be treated: with respect, honesty and fairness.

Effort

We work hard to be the best we can be. We serve as positive examples for each other. We take pride in and show enthusiasm for our work. We have fun at work. When necessary, we make short-term personal sacrifices to benefit our long-term interests.

Self-Management / Credibility

We are each self-managed. We are responsible for our own credibility. Mutual trust is the foundation for our continued success. Self-managed people are our greatest resource.

Compensation

We agree to be compensated based on individual and Company performance. We will not ask for more, or be asked to accept less, than we have earned. We share in our success based on the value of our individual contributions.

1.3.2 LCI: Laitram Continuous Improvement Program

I. Business Philosophy: Defines Company Values

II. Timeline

Mission statement: defines our business
Vision Statement: 2–3 year vision

Completion
Deadlines

- Jan 1 Fiscal Year Beginning**
- ↓
- Jan 15 Annual Business Plan**
 - Division CSFs
 - Department/Team goals
- ↓
- Jan 31 Performance Review (prior year) and Planning**
 - Review: Introspective self-assessment. Clear feedback, agreement on performance, specific examples.
 - Planning: Focus on vital few strengths to leverage and gaps worth fixing. Clear indicants and goals.
- ↓
- Feb 28 Compensation Decisions**
 - Focus on total compensation base pay, benefits and variable pay.
- ↓
- March 1 Departments and Teams**
 - Review Critical Success Factors
 - Introduce LCI Theme of the Year
- ↓
- March 15 Incentive Payments**
- ↓
- April 30 Q2 Business Plan Review/Update**
- ↓
- July 31 Q3 Business Plan Review/Update Mid-Year Review**
 - Discuss performance to date
 - Update Performance Improvement Plan
- ↓
- Oct 31 Q4 Business Plan Review/Update**
- ↓
- Nov 30 Management Assessment Survey**
- ↓
- Dec 31 Fiscal Year End**

III. Principles to Practice

BE THE BEST YOU CAN BE

Values drive choices, shape habits and determine happiness.

- We are each a work in process. By nature we change; by choice we improve.
- Be introspective. Understand strengths and weaknesses.
- Admit mistakes. No 'victim mindset'.
- Never compromise philosophy principles. No 'errors of intent'.
- Passion to improve. Ideas matter. Learn from experience – yours and others.

Be objective when making decisions.

- Seek truth. Face facts as they are, not how you want them to be.
- Challenge assumptions. Use reason to integrate all relevant facts.
- Don't let envy, ego or other emotions distort your view.

Make a difference. Be self-managed.

- Begin with the end in mind. Focus on the vital few; next action(s).
- Think like an owner. What's best for the company? Frugal mindset.
- Push for what you believe to be important.
- System is fair. People make mistakes.
- Appeal decision up the chain and/or speak confidentially to HR.
- Don't play 'ain't it awful'. Fully support the final decision or leave.

Have fun at work. Take pride in yourself, your work and the Company.

MAKE THE TEAM THE BEST IT CAN BE

Commitment: Give it and expect it from others.

- High performance teams: clear purpose, shared vision, passion and values.
- Deliver excellent work; get the right things done.
- Highest and best use of each team member's talent and skills.
- Understand importance of individual impact on team and company.

Build trust and open communication.

- Listen. Keep an open mind. Seek first to understand.
- Ask, "Who should know this?" Use appropriate channels, no email debates.
- Be completely honest. Avoid surprises. Be proactive with bad news.
- Appreciate and acknowledge the contributions of others.
- Presume competence and good intentions. Loyalty to the absent.

IV. Manager/Supervisor Role

Create an environment where talented and motivated people thrive.

- Champion the LCI Program. Set the example.
- Help each individual succeed. Highest use of each person.
- Promote continuous improvement. Shared values/goals.

Limit active priorities. Clear on vital few and next action.

- Systematically review issues. Communicate process to resolve.

Encourage initiative. Give guidance. Expect self-management.

- Ask questions. Don't control. Measure results. Expect mistakes.
- Give feedback in context. Focus on the important. Promote introspection.

Create a challenging culture of mutual trust and partnership.

- No egos. No barriers. No secrets. No politics.

V. Productivity

A Team of High Performance Teams

- Specialize, collaborate and align.
 - One team: no "us vs them"

Simplify

- Define a clear and limited purpose.
 - Begin with the end in mind.
 - Understand what's important and why.
- Limit active priorities.
- Clarify and reduce process steps to essentials.
- Simple information and language.
 - "Roughly right" fit for purpose.
 - Short reports, simple graphs and pictures.
 - No complex data.
- Use examples to clarify concepts.

Operational Excellence

- Zero-defect execution; eliminate errors and waste.
- Measure and communicate what's important.
- Smooth throughpt; eliminate bottlenecks.

Continuous Discovery, Innovation and Learning

- Experiment with ideas. Test fast, fail fast, adjust fast.
 - Low-cost mistakes.
 - Learn by doing, assess and redirect.
- Feasibility to test and de-risk.
 - Small steps; 80/20 phasing; assess at each stage.
- Challenge assumptions; avoid false confidence.
 - Ask, "How do I know?"
 - Deep drill to understand facts firsthand.

Group Meetings

- Understand purpose, context and agenda.
- Seek first to understand other views.
 - Don't interrupt or dominate discussion.
- No conclusions before understanding the facts.
- Seek truth and share ideas.
- Speak up when you disagree.

LCI Teams for Problem Solving

Small groups with people closest to the problem and cross-functional expertise.

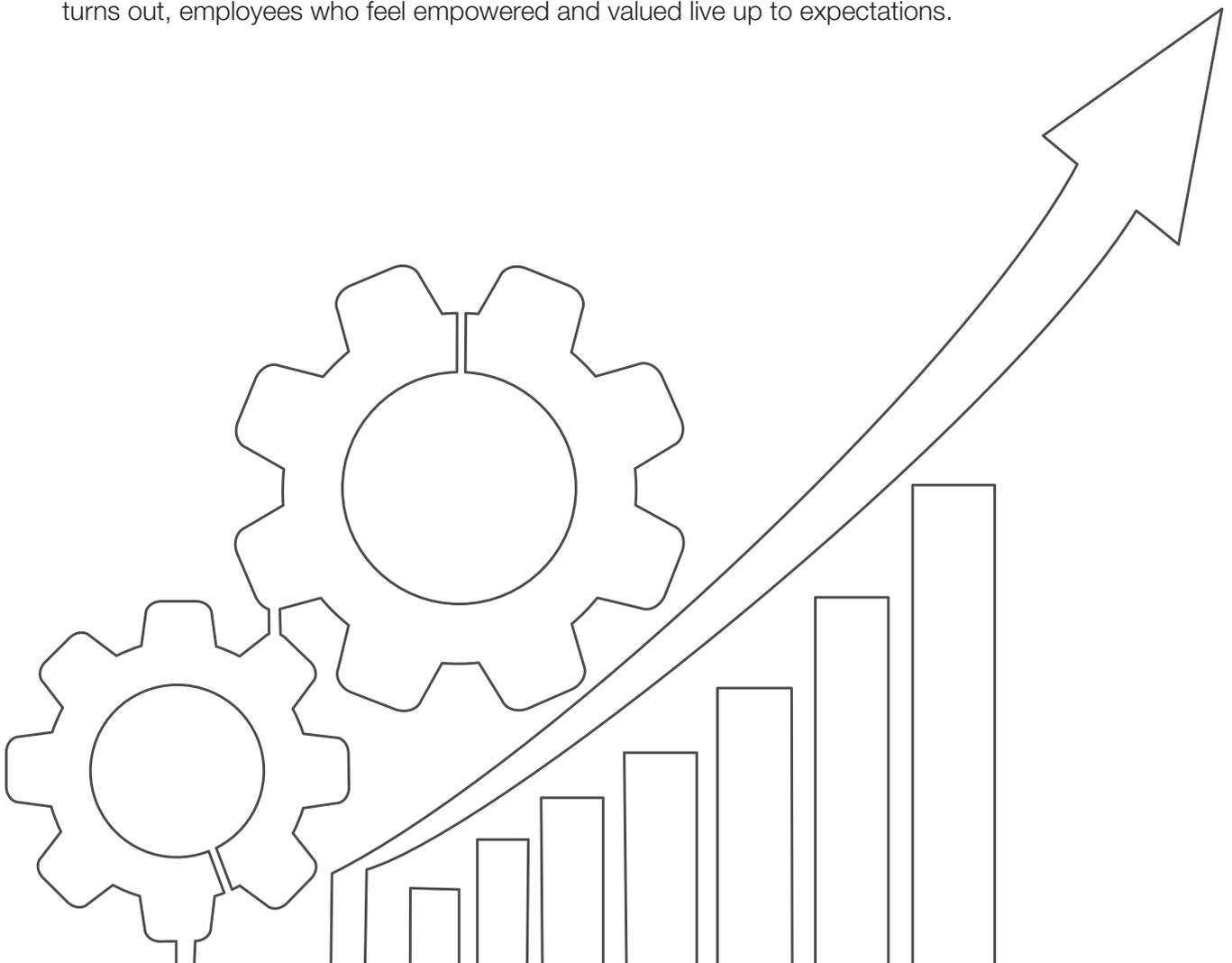
1. Select and clarify the problem.
2. Evaluate causes.
3. Develop and test a solution.
4. Implement and measure results.

1.3.3 LCI: Laitram Continuous Improvement Summary

Developed in 1987, the Laitram Continuous Improvement Program was built on the belief that **the best way to improve the performance of the company is to improve the performance of its people.**

“Customer Wins – Company Wins – Employee Wins”

Since turning focus to each individual’s performance, our company has seen impressive growth in sales volume and profitability while experiencing a significant reduction in employee turnover. As it turns out, employees who feel empowered and valued live up to expectations.



1.3 WHAT WE VALUE

There are five components to this program:

1. Laitram Business Philosophy

Our business philosophy defines our values and principles and is the foundation for all business decisions. Everyone at Intralox is expected to treat others (including coworkers, customers, and suppliers) the way they would wish to be treated: with respect, honesty, and fairness.

2. LCI Timeline

Laitram's annual business planning cycle sets shared deadlines and expectations around planning and reviews for your business, department, performance, and compensation.

3. Principles to Practice

These guiding principles – from objectivity and self-management to commitment and open communications – are the recipe for bringing out the best in ourselves and those around us.

4. Manager/Supervisor Role

At Laitram, the manager's role is to create an environment where talented and motivated people thrive. This enables our employees to bring their best selves to work every day. Every year, our employees complete a confidential Management Assessment Survey to evaluate their manager's performance and offer constructive feedback.

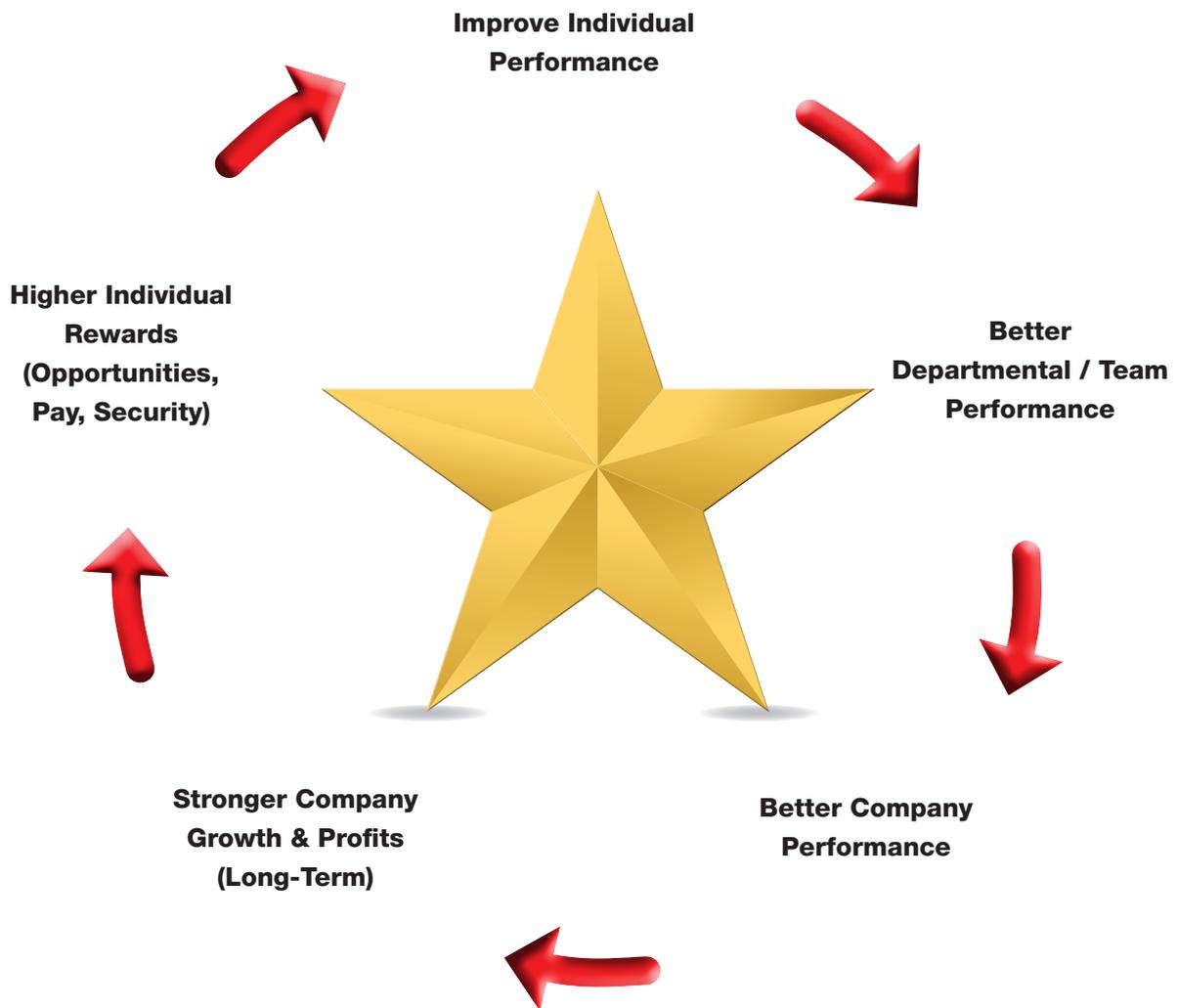
5. Productivity

The final section of the LCI program provides guidance on increasing productivity among the company's individual employees and teams.

The LCI program is critical for our long-term success, as is your understanding and support of it. All employees are offered LCI training and refreshers, and we encourage employees to bring any and all questions to your supervisor/manager, LCI, HR, Jeroen, Edel, or Jay Lapeyre.



The Continuous Improvement Cycle



1.4 Meet Our Founder



James Martial (“J.M.”) Lapeyre 1926–1989

Laitram founder J.M. Lapeyre was just 17 years old when he co-invented the shrimp peeler, which revolutionized the shrimp processing industry. Years later, spurred by the need to deliver 800 pounds of shrimp per hour to the peelers, J.M. invented the first all-plastic, modular construction conveyor belt. Pronounced by a federal court as yet another “pioneer invention”, these belts became the standard means of conveyance in countless industrial applications worldwide and led to the creation of Intralox.

“A lot of people have a strange notion of invention. They think an idea just springs to mind and the invention is complete. Nothing could be farther from the facts. It’s hard work. It’s time consuming, unusually expensive, takes the talents of many people, and sometimes ends in heartbreak.”

- J.M. Lapeyre

In addition to being a talented and accomplished inventor, J.M. Lapeyre was a man of great moral conviction. He took pride in his own and others’ achievements, admired the best in his fellow man, and envied no one.

J.M. wrote the following letter to his youngest child, Andrew, when he started his first job as a coffee roaster at a local New Orleans coffee shop. His ideas on work, values, success, and teamwork ring as true today as they did in 1986 and were the foundation for what later became our company’s Business Philosophy. This letter serves to remind each of us what we expect of ourselves and most appreciate in one another.

Dear Andrew:

October 9, 1986

I am very proud of your landing your first real job. I know that you will make every attempt to do your job well. I thought however, that my having been an employer for 35 years, that I would pass on to you a few pointers which if you heed will make you a cherished employee regardless of where you work. There are 6 points and they are:

1. Honesty
2. Reliability
3. Loyalty
4. Competence
5. Willingness
6. Cheerfulness

Honesty:- Treat other people's property and money with much more respect and care than you treat even your own. Never take even a pencil home, and pay for any postage stamps that you may use. Always account for cash to the penny. Never lie, mislead or misrepresent.

Reliability:- Conduct your dealings with your employer and other people so that they can count on you and what you say. Be on time, and preferably ahead of time for work and other commitments. Treat your work commitments seriously. Never show up for work tired after having stayed up too late. You owe your employer your best, not second best.

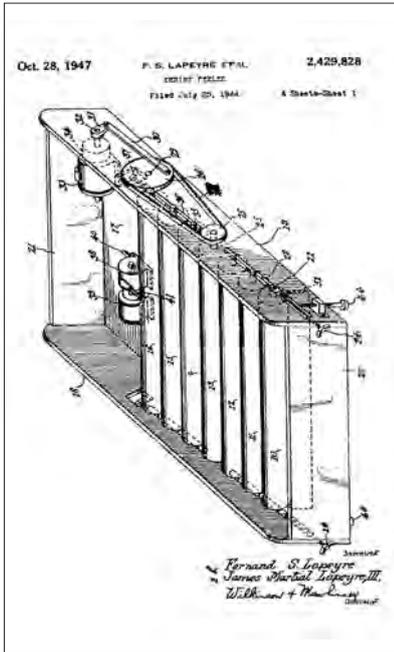
Loyalty:- Your employer is providing you with an income - this is your profit. You owe him your absolute loyalty unless he asks you to do something dishonest. Loyalty means keeping his secrets if any to yourself. Always take pride in pushing his products etc. Do what you can to reduce him costs, contribute ideas, etc.

Competence:- Do everything possible to become the best at the job you are doing. It is not good enough just to know your job. You must also understand why it is important, understand why it is important to your employer, and understand why it must be done correctly and perfectly if possible. Always try to learn more about the business.

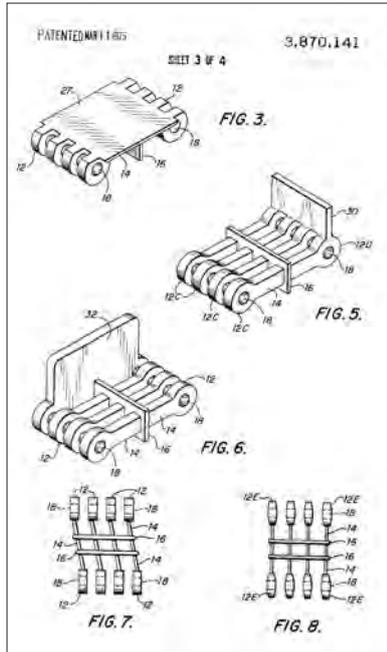
Willingness:- Always be willing to take on a little more (or a lot) without thinking of compensation. Don't be a clock watcher, be willing to help your employer to get the job done even at extra cost and inconvenience to yourself. Be in no rush to receive your rewards, they will come in time.

Cheerfulness:- Develop a cheerful attitude. Don't bring your personal troubles to work and don't bring your work troubles home to others. This destroys cheerfulness. Develop a good attitude; when people ask how are you, answer, "Great!" It will not only improve your day, but others around you. Be optimistic, try to project optimism, but don't be a bore.

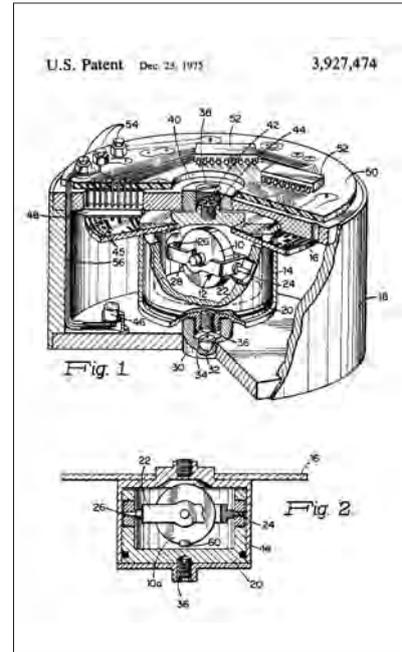
*Love
Dad*



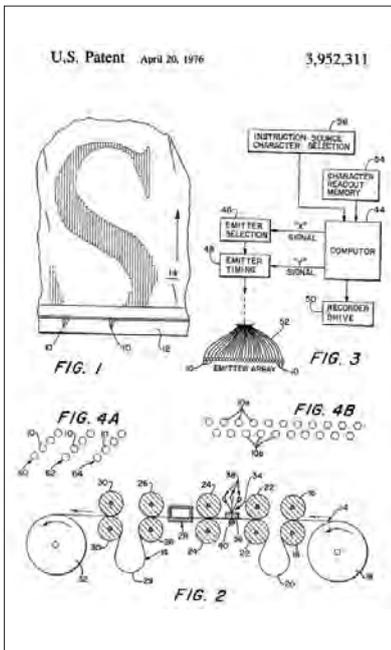
October 28, 1947
US Patent 2,429,828
Shrimp Peeling Machine



March 11, 1975
US Patent 3,870,141
*Modular Conveyor Belt
 (but you knew that one!)*



December 23, 1975
US Patent 3,927,474
Internally Gimballed Compass



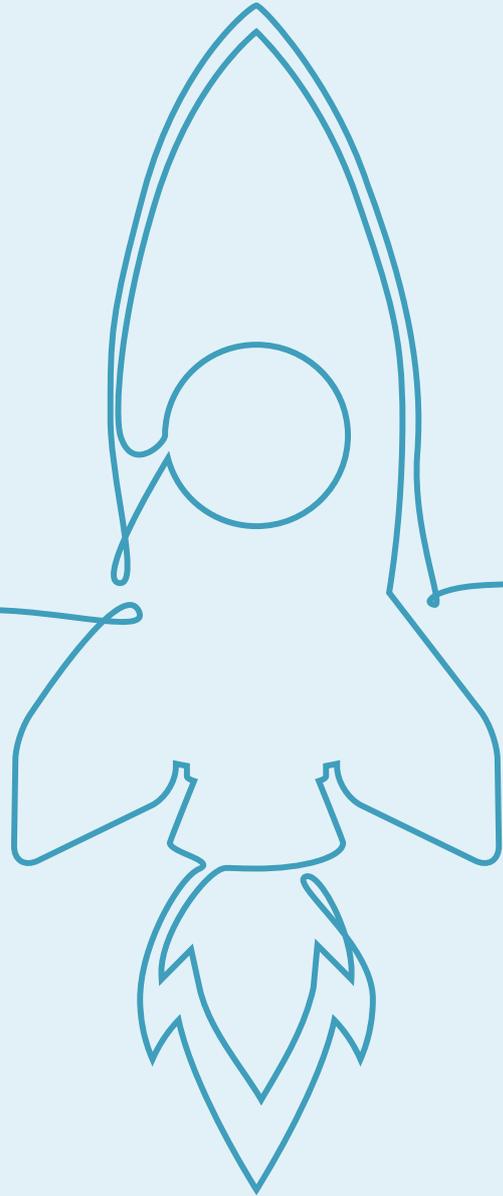
April 20, 1976
US Patent 3,952,311
Electro-Optical Printing System

“My father used to give us jobs that were sometimes too hard. I always tried to figure out the easiest way to do things. That’s what invention is all about.”

J. M. Lapeyre



2. Managing Your Career



2.1 Getting Started

- 2.1.1** Recruitment: Setting the Standard
- 2.1.2** Equal Employment Opportunity
- 2.1.3** Internal Job Application Process

2.2 Self Improvement

- 2.2.1** Performance Management
- 2.2.2** Continuous Improvement Plans (CIP)
- 2.2.3** Performance Reviews
- 2.2.4** Disciplinary Action

2.3 Compensation

- 2.3.1** Compensation Philosophy
- 2.3.2** Compensation System
- 2.3.3** Pay Periods
- 2.3.4** Expense Reports and Reimbursements
- 2.3.5** Payroll Q&A's

2.4 Employee Support

- 2.4.1** Resolving Problems and Disputes
- 2.4.2** Trust Person
- 2.4.3** Resignation

2.1 Getting Started

2.1.1 Recruitment: Setting the Standard

The only way to build a strong team is to hire the right people, those whose personal values align with the company's.

We take great effort to ensure this happens from the start with a recruitment process that attracts and keeps the best candidates.

2.1.2 Equal Employment Opportunity

Intralox fully supports Equal Employment Opportunity.

It is our policy to provide equal employment opportunities without regard to race, color, age, sex, sexual orientation, gender identity, national origin, immigration status, religion, disability, genetic predisposition or carrier status, veteran or military status, or any other legally protected status or classification under applicable laws in the country of employment.

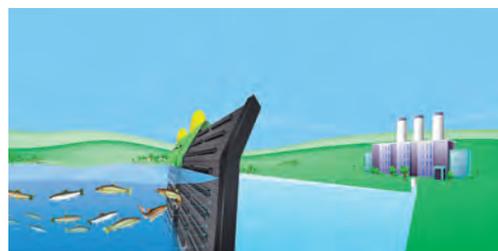
Any breaches to this policy will be handled in accordance with our Disciplinary Procedure.

If you have suffered discrimination, please follow our policy for Resolving Problems and Disputes. All complaints will be treated in confidence and investigated appropriately.



Did you know ...

Intralox's commitment to environmental health and safety extends to our products, as well. Our Hydrolox solution ensures the safety of wildlife like fish and eels by reducing their injury, impingement, and mortality (all while reducing costs to the customer).



2.1.3 Internal Job Application Process

We fill each open position with an individual whose competence, experience, and employment record demonstrate their qualification for that job.

The hiring supervisor will make their decision based upon who they believe will best contribute to the productivity of their Department and succeed in the position.

We seek to provide all employees with opportunities for advancement within the organization. As such, no open position can be filled without first being posted internally for a minimum of seven days.

To be eligible for an internal transfer, you must:

- Have worked for a minimum of one year in your current position.
- Be in good standing without any current performance or disciplinary issues.

The internal job application process helps ensure there are no misunderstandings or competition for employees between Departments or Divisions. After an initial exploratory discussion with the hiring manager, if the candidate decides to progress with their application for a new internal role, they should first inform their current manager.

When a job opening becomes available, a job description will be posted on the company intranet Avature page and physically posted in common areas for employees to see.



Please visit the Laitram Intranet Site for internal job listings.



2.2 Self Improvement

2.2.1 Performance Management

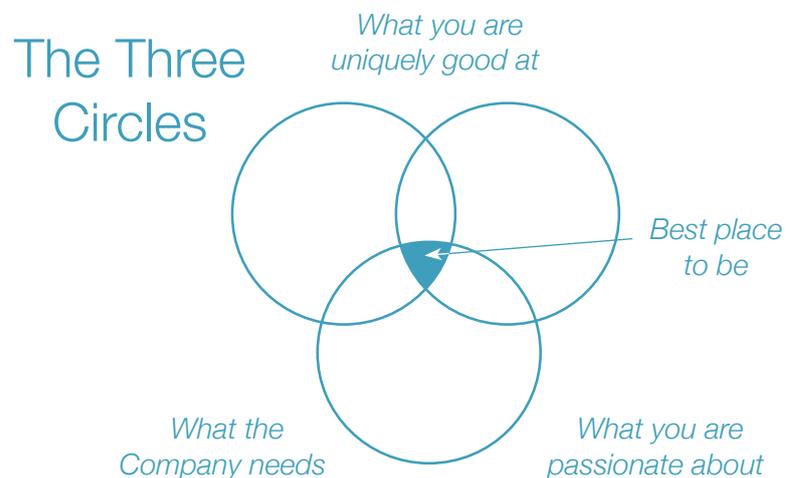
The Performance Management process is designed to optimize *you* within the context of the company's goals and values, identifying ways to grow and leverage your strengths as your career develops. You are a critical part of this process; managing your career is ultimately your responsibility.

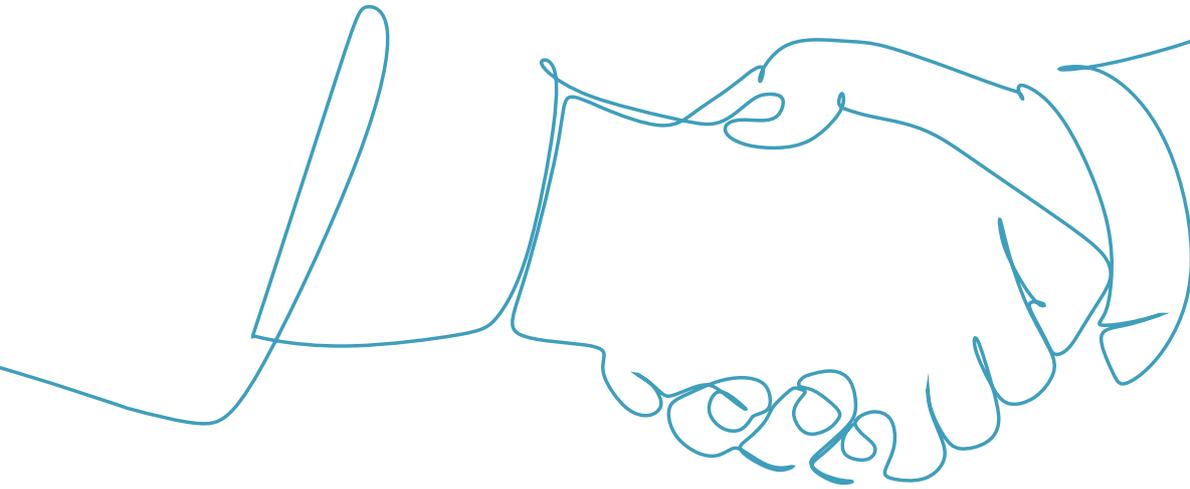
Your best work at Intralox will be work that you enjoy, that you're great at, and that creates value for the company. We call this your "Highest and Best Use", and it is our collective goal – yours, your team's, and your Manager/Supervisor – to ensure you find your way there.

2.2.2 Continuous Improvement Plans (CIP)

Each year, you and your Manager/Supervisor will complete a Continuous Improvement Plan to make sure you both understand and agree upon the expectations for your performance and career development.

This plan is a written agreement that includes job-specific responsibilities (called indicants), goals for the coming period, as well as areas for personal development. When crafted thoughtfully, your CIP ensures that there are no surprises when it comes to your performance review.





2.2.3 Performance Reviews

Your Performance Review should be a dialogue between you and your Manager/Supervisor, an opportunity to review your accomplishments, explore your strengths, and better understand areas for further growth and development.

Remember: your Manager/Supervisor wants you to succeed, and their feedback can be a helpful tool in becoming your best self.

We encourage you to approach these discussions with an open and honest mindset, complemented by introspective self-assessment.

Although performance reviews offer a formal review twice a year (mid-year and year-end), open feedback, coaching, and development occur year-round.

*Create an environment
where talented and
motivated people thrive.*

LCI

2.2.4 Disciplinary Action

Intralox does not wish to enforce harsh or unreasonable disciplinary measures, but we do believe that discipline is necessary in any well-managed organization.

Any disciplinary action is taken only as a corrective measure, and in every case, the employee will be given an opportunity to state their case and discuss their point of view.

Note: The disciplinary policy described below is a general overview; employees must familiarize themselves with the disciplinary policy applicable to their department.

Corrective action at Intralox is generally, but not always, progressive, following a pattern increasing in seriousness until the infraction or violation is corrected. This may include:

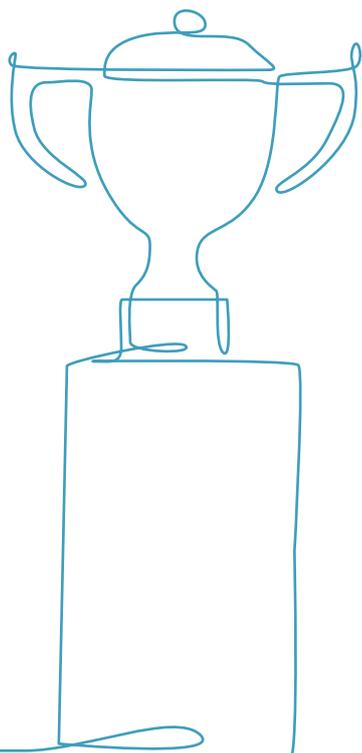
- 1. Verbal Warning:** Counseling about an infraction or poor work performance, supported by a written copy given to the employee.
- 2. Written Warning:** Issuance of a written warning for specific behavior or performance, signed by the employee.
- 3. Final Warning:** Counseling by a Manager/Supervisor and warning of possible discharge. This may or may not be accompanied by a probationary period and/or suspension.
- 4. Discharge:** Terminating employment with the Company.

The employee's Manager/Supervisor takes many factors into consideration when deciding upon an appropriate corrective action – including the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record – and may apply whatever corrective action is warranted by the facts of the situation, even if that means deviating from the sequence outlined above.



UK employees: Please see your country-specific appendix for UK policy details.

2.3 Compensation



2.3.1 Compensation Philosophy

Intralox compensates employees based upon individual and Company performance. Employees shall neither ask for more – nor be asked to accept less – than they have earned. We share in our success based on the value of our individual contributions.



Did you know ...

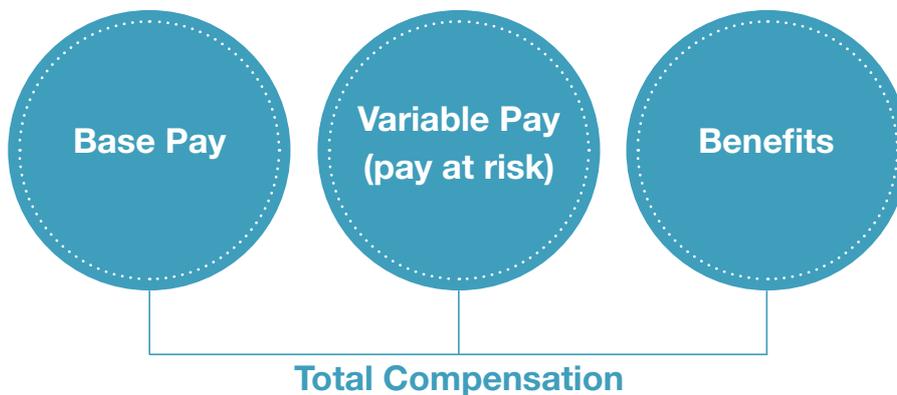


Intralox generated €18.3million annual operational savings for Continental, due to extended belt life, reduced downtime and reduced maintenance.

That's a saving of €2.44 per second!

2.3.2 Compensation System

The goal of Intralox's Compensation System is to give each employee the opportunity for outstanding total compensation and to deliver higher total compensation and more stable employment than is possible with traditional systems.



Base Pay

Base pay is the fixed component of total compensation and should reflect approximate market value for the role.

Base pay changes happen if/when there is a change in the employee's market value, which can occur when:

- an employee acquires significant and relevant new skills
- there is a significant change in the level of responsibility in a job
- there is a job promotion

Consumer Price Index

Employees who have worked a full year at Intralox are eligible for a Consumer Price Index (CPI) increase on their base pay, payable annually in March, while those with less than a year's service receive a pro-rated CPI increase. A CPI increase is not guaranteed in the case of a job change during that 12-month period.

Variable Pay (“Pay at Risk”)

All employees at Intralox are eligible for a variable pay plan. This variable component of your total compensation differs from your salary in that it is not guaranteed (hence “*pay at risk*”) and has no maximum. It is performance-based and allows employees to benefit from increases in both individual effort and company profitability.

Variable pay creates an environment where employees are invested in Intralox’s success, and it is part of how we attract employees who are entrepreneurial, engaged, and believe in both this company and themselves.

Each variable pay plan is appropriate for the type of work performed by the employee or their department. Operations incentives are related to productivity; sales incentives are related to performance and increased growth.

Commissions and incentives are paid as follows:

- **Sales Commission:** February, May, August, November
- **Annual Salary Review:** March
- **YE Incentive:** March 15
- **YE CS/ Sales Commission:** March 15

Full details of the Incentive Plans are available to view on the Human Resources SharePoint site, under Compensation.

Benefits

The final component of Intralox’s Total Compensation package is a significant one: Benefits. Please see Section 3 for full details.

2.3.3 Pay Periods

Intralox Accounting sends payment instructions to your bank on the 24th of each month or, if the 24th is a weekend or public holiday, the previous working day. Pay slips are issued digitally, on or after the payment day.

Note: All employees should maintain safe, digital storage of all payroll documents like salary slips and annual statements. Copies are available only in extraordinary circumstances.



UK employees: Please see your country-specific appendix for pay periods.

2.3.4 Expense Reports and Reimbursements

To be reimbursed for reasonable business expenses, please submit your expense reports to Accounts Payable on a timely basis: generally after each trip and no later than 30 days after expenses were incurred. All expenses must be properly coded and receipts submitted according to regional processes and tax requirements.

If you ever need a second opinion on what constitutes a “reasonable”, reimbursable expense, just check with your Manager/Supervisor.

Guidance for travel related expenses is available on the Human Resources SharePoint site under Policies and Guidelines.



Whether products conveyed are boxes, baked goods, or loose food items, Intralox can offer a tailor-made solution.

2.3.5 Payroll Q&A's

There is a Payroll Q&A section on the HR SharePoint site under Payroll Information.

Please remember to use ONLY the country-specific email address for payroll-related queries:

Payroll Netherlands	Payroll.Netherlands@Intralox.com
Payroll UK	Payroll.UK@Intralox.com
Payroll Italy	Payroll.Italy@Intralox.com
Payroll France	Payroll.France@Intralox.com
Payroll Germany	Payroll.Germany@Intralox.com
Payroll Spain	Payroll.Spain@Intralox.com
Payroll Belgium	Payroll.Belgium@Intralox.com
Payroll Denmark	Payroll.Denmark@Intralox.com
Payroll Turkey	Payroll.Turkey@Intralox.com
Payroll Poland	Payroll.Poland@Intralox.com
Payroll South Africa	Payroll.SouthAfrica@Intralox.com
Payroll Sweden	Payroll.Sweden@Intralox.com
Payroll Czech Republic	Payroll.CzechRepublic@Intralox.com
Payroll Ireland	Payroll.Ireland@Intralox.com



2.4 Employee Support

2.4.1 Resolving Problems and Disputes

Intralox always strives for an atmosphere of cooperation and fair treatment. But – as a collection of humans – it's only natural that sometimes misunderstandings do occur.

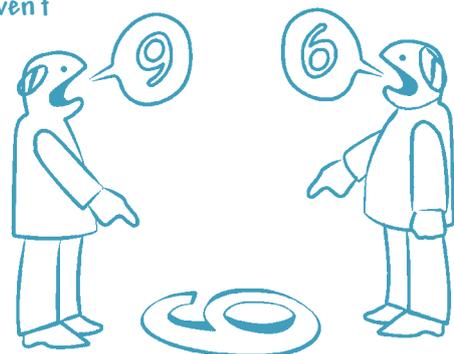
Intralox believes strongly in open communication and transparency, and we encourage you to bring any ideas, complaints, or problem areas to our attention. Should you find yourself in the middle of a conflict that you are unable to resolve yourself, we encourage you to:

1. Discuss the complaint with your immediate Manager/Supervisor. (If your Manager or Supervisor is the basis of the complaint, you can skip this step.)
2. If you are not satisfied with your Manager/Supervisor's response, you may appeal to the next level of management – your Supervisor's Manager – who will meet with you and respond to your complaint.
3. If you are still not satisfied, you may appeal in writing to the next level of management.
4. Final appeals may be made in writing to Edel Blanks.

Throughout the resolution process, the Human Resources Manager, an LCI representative, and/or the Trust Person are available to the employee and the Manager/Supervisor for help facilitating the situation objectively. Their role is as an advisor only, and the ultimate decision is made by Company management.

Using this process to help resolve disagreements or misunderstandings within the organization will never be held against you in any way. All appeals will be handled confidentially.

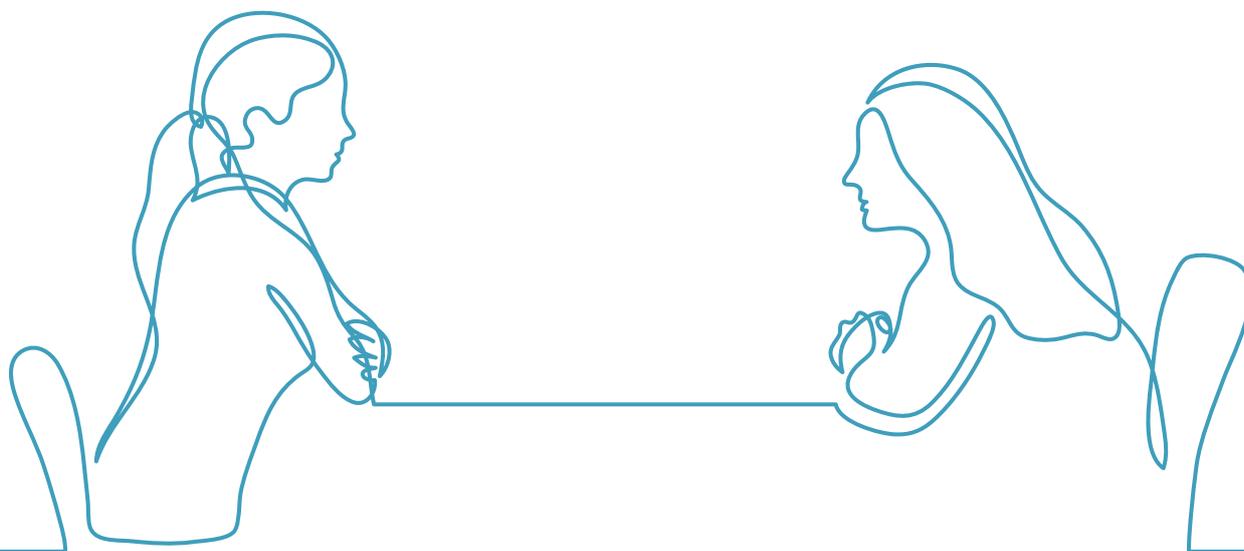
Just because you're right, it doesn't mean I'm wrong. You just haven't seen it from my side.



UK employees: Please refer to your country-specific appendix for the UK policy.

2.4.2 “Trust Person”

If you'd ever like to discuss a confidential or personal matter with someone other than your Manager/Supervisor, the Company has appointed “Trust Persons” who are happy to speak with you: “the vertrouwenspersoon” (Carrie Solomon) for EMEA and the LCI Partner (Rachel Marchant) for the UK.



2.4.3 Resignation

Should you wish to end your employment at Intralox, you must inform your Manager/Supervisor – in writing – and provide a copy to the Human Resources department (e-mail: HR.EU@intralox.com). Please check your employment contract for your minimum notification period.

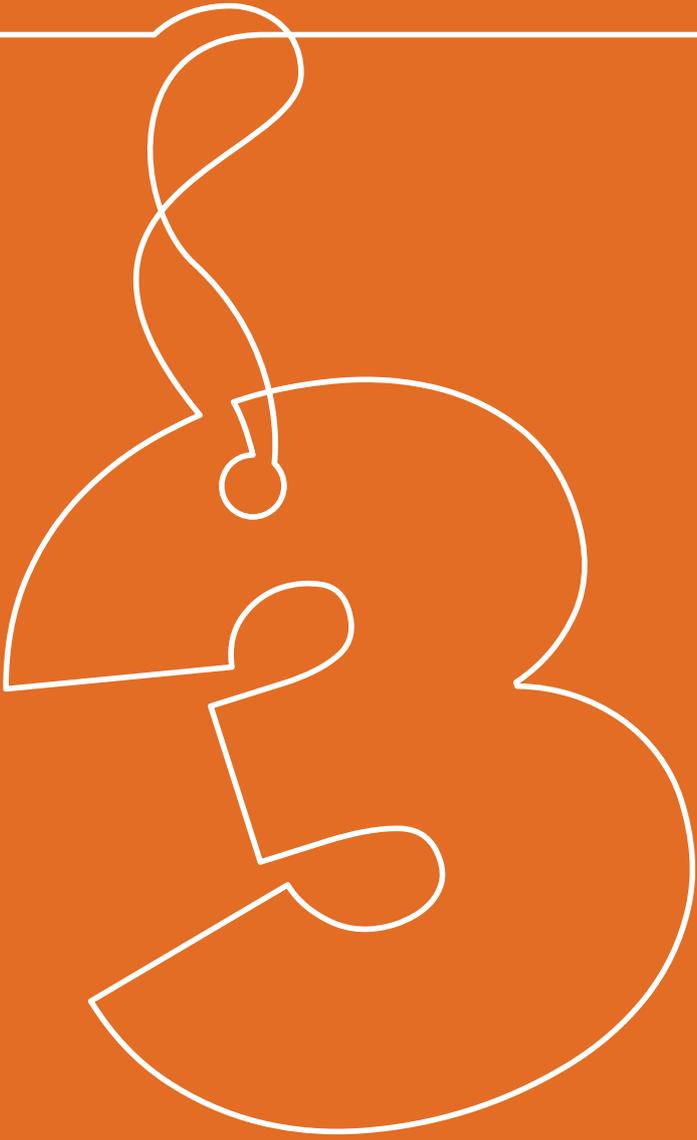
When leaving Intralox due to resignation or the end of your contract, you are entitled to your salary up to the last day of the notice period. All benefits received as part of your employment with Intralox terminate the first day after your employment ends. If you received a permanent travel advance during your employment, that amount will be deducted from your last salary payment. Any untaken accrued vacation days will be paid out in the first payroll after the month of your formal end date. If there is a commission entitlement, this will be paid as soon as the amount is formally communicated to payroll.

Note for Italy employees: When no other provisions are agreed, your 13th and 14th months of salary and commission will become payable on a pro-rata basis.



Make the team the best it can be

*Build trust and open communication.
Listen. Keep an open mind.
Seek first to understand. LCI*



3. Benefits



3.1 Core Benefits

3.1.1 Core Benefits

3.2 Other Benefits

3.2.1 GeoBlue

3.2.2 Employee Assistance Program

3.2.3 Employee Recommendation Bonus Program

3.2.4 Anniversaries

3.2.5 Home Office Budget

3.2.6 Learning and Development

3.2.7 Tuition Reimbursement

3.3 Planned Time Off

3.3.1 Public Holidays

3.3.2 Annual Leave

3.3.3 Requesting Annual Leave

3.3.4 Exceptional Leave

3.3.5 Leave of Absence / Time Off Without Pay

3.3.6 Collective Labor Agreement

3.1 Core Benefits

3.1.1 Core Benefits

Intralox's benefits form the final component of Intralox's Total Compensation package. Our robust and attractive benefits package includes 'hard' and 'soft' benefits, such as company culture, training and development, career opportunities, health insurance, group life insurance, and pension plans.

Some things to note:

- The cost of some benefits is shared by Intralox and employees, while other benefits are covered entirely by Intralox.
- Contract workers, independent contractors, temporary workers, and leased workers are not eligible for benefits.
- Intralox reserves the right to modify or terminate any benefits.
- Should the information in this Handbook ever differ from the information in your health insurance or pension plan documents, please defer to the latter as the correct version.

Full details of EMEA benefits and policy providers can be found in your country-specific appendix or at www.laitrambenefits.com/emea-benefits.



3.2.2 Employee Assistance Program

We know that mental health is a crucial part of our employees' total health. As such, our Employee Assistance Program provides free initial counseling with trained professionals to all EMEA and UK employees and their family members. This program helps you address a variety of issues (e.g. marital, financial, legal, substance abuse) that may affect your personal life and/or job performance.

The program is free, strictly confidential, and designed to enable you or your family members to seek help outside company resources such as HR / LCI.

The EMEA program details can be found on the Human Resources SharePoint site under Benefits.



UK employees: Please see your country-specific appendix for more information on the UK's separate EAP provider.

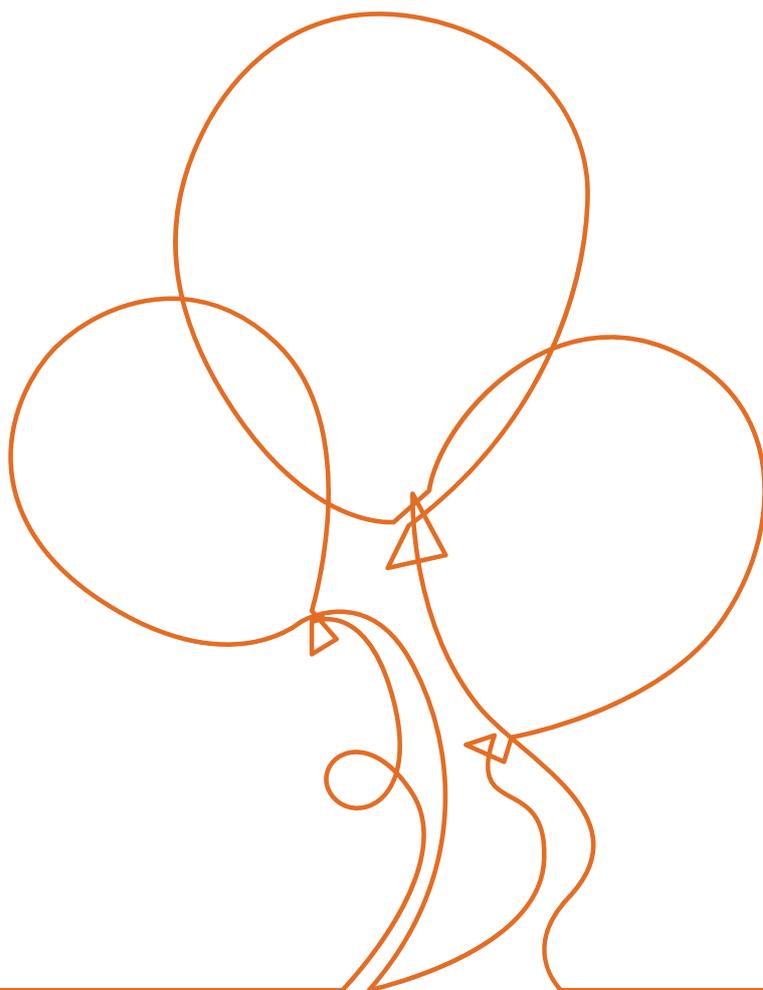
3.2.3 Employee Recommendation Bonus Program

We've had great recruiting success from current employee referrals. If you know someone qualified for an open and advertised position, please encourage them to apply, and feel free to share any and all advertised job postings with your networks via word of mouth, email, or social media.

Employee referrals benefit everyone: Intralox meets great talent, the candidate finds a new position, and you can buy everyone a round of celebratory drinks with your Employee Recommendation Bonus!

Once the new employee completes six months of employment at Intralox, the referring employee will receive a bonus payment of €1000 / £1000.

Full details of the Global Employee Recommendation Bonus Program, including the Avature form to use, are available on the Human Resources SharePoint site under Job Postings.

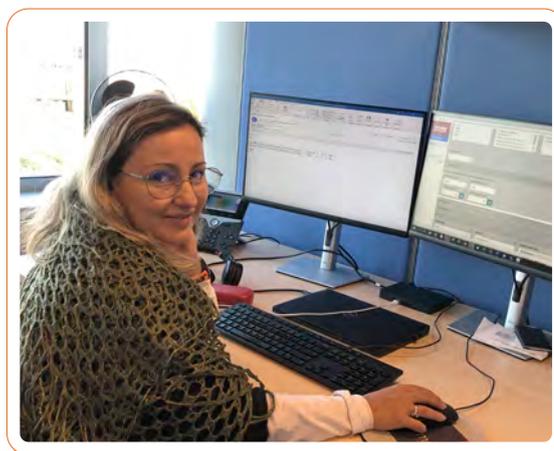


3.2.4 Anniversaries

There are few things we value more than our employees, so of course we want to celebrate your continued service at our company! Beginning at your 5th anniversary with Intralox and every subsequent five years, Intralox awards the following gifts to all EMEA employees:

- 5 years – €50
- 10 years – €120
- 15 years – €200
- 20 years – €300
- 25 years – €750
- 30 years – €1000

UK employees: Please see your country-specific appendix for details.



3.2.5 Home Office Budget

Whether you alternate between working from home and office or work fully from home, we know your best work won't happen hunched over a laptop on your family sofa.

Intralox offers a one-time budget of €850 (or local currency equivalent) for employees to furnish a comfortable and professional home office within their own living space. This may include a desk, chair, lighting, laptop stand, sit-stand desk converter, or other necessary items within budget. IT-related hardware or software do not count toward the Home Office Budget and should be ordered via the IT Service Hub.

For reimbursement, submit an expense report using the code "work-from-home set-up".

Employees who voluntarily resign within their first year of employment must repay any home office funds used.

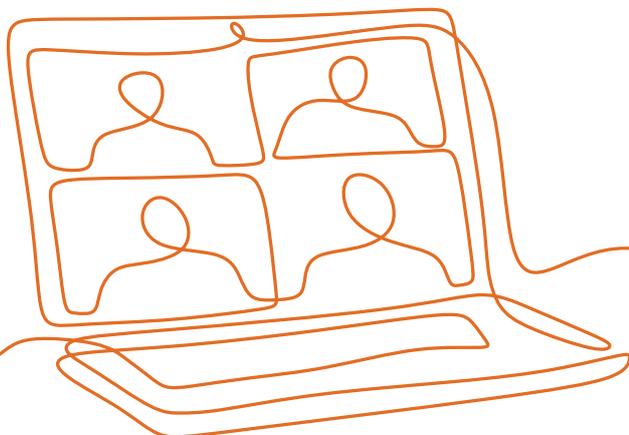
Note: This benefit does not apply to employees who work from home on an ad hoc basis.



Corporate Games: Intralox's Dragon Boat Team

Make the team the best it can be

Understand the importance of individual impact on team and company. LCI



3.2.6 Learning and Development

Intralox's culture of Continuous Improvement supports learning and development throughout an employee's career.

Training on various topics begins during Onboarding, which covers essential topics related to the company, product, and role. Training thereafter is available as live training (in-person or virtually via Teams), accessed-on-demand digital training, or a combination (blended learning).

All digital training is delivered via Elevate, our digital learning platform, which facilitates learning anytime, anywhere, via desktop or mobile. Elevate makes it easy to find the digital training you need and to track your own learning progress. All employees with an Intralox email address have access to Elevate via www.intralox.com/elevate or via the SAP Litmos app, available for download in the App Store or Google Play store. Any questions about Elevate should be directed to elevate@intralox.com.

3.2.7 Tuition Reimbursement

Self-managed and driven employees invest in their personal and professional development.

To support and encourage this investment, Intralox's tuition reimbursement program offers financial assistance (up to a maximum of €5,000) for approved higher educational programs.

Reimbursement for courses directly related to your job will be handled by your Manager through departmental expenses. Reimbursement for self-improvement (non-job-related) courses will be handled by HR. For more information on which courses qualify for tuition reimbursement, consult your HR Department.



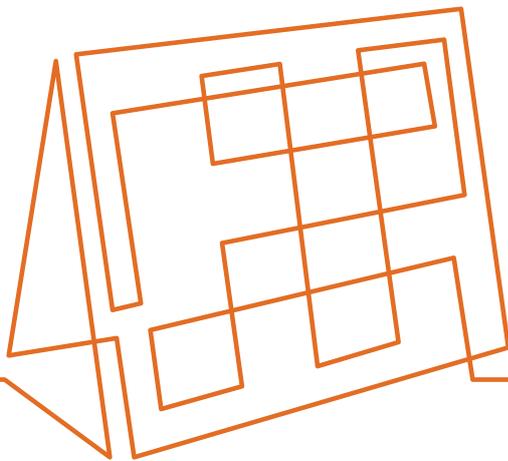
Intralox: Artist's impression of Schiphol new build

3.3 Planned Time Off

3.3.1 Public Holidays

At the beginning of each calendar year, Intralox will publish that year's public holiday observances on the Human Resources SharePoint site under "Laitram Global Calendar – Holidays".

Employees who are contracted to participate in weekend or emergency service will be required to work any hours necessary for the effective completion of their duties, including public holidays.



*Make a difference.
Be self-managed.*

LCI

3.3.2 Annual Leave

Every employee is entitled to annual leave which consists of a fixed amount of paid time off. These holiday hours are accrued over the course of the calendar year and are calculated pro-rata for part-time employees based upon the hours stated in their employment contract.

Employees are responsible for managing their own holiday schedule throughout the year. However, Intralox encourages every employee to take a minimum of 15 days of paid leave each year, and they could be asked to take these minimum 15 holidays at the end of the calendar year.

Note: It is possible – but extremely unlikely – that an unexpected circumstance or event might require Intralox to ask an employee to move or cancel a scheduled holiday. Should this occur, the new (rescheduled) holiday period will be determined in consultation with the employee, and Intralox will reimburse any costs arising from the change.

For more information on country-specific holiday allowances and processes – including policies around rolling over unused holiday hours and specific compensation days for allocated reduction of working / time off in lieu – please check your country-specific appendix.

3.3.3 Requesting Annual Leave

Employees are required to submit a time off request to their Manager/Supervisor in advance of their holiday, so that we may assess the impact on capacity planning and business operations. The confirmation or rejection of the holiday request will be communicated to the employee within two weeks of receipt.

Requests for time off exceeding 15 working days should be submitted in writing at least three months prior to your departure date.



3.3.4 Exceptional Leave

In accordance with local legislation, Intralox employees are entitled to exceptional leave without losing pay for events like a house move, birth of a child, funeral, marriage, registered partnership, or marriage of parents-in-law.

More details on exceptional leave entitlements can be found on the Human Resources SharePoint site or on the EMEA Benefits site.



Full details on your country's specific exceptional leave entitlements can be found in your country-specific appendix.

3.3.5 Leave of Absence / Time Off Without Pay

All employees who have been employed by Intralox for six months or more may submit to their Manager/Supervisor a request for a leave of absence without pay.

Each request for a leave of absence will be considered individually, based upon factors such as the purpose of the leave, the employee's length of service and service record, and the effect upon the operation of the unit or department. If a leave of absence is approved, a definite date for return will be established, and failure to return to work at the specified time may result in termination.

Employees must use all accumulated holidays during leave, after which the remainder of the leave will be unpaid.

*Build trust and open communication. Listen.
Keep an open mind.
Seek first to understand.*

LCI

3.3.6 Collective Labor Agreement

In Italy, France, Spain, and Belgium, Intralox employees fall under a Collective Labor Agreement (CLA). If there is any inconsistency between the information provided in this Handbook and the CLA of your specific country (if applicable), the CLA takes precedence.

Details can be found in the Europe section of the Human Resources Sharepoint site.

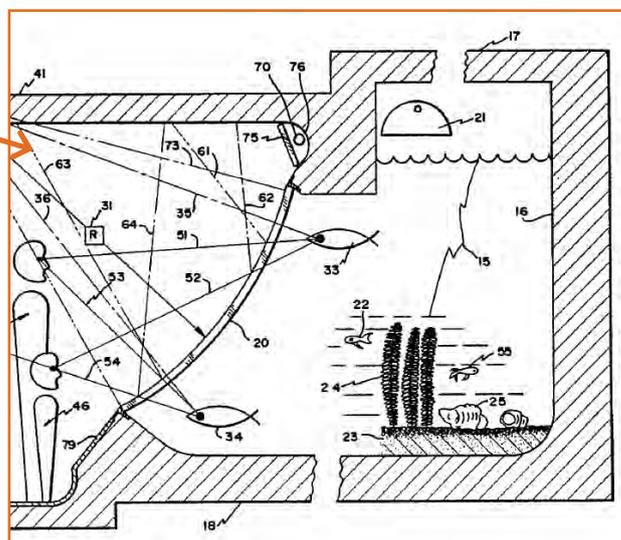


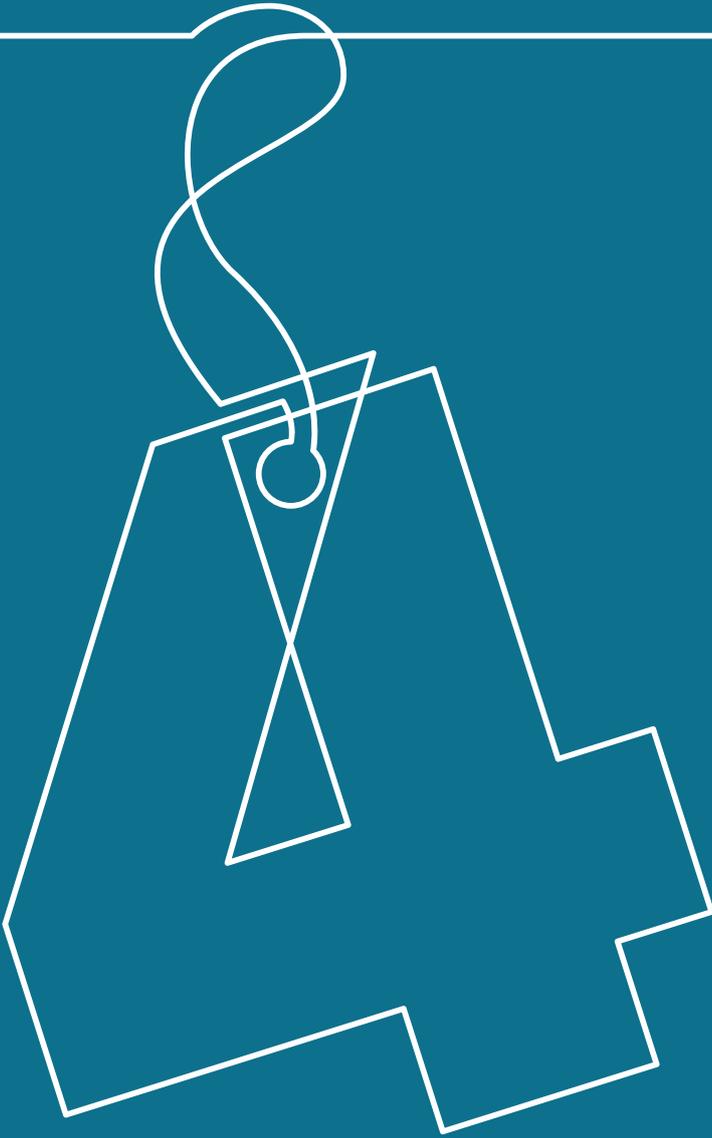
Did you know ...

GLARE-FREE PUBLIC AQUARIUM

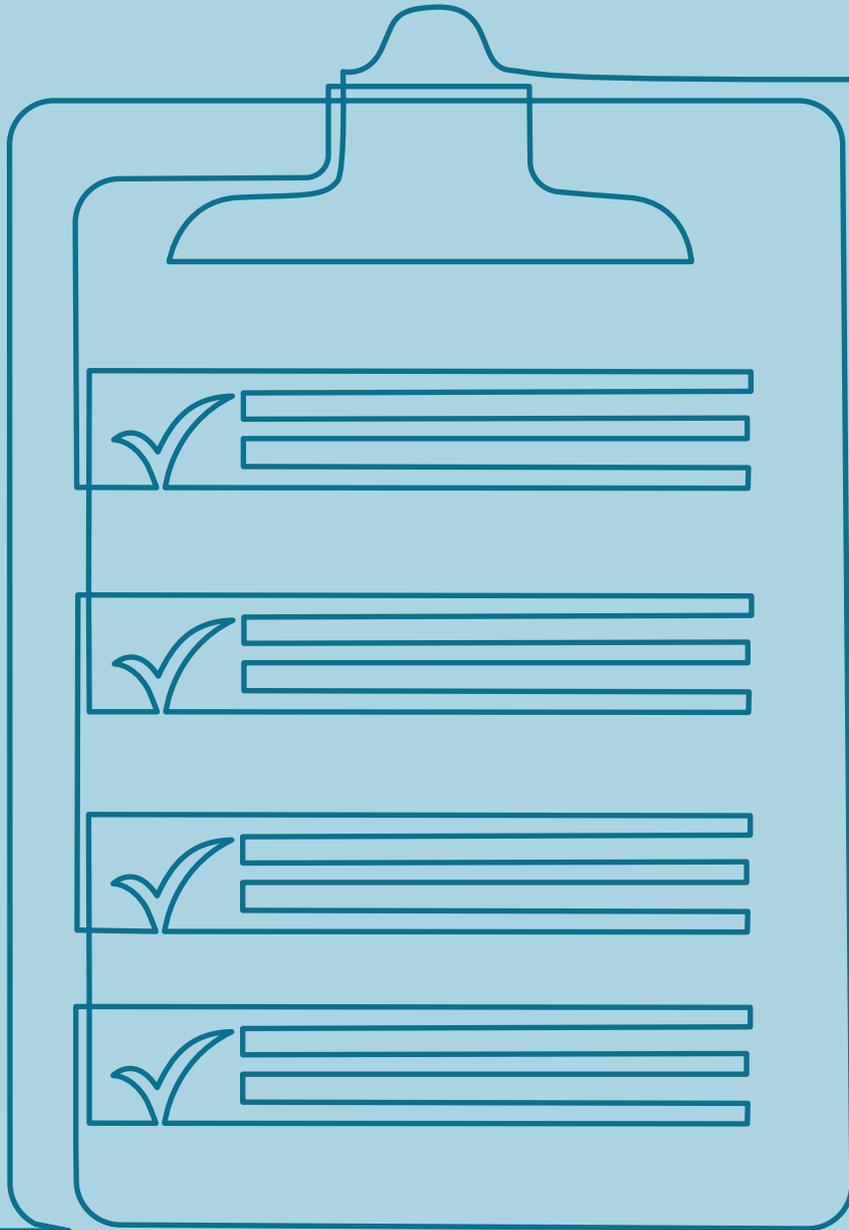
LIGHT
SOURCE

J.M. Lapeyre
also invented
a glare-free
aquarium.





4. Guidelines



4.1 At Work

- 4.1.1** Attendance
- 4.1.2** Sickness
- 4.1.3** Lateness

4.2 Technology

- 4.2.1** Personnel Records
- 4.2.2** Computer, E-mail, and Phone Systems
- 4.2.3** E-mail Retention Policy
- 4.2.4** Internal Social Media Guidelines

4.3 Transport

- 4.3.1** Travel
- 4.3.2** Personal and Rental Cars
- 4.3.3** Lease Cars

4.4 Workplace Policies

- 4.4.1** Health and Safety
- 4.4.2** Workplace Violence
- 4.4.3** Workplace Discrimination, Sexual Harassment, and Retaliation
- 4.4.4** Smoking
- 4.4.5** Drugs and Alcohol
- 4.4.6** Gifting
- 4.4.7** Protecting Trade Secrets

4.1 At Work

4.1.1 Attendance

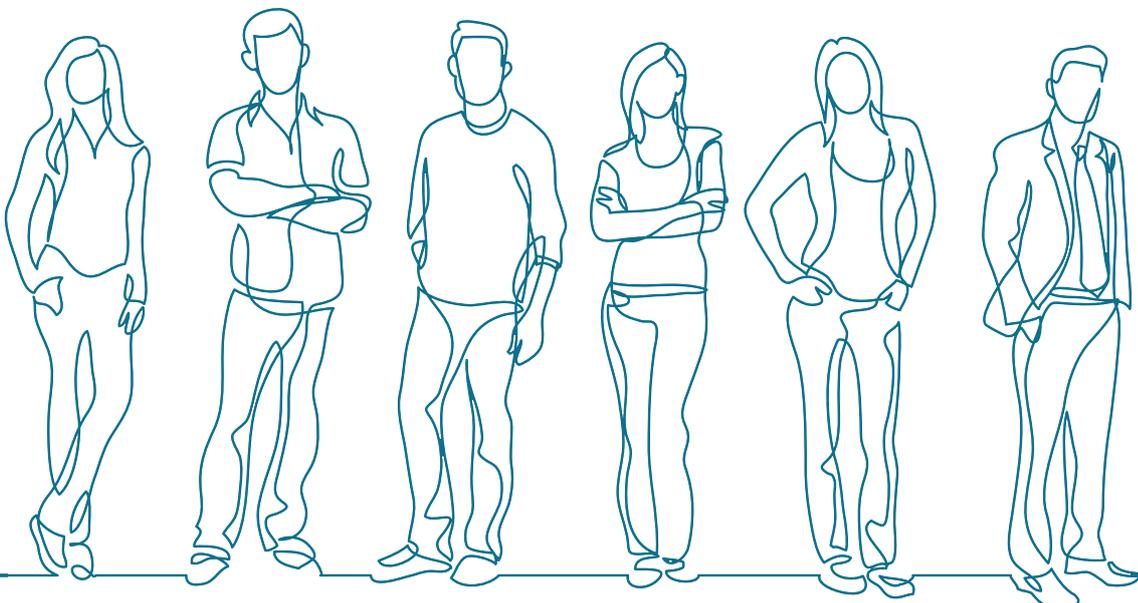
Every role at Intralox is an important one—your presence matters and, conversely, your absence has impact and is noticed.

Strong attendance levels help us maximize customer value, efficiency, and productivity; ensure employee well-being; and make the highest and best use of each team member's talent and skills.

Acceptable reasons for being late or absent without advance permission from your Manager/Supervisor are personal illness, personal emergency, or a medical necessity in your immediate family. If one of these situations occurs, please notify your Manager/Supervisor as soon as possible, ideally before your scheduled starting time. Absence without proper notification is a serious offense that can result in disciplinary action up to and including termination.



Please check your country-specific appendix for any further guidelines, and consult your Manager/Supervisor for any departmental variations to this policy.



4.1.2 Sickness

If you are too sick to work, contact your Manager/Supervisor or other assigned person in your department before the start of the scheduled workday on the first working day of illness. This contact should occur in-person or via telephone, so as to enable discussion about your absence and expected return (i.e. text / WhatsApp will not suffice). The employee (or assigned person in that department) must log the dates/time of the sick leave in Kronos as soon as possible using the pay code 'Sick Personal'.

If you need to leave work early because of illness, report this to your Manager/Supervisor before leaving.

When reporting sick, the employee is expected to share:

- an indication of the nature of the illness (no medical information needs to be shared)
- the expected date of return
- how and where the employee can be reached during absence

More information about EMEA sickness procedures are available in your country-specific appendix.

4.1.3 Lateness

If you know you will be late reporting for work, call your Manager/Supervisor as soon as possible and provide an estimated time of arrival. Repeated tardiness may result in disciplinary action up to and including termination.



Corporate Games Intralox Team

*LCI Business Philosophy:
Self-managed people are
our greatest resource.*

LCI

4.2 Technology

4.2.1 Personnel Records

Intralox is committed to complying with the principles and requirements of the European General Data Protection Regulation. Should you wish to access, correct, update, or request deletion of your personal data, you can do so at any time by contacting the Human Resources department at **HR.EU@intralox.com**.

Intralox's data processing activities and your data protection rights are detailed in the Intralox Global Privacy Shield Policy on the Human Resources SharePoint site.

Intralox is required to ask for and verify personal data including but not limited to:

- employment records and contact information (so we can manage our employment relationship with you)
- bank account and salary details (so we can pay you)

We also ask that you keep your personnel records up to date so that we may reach you or a family member in case of an emergency, properly maintain your insurance and health benefits, and accurately compute and pay your salary. Promptly notify the Human Resources department of any change in your:

- Name
- Address, telephone number(s) or personal email
- Bank details
- Means of commuting
- Marital status (i.e., marriage, official civil partnership or divorce)
- Beneficiary or dependents listed on your insurance policies
- Emergency contact

You can submit a "Personal Information Change Form" through the Human Resources SharePoint site under Self Service Links.

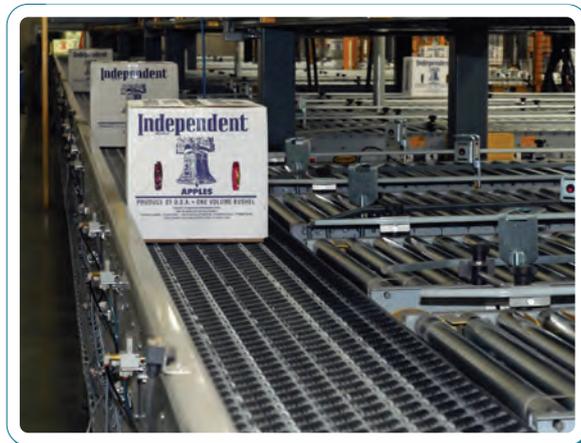
4.2.2 Computer, E-mail, and Phone Systems

The computer systems within Intralox – all hardware, software, data, and related items, including email – are always considered to be the property of Intralox. Intralox reserves the right to review, access, and copy any information in the computer systems without the permission of the user when deemed necessary for the interest of the company. (In other words, if you want digital privacy, it's best that you use your own devices during your own time.)

Intralox provides IT for the purpose of conducting Intralox business. Ask yourself: “Would I be comfortable if management knew how much time I was spending each day sharing memes/ shopping online/planning that vacation/texting my buddy?” If the answer is “no”, you probably shouldn't be doing it.

Installation of software or hardware for non-business purposes is not permitted; the Information and Technology Services (“ITS”) department should be consulted prior to installation of any software and hardware.

Note: All employees with computer access must complete the designated online security training as directed by IT and / or their Manager/Supervisor.



Intralox's biggest growth is equipment – such as this ARB S4500 Bulk Sorter for Amazon.

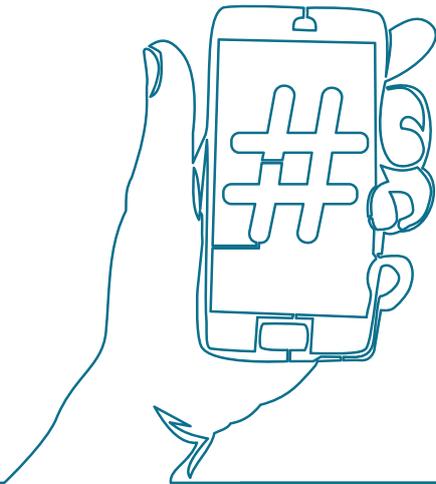
4.2.3 Email Retention Policy

All emails on our computer system are retained for 2 years and 3 months. Should you wish to preserve an email for longer than this period please print or save it.

For full details, read the Laitram Computer Policy on the Human Resources SharePoint site.

4.2.4 Internal Social Media Guidelines

Intralox's clear set of guidelines relating to the use of social media for both internal and external communication and collaboration can be found on the Intralox Knowledge Center website, under "Marketing".



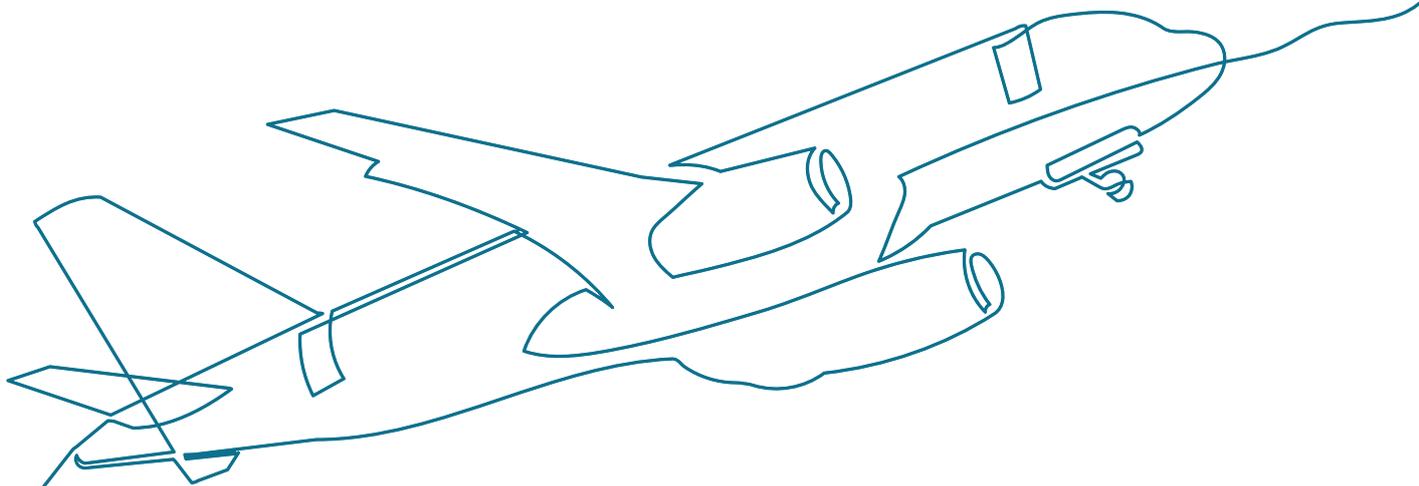
4.3 Transport

4.3.1 Travel

With the help of our travel agency, American Express Concur, we work to manage travel expenses and reduce spending wherever possible.

When traveling for work, your hotel and flight costs are fully covered within reason. Use approved Intralox hotel partners when available (otherwise, use reasonably priced hotel chains), and choose the lowest-fare flight with convenient time and duration.

You can find detailed travel guidance on the Human Resources SharePoint site under Policies and Guidelines.



Netherlands employees: Please see your country-specific appendix for more information on country-specific travel policies, including actual mileage reimbursement rates.

4.3.2 Personal and Rental Cars

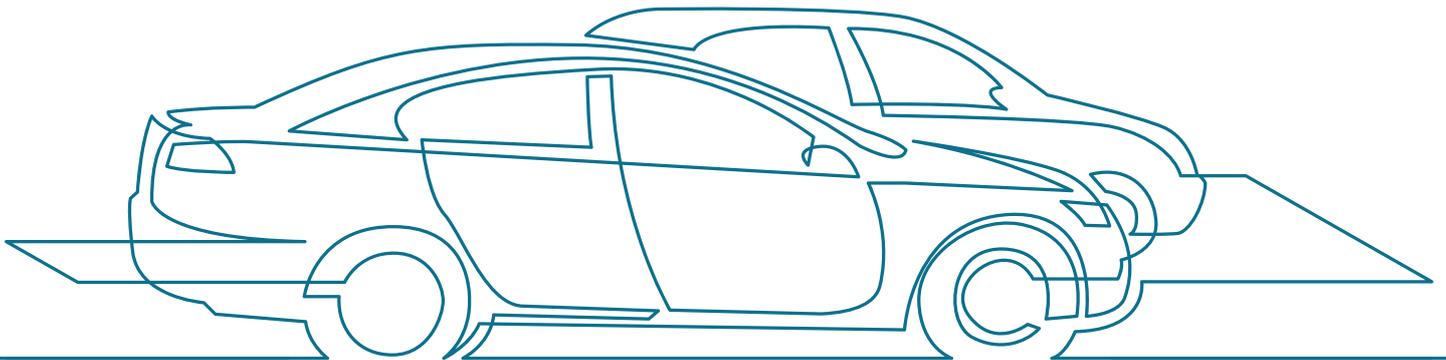
If you need to rent a car for business purposes or for business travel, use an Intralox rental car partner whenever possible.

Should you choose to use your personal vehicle for business trips, Intralox will reimburse you at the standard rate as published by local tax authorities and in accordance with local tax guidelines.

For travel between your home and the airport, mileage is completely reimbursable if it occurs on a non-workday. On a workday, this mileage is reimbursable only to the extent that it exceeds your normal mileage from home to work.

Some things to note:

- AVIS rentals are paid for with our AVIS Preferred Card.
- Our AVIS contract price includes theft, damage, and liability coverage. Please decline any other insurance offered by AVIS (subject to local law requirement.)
- Car rentals through any other company should be paid for using own credit card.



UK employees: Please see your country-specific appendix for your personal and rental car policy.

4.3.3 Lease Cars

The Intralox Car Policy establishes a uniform procedure that jointly addresses employee and employer interests relating to safety, sustainability, and costs. Management retains the right to allocate or refuse a lease car as necessary for the business.

Employees are eligible for a lease car if determined by their labor agreement and covered by their function (account managers and field service technicians).

Intralox states the norm-lease amounts for each country each year, and employees are expected to lease within that budget. The maximum norm-lease amount is based on the total period of months the car is to be used and the number of miles/kilometers the car is expected to drive each year.

Note: If there are changes to the Car Policy, the old arrangements apply to employees during the term of the current lease contract (unless the Management decides otherwise), while the updated Car Policy rules will apply to any new or renewed contract.

The full EMEA lease car policy can be found on the Human Resources SharePoint site under Policies and Guidelines.



UK employees: Please see your country-specific appendix for your lease car policy.



Did you know ...



Michelin purchased 60823 square feet (5650 sqm) of belting from Intralox during a recent six-month period? This is enough to cover the entire surface area of a standard size football pitch!

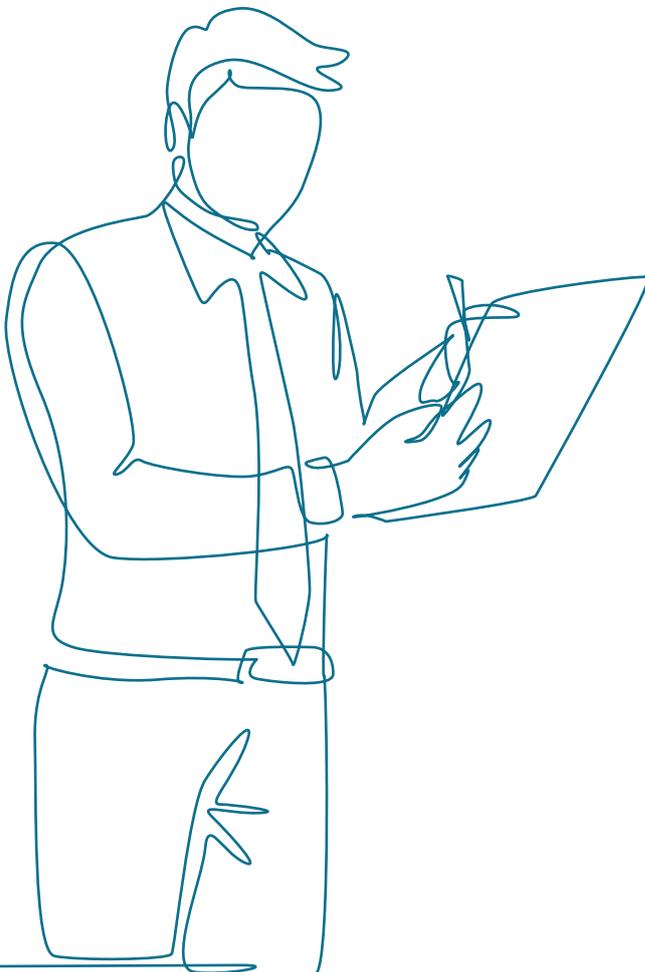


4.4 Workplace Policies

4.4.1 Health and Safety

The health and safety of our employees and communities is of the utmost concern to Intralox. Our environmental health and safety (EHS) management system strives to provide a workplace free from hazards and harm.

EHS responsibilities must be shared equally and without exception by each individual within Intralox, all of whom must conduct their daily tasks in a manner consistent with EHS objectives and requirements. Copies of the management system and the employee safety and health handbook can be found on each respective division's EHS SharePoint site.



4.4.2 Workplace Violence

Any workplace violence committed by or against employees, customers, vendors, contractors, and other visitors is unacceptable and will not be tolerated.

Prohibited conduct includes, but is not limited to:

- Injuring, or threatening to injure, another person physically
- Damaging, or threatening to damage, another's property
- Any other violent, threatening, harassing, intimidating, or disruptive behavior
- Talking or joking about violence

Any individual who violates this policy will be subject to discipline, criminal penalties, or both.

If you see something, say something: you are required to report to HR any behavior which violates this policy and/or compromises Intralox's ability to maintain a safe work environment for all.

4.4.3 Workplace Discrimination, Sexual Harassment and Retaliation

All Intralox employees, applicants, contractors, customers, and visitors deserve and should expect a positive and cooperative work environment free from discrimination, sexual harassment, and retaliation of any kind by anyone, including a supervisor, manager, coworker, vendor, contractor, customer, or other visitor of the company.

We consider any type of sexual relationship between an employee and anyone in their chain of command to be a clear violation of this policy and core tenets of our business philosophy, including credibility, fairness, and example setting.

If you see something, say something: notify your Manager/Supervisor or anyone in HR if you feel you have been subjected to harassment or discrimination of any sort or if you are aware of inappropriate behaviors or relationships within the organization.

Intralox's policy is to investigate all such complaints thoroughly, promptly, and – to the fullest extent feasible – confidential. If an investigation confirms that harassment has occurred, Intralox will take appropriate corrective action, up to and including termination.

4.4.4 Smoking

A safe and healthy working environment for all includes a smoke- and tobacco-free setting. Throughout the Company:

- Smoking, vaping, and the use of other tobacco products is prohibited in all Intralox facilities, including the parking garage, entrance, and in front of the building.
- Smoking, vaping, and the use of other tobacco products is allowed only in designated outside smoking areas.
- Smoking, vaping, and the use of other tobacco products should occur during regular coffee or lunch breaks; employees are not permitted to take breaks especially for these activities.

Note: Smoking is defined here as the “act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind”, while vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.



Did you know ...

The UK Warehouse houses 1488 different parts, in 4124 locations across an area of 34844 square feet (3237 sqm).

That's a lot of ground to cover for parts requests! The new VSUs will address this.

Parts, please!!



4.4.5 Drugs and Alcohol

The welfare and success of Intralox depends on the physical and psychological health of all employees. Abuse or improper use of substances including alcohol, pain killers, sedatives, stimulants, tranquilizers, or any illegal drug poses a serious threat to both Intralox and our employees.

Employees will be subject to discipline – up to and including termination – for any of the following while on Company premises, while on Company business, or when driving a Company vehicle:

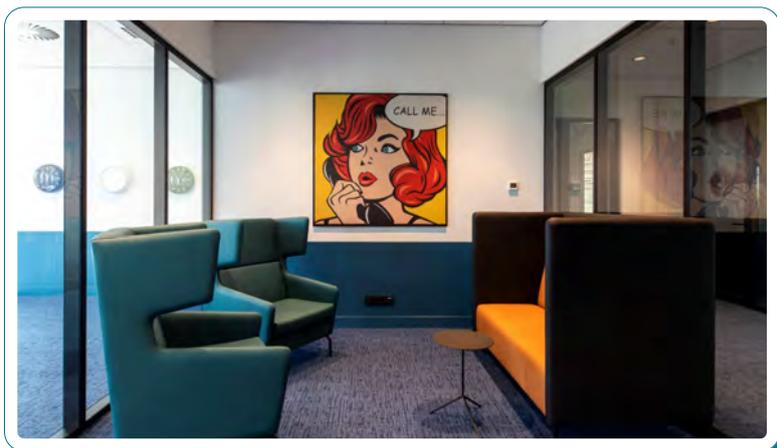
- Possession, use, or sale of unauthorized or illegal drugs
- Use or misuse of alcohol or any legal drugs
- Altered performance or behavior while under the influence of drugs or alcohol
- Posing risk or danger to other employees while under the influence of drugs or alcohol

You will not, however, be disciplined or terminated for requesting help in overcoming an alcohol/drug dependency or abuse pattern, nor for participation in a rehabilitation effort. This is considered a serious health problem, and we encourage you to seek assistance before the problem negatively affects your judgment, performance, or behavior. Intralox's Employee Assistance Program (detailed in Section 4 of this Handbook) is a great starting point.

If you have been prescribed a medication that may affect your judgment, performance, or behavior at work, inform your Manager/Supervisor as soon as possible. You may be asked to consult an occupational health physician.

Intralox may host or organize after-working-hours events where alcohol is offered to employees. As the sensible adult that you are, it is your responsibility to manage your own consumption and secure safe transport home.

Note: If you are aware of an incident involving alcohol or drug use at work, please report it to your Manager/Supervisor or anyone in HR. In case of an accident due to alcohol/drug use or abuse, Intralox will report the incident directly to the appropriate official office or government agency.



Intralox Wehl location

4.4.6 Gifting

As a general rule, do not accept any gift valued in excess of €25.00 (or equivalent) and use good judgment, even if the gift is small. If you're ever in doubt, consult your Manager/Supervisor or HR before untying the ribbon.

To avoid any perception of conflict or inappropriate influence in our business decisions, you may not accept gifts in any form at any time from suppliers or customers.

Exceptions to this policy may only occur with the knowledge and agreement of your Manager/Supervisor.

UK employees: Please see your country-specific appendix for more information on gifting and anti-bribery.



*Values drive choices,
shape habits, and
determine happiness.*

LCI

4.4.7 Protecting Trade Secrets

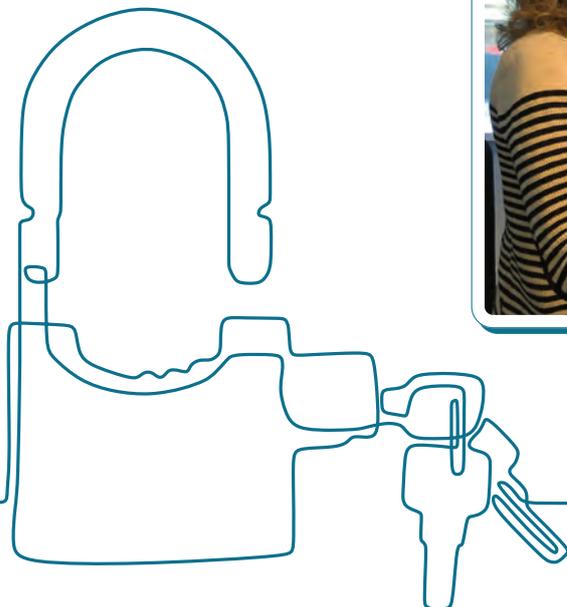
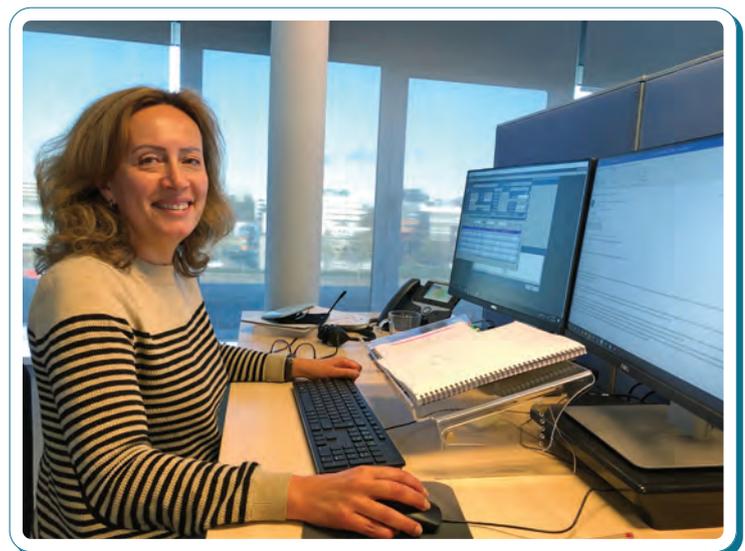
Intralox – and our success – is due in part to the special and proprietary ways we design, make, and sell our products. These methods ensure lower production costs, improve product quality, and deliver great value to our customers.

All activities and knowledge related to designing, making, and selling our products that is not public information (i.e. anything our competitors do not know) is called “confidential and proprietary information.” If this information got out, it could do real damage to our business and, in turn, threaten your job.

To ensure this information remains confidential and proprietary, never discuss engineering, manufacturing, sales, or financial aspects of our Company with anyone outside the Company, except when required for legitimate Company business. Use reasonable care in talking about Company business with fellow employees in any public place, as confidential and proprietary information may be unintentionally “leaked” in such situations.

Should you leave our Company for any reason, you’re still expected (and legally obligated) to keep your lips sealed. We take this seriously, since the confidentiality of what we know about making our products is one of our most valuable assets.

All employees will be required to sign an “Employee Copyright, Trademark, Patent, and Confidential Information Agreement” as a condition of employment.





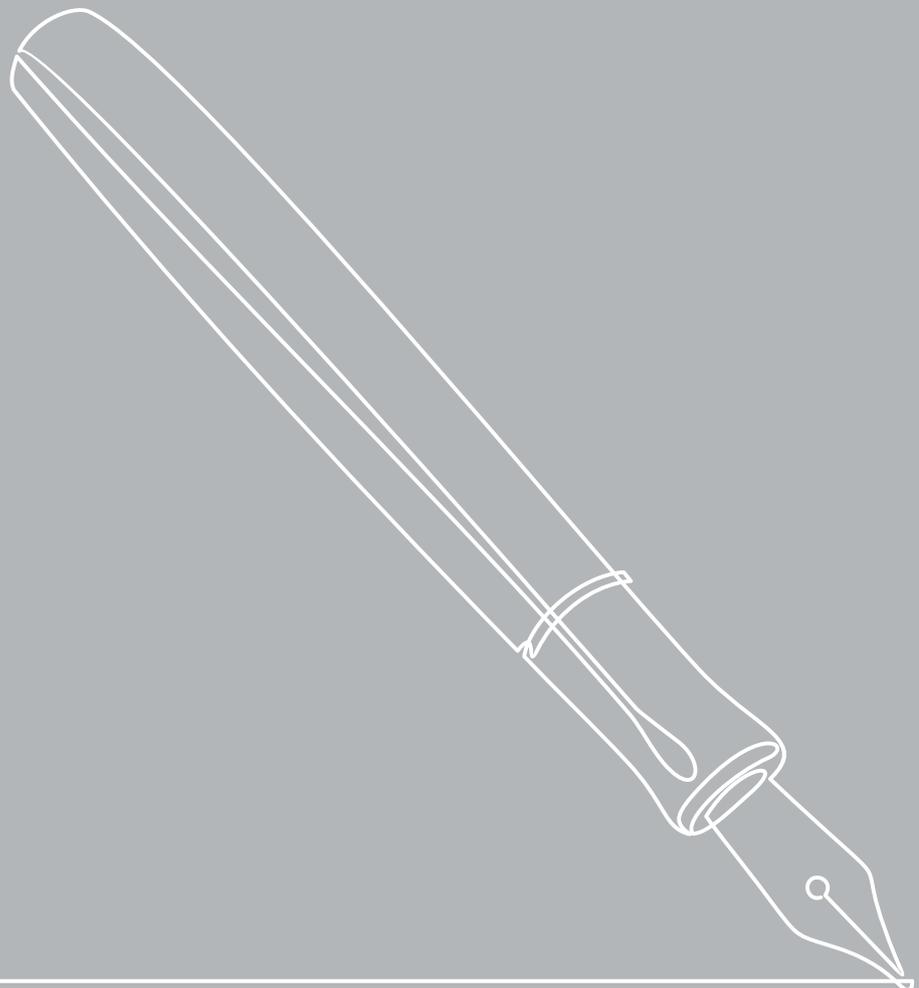
Have fun at work

*Take pride in yourself,
your work, and the
Company.*

LCI



Record of changes



Record of changes

Date	Item	Section
Q2 2022	First Edition release	All sections