



United Kingdom



A2.2 Self Improvement

A2.2.4 Disciplinary Action

The Disciplinary procedure is designed to ensure that employees are treated fairly and consistently where attendance or conduct may fail to meet the standards required. If these standards continually fall and there is a requirement for action, it will automatically begin with a pre-disciplinary informal discussion, or the disciplinary procedure, depending on the severity of the misconduct.

The usual steps in the disciplinary procedure are as follows:

Stage 1: verbal warning; remains active for 3 months

Stage 2: first written warning; remains active for 6 months

Stage 3: final written warning; remains active for 12 months*

Stage 4: dismissal**

Written warnings will detail the nature of the misconduct or poor performance, and expectations of improvements, and the potential consequences of further misconduct or poor performance.

* In cases of serious misconduct or poor performance a final written warning may be issued without a first written warning.

**In some cases, Intralox may consider alternatives to dismissal, such as demotion, transfer to another department or job, a period of suspension without pay, demotion, pay freeze/reduction in pay, loss of future pay increment or bonus, or loss of overtime.

Note: Dismissal may occur without prior warning in cases of gross misconduct. Examples of gross misconduct include but are not limited to: errors of intent; theft or fraud (including fabrication of time sheets); actual or threatened violence; unlawful discrimination or harassment; being under the influence of alcohol, drugs, or other substances during working hours; serious breaches of health and safety rules; or making untrue allegations against a colleague in bad faith.



A2.3 Compensation

A2.3.3 Pay Periods

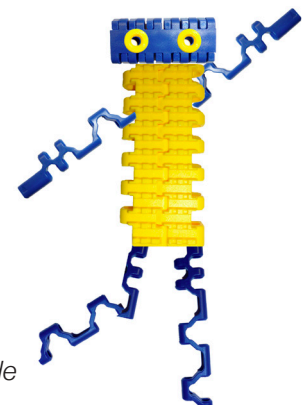
Bi-Weekly Employees

On a bi-weekly basis, after the payroll has been approved, ADP UK will send the salary payment file through BACS on Wednesday, where the file will be processed, and you receive your salary on Friday.

Manual Payments

Due to both cost and labour intensity, the process of manual (same-day or 3-day) payments should be used only in exceptional circumstances. Managers/Supervisors should discuss all possible payment options before instructing a manual payment from payroll, and all manual payment requests will be considered individually on their own merit.

In the unlikely event of a cash advance, the limit is £100 (net) or greater; any payment below £100 will be paid in the next available pay period.



Meet Modbot, your appendix guide



A2.4 Employee Support

A2.4.1 Resolving Issues and Complaints

In most cases, it should be possible to resolve issues quickly and informally through open and honest discussion with an employee's Supervisor or Lead, or alternatively a member of the LCI team, by listening to each other, treating each other with respect and challenging ourselves to think objectively; however, if this is not possible the formal process as outlined below should be followed.

Step 1: Written Grievance

The employee should set out their complaint in writing using the Grievance Notification form (ask HR for a copy of this document). It should be as specific as possible, detailing the nature of the complaint, including dates, relevant witnesses and the outcome they are seeking (at this point in time) to resolve the situation, and submit this to their Manager/Supervisor or a member of the LCI team.

Step 2: Grievance Meeting

You will be notified of the date of your grievance meeting*, where the matter will be discussed further. The meeting may be adjourned and reconvened at a later point if there is a need to carry out further investigations. Following this meeting, you will receive the outcome decision, including intended resolutions and your right to appeal.

Step 3: Appeal

Most grievances should be resolved early on. If an employee is unhappy with the outcome, they can appeal the decision. To do this, they must submit a written appeal within five working days, explaining why they disagree with the result.

The appeal will be handled as soon as possible by an independent Manager. The employee will be invited to a formal appeal meeting and informed of their right to be accompanied.

* You may bring a companion – either a colleague or trade union representative – to this meeting. Please advise HR in advance so preparations can be made.

A3.1 Core Benefits

Pension

All Intralox UK employees will be automatically enrolled into the company's pension programme with Royal London after a three-month postponement period. Employees contribute a minimum of 5% of their pensionable salary, while Intralox contributes a fixed 7%. Pensionable salary is defined as base salary as of 1st March. Employees have the option to make additional contributions. You will have the right to opt out after enrolment, employees who opt out will be re-enrolled every three years as required by law.

Medical Benefits

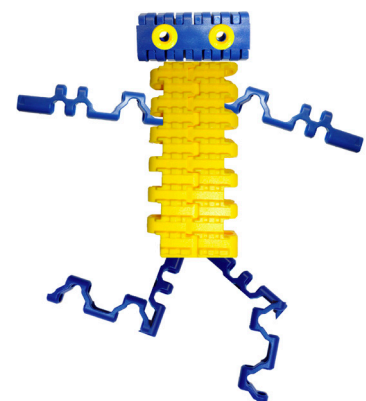
All Intralox UK employees are eligible to participate in private healthcare (through AXA) and a cash benefit programme (through HealthShield) once they have completed three months of continuous service with Intralox.

AXA's collective supplementary health insurance offers employees better access to medical care and covers hospital costs, specialist fees, and more. This is considered a "benefit in kind", meaning you will be taxed on the cost of this benefit. As such, basic level cover for 1 person incurs only tax expense.

HealthShield's health cash plan offers money back on everyday healthcare bills – like trips to an optician, dentist, or physiotherapist – up to annual limits. At basic cover level, there is no cost to the employee.

Group Life Insurance

All Intralox UK employees are eligible for group life insurance (through UNUM) (paid in full by Intralox) starting on their first day of employment. The benefit equals 2 times your pensionable salary, payable as a lump sum to nominated beneficiaries.





A3.2 Core Benefits

A3.2.2 Employee Assistance Programme

Beginning on their first day of employment, Intralox UK employees and their immediate family members can access support and advice from Legal & General on a wide range of wellbeing support services, including counselling, medical helpline, legal and financial support, immediate crisis intervention, and more – all at no cost to the employee.

To access this confidential and unlimited 24/7 support, call 0800 316 9337, visit **legalandgeneral.com/eap** (access code and password: *bewell*), or download the My Healthy Advantage app (code: *bewell*).

All employees are entitled to up to 8 structured counselling sessions, either face to face, online, or by telephone. Further, immediate family members of a deceased employee are entitled to up to 8 bereavement counseling sessions to deal with grief and anxiety or to receive advice on practical concerns such as probate and tax issues.

For more information, please see the EAP flyer you received with your employment contract or visit **legalandgeneral.com/help**.

A3.2.3 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 5 years, Intralox awards the following gifts to all UK employees:

- 5 years – £50
- 10 years – £120
- 15 years – £200
- 20 years – £300
- 25 years – £750
- 30 years – £1000
- 35 years – £1500

Additionally, you will accrue 1 additional day of paid holiday each year beginning at your 5th anniversary and ending at your 9th anniversary, for a total of up to 5 additional holidays.



A3.3 Planned Time Off

Holiday Year

January 1– December 31

A3.3.1 Public Holidays

At the beginning of each calendar year, Intralox will publish a list of that year's public holiday observances. Although holidays may vary from year to year, the typical observances are:

- New Year's Day
- Good Friday
- Easter Monday
- Early May Holiday
- Spring Holiday
- Summer Holiday
- Christmas Day
- Boxing Day

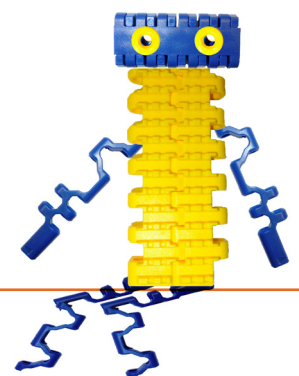
If you are required to work on a public holiday, you may be entitled to a day off in lieu, to be taken on a date agreed upon with your Manager/Supervisor.

A3.3.2 Annual Leave

Holidays

All full-time, permanent Intralox UK employees are entitled to 200 hours' paid holiday during each holiday year. If your employment starts or finishes part way through the holiday year – or, if you are a part-time employee – your holidays will be calculated pro-rata.

We know that in order for you to bring your best self to work, you need time to rest and recharge. As such, we strongly encourage each employee to use all of their leave entitlement each year – or, at a minimum, 4 weeks' annual leave.





Carry Over

A maximum of 1 week (40 hours) of untaken holiday may be carried forward to the following year, unless you have been unable to use your holiday due to sick leave or statutory maternity, paternity, adoption, neonatal, parental, or parental bereavement leave. In cases of sick leave, carry-over is limited to 4 weeks' unused holiday per year. Holiday hours carried forward must be used within 18 months of the end of the holiday year in which they were accrued or they will be forfeited.

Year End Payout

For untaken holiday, you are giving the opportunity to sell up to 5 days (40 surplus holiday hours) in December. The hours are paid at your usual holiday rate.

Holiday Allowance for Operations

Departments covered by 'Operations' are: Assembly, Warehouse, Shipping and ModMod.

To ensure that Intralox operations can continue to fulfil customer expectations, we must ensure the necessary skill base is available at all times. Please see your Manager for full details about your role.

Holiday approval depends upon foreseen capacity needs, which may vary. Please speak to your Supervisor regarding any queries about declined holidays.

A3.3.3 Requesting Annual Leave

Holiday requests can be submitted from 1st December of the previous year and will be approved on a first-come-first-served basis. The Company will make every effort to accommodate your request for holiday while considering the operational needs of the Company.

All employees must have their holiday request approved before confirming any travel arrangements.

Statutory Leave

Glossary of Terms

As it pertains to maternity, paternity, adoption, neonatal leave and parental leave, the following terms shall be defined as:

Expected Week of Childbirth (EWC): the week, starting on a Sunday, in which your doctor or midwife expects you (or your surrogate) to give birth

Expected Placement Date (EPD): the date on which an agency or authority expects that it will place a child into your care for adoption or fostering

Qualifying Week: the 15th week before the Expected Week of Childbirth

Relevant Period: the 8 weeks ending with either the Qualifying Week or the week in which you are notified of an adoption/fostering match

Neonatal leave and pay entitle eligible parents to up to 12 weeks of paid leave if their baby requires neonatal care.

Neonatal Care (Pay and Leave)

‘Neonatal care’ is the name given to care for newborn babies, which starts in the first 28 days after birth. This may be for:

- hospital care
- medical care after leaving hospital
- palliative or end of life care

An employee may be eligible to take up to a maximum of 12 weeks’ leave and pay depending on how long their baby needs neonatal care for.

This right applies from the first day of employment. Eligible parents can take neonatal care leave once their child has been in neonatal care for at least 7 consecutive days. If a parent has already booked statutory parental leave, neonatal care leave can be added to the end of this. The two types of leave do not run at the same time but, instead, one after the other.

You must give the correct notice for this leave. Please ask HR for full policy details, and eligibility requirements for Neonatal Care Leave and Pay.

Maternity Leave

Maternity Leave Entitlement

All employees are entitled to up to 52 weeks’ maternity leave, divided into

- 26 weeks of ordinary maternity leave (OML) and
- 26 weeks of additional maternity leave (AML) which follows OML immediately.

Eligible employees may receive statutory maternity pay (SMP), subject to meeting set criteria. For full details please speak with HR



SMP is paid as follows:

- First 6 weeks: earnings-related rate equal to 100% of your average weekly wage during the Relevant Period
- Next 33 weeks: government-prescribed rate
- Final 13 weeks: unpaid

*You are entitled to SMP if:

- you have been continuously employed by Intralox for at least 26 weeks by the end of the Qualifying Week (the 15th week before the start of your expected week of childbirth – EWC),
- your average weekly earnings during the Relevant Period are not less than the lower earnings limit set by the Government,
- you provide Intralox with a doctor's or midwife's certificate (MAT B1 form, issued around 24 weeks of pregnancy) confirming your EWC,
- you give at least 28 days' notice of your intention to take maternity leave, and
- you are still pregnant or have already given birth 11 weeks before the start of the EWC

SMP payments are made on your normal payroll dates, with income tax, national insurance, and pension contributions deducted as appropriate. If you become eligible for a pay raise before the end of your maternity leave, your SMP will be recalculated and increased retroactively.

Scheduling Maternity Leave

The earliest you may begin maternity leave is 11 weeks before your Expected Week of Childbirth (EWC), unless baby born prematurely before that date. Maternity leave will start on the earlier of:

- your intended start date,
- the day after you are absent for a pregnancy-related reason within the 4 weeks before the EWC, or
- the day after you give birth, should you give birth before your maternity leave was due to start.

If your baby is admitted to hospital for neonatal care, you may be entitled to additional leave. Please refer to the Neonatal Care (Pay & Leave) section or contact HR for more information.

Please inform HR and your Manager in writing as soon as possible if your maternity leave start date changes, you're absent in the 4 weeks before your due date, or you give birth earlier than planned

Pregnancy

The sooner you let us know your news, the sooner we can support you properly. We need to know your pregnancy status, Expected Week of Childbirth (EWC) and your intended start and return date for maternity leave. Your doctor or midwife will provide the required MAT B1 form at around 24 weeks, confirming your EWC.

Once you have notified Intralox of your pregnancy, we will determine if there any preventive or protective measures necessary to avoid risks to your or your baby's health and safety. This may involve:

- changing your working conditions or hours,
- offering you suitable alternative work, or
- suspending you from your duties with full pay, unless you have unreasonably refused suitable alternative work.

Pregnant employees are entitled to up to 6 hours of paid leave for antenatal appointments with their doctor or midwife.

Periods of pregnancy-related sick leave occurring more than 4 weeks before the EWC shall be paid in the same manner as any other sickness absence but will be recorded separately.

Please ask HR for further information about Maternity Leave and return to work.

Paternity Leave

Paternity Leave Entitlement

All employees are entitled to 1- or 2-weeks' paternity leave for the purpose of caring for a child or supporting the child's other parent, provided:

- you have been continuously employed by Intralox for at least 26 weeks ending with the Qualifying Week or the week in which you/your Partner are notified that you have been matched with a child for adoption or fostering
- you provide Intralox with written notice by the end of the Qualifying Week or within a week of being notified of an adoption match, specifying the EWC/EPD, whether you intend to take 1- or 2-weeks' leave, and the date on which you would like to start your leave
- you are the biological father, you are the spouse/partner of the child's biological mother, or you (together with your spouse/partner) expect to have responsibility for the child placed in your care for adoption/fostering

During your paternity leave, you will be compensated via statutory paternity pay (SPP) at a government-prescribed rate. Payment will be handled in full week blocks, not partial weeks, over the relevant period.

Note: In cases of adoption, fostering for adoption, or surrogacy, you may choose to take adoption leave instead of paternity leave, but you cannot take both. You also may not take paternity leave if you have already taken shared parental leave for the same child (though you may take parental leave after paternity leave).



Scheduling Paternity Leave

Paternity leave must be taken as a period of either 1 week or 2 consecutive weeks; it cannot be taken in instalments.

Your paternity leave can begin at any point after your child's birthdate or adoption placement but must end within 56 days of the child's birth/placement, or – in the case of early birth – within 56 days of the EWC.

If you wish to change the scheduled start date of your paternity leave, please give Intralox at least 28 days' notice.

Please contact HR for more information about eligibility requirements for Paternity Leave and returning to work.

Adoption Leave

Please ask HR for further information about Adoption.

Parental Leave

There are times when working parents want or need to take time off to care for or spend time with their child(ren). As such, you may take up to 18 weeks' unpaid parental leave for each child before their 18th birthday, provided you have worked at least 1 continuous year at Intralox and have responsibility for the child. A maximum of 4 weeks' parental leave may be taken each year for each child, in whole-week increments, unless caring for a disabled child.

Note: If you have taken parental leave related to a child during previous or concurrent employment, that leave counts toward your 18-week entitlement.

As parental leave is unpaid, all contractual provisions relating to pay and benefits (including pension contributions) are suspended during parental leave. Holiday entitlement will continue to accrue, however.

Scheduling Parental Leave

We ask that you inform your Manager/Supervisor of your intent to take parental leave at least 21 days before the start of your leave.

Intralox will not ask nor require you to postpone your parental leave if it immediately follows the birth/adoption of child or if that postponement would result in leave being taken after the child's 18th birthday. Outside of these conditions, however, it is possible that you may be asked or required to postpone parental leave for up to 6 months if the planned leave would meaningfully disrupt the business. This request would be made no more than 7 days after you gave notice.

Please ask HR for full details about Parental Leave and Returning To Work.

Shared Parental Leave

Shared parental leave gives employees, who are parents, a new, more flexible way to take leave during the first year of birth or adoption placement. Please speak with your Manager/Supervisor or HR for more information about eligibility criteria.

Abuse

Any instances where an employee abuses leave offered for the purposes of caring for a child and therefore uses it for other purposes, may be subject to the Disciplinary Procedure.

Parental Bereavement Leave

Parental bereavement leave is designed to help you deal with the traumatic experience of the loss of a child. We offer full support and, in addition, offer the following guidance.

You are entitled to take up to 2 weeks of paid parental bereavement leave – at the government-prescribed weekly rate – to grieve the loss of a child or a stillbirth after 24 weeks of pregnancy, provided you have at least 26 weeks' continuous employment with Intralox, ending on the Saturday before the child's death. SPBP is only payable in whole, not partial weeks' leave. Parental bereavement leave may be taken as 1 week, 2 consecutive weeks, or 2 separate weeks, any time during the first 56 weeks after the child's death. Please speak to your Manager/Supervisor to find out if further unpaid compassionate leave is available to you.

If taken within the first 8 weeks following a child's death, no advance notice is required. Please just let your Manager/Supervisor know that you will be taking leave as soon as possible. Someone else may do this on your behalf if necessary.

To take parental bereavement leave more than 8 weeks after the child's death, please give your Manager/Supervisor at least a week's written notice. Within 28 days of beginning a period of parental bereavement leave, we will ask you to confirm the following in writing:

- your name
- your relationship to the child
- the date of your child's death or stillbirth
- the dates of paid and/or unpaid parental bereavement leave taken



A3.3.4 Exceptional Leave

Compassionate Leave

Compassionate leave is designed to help you deal with traumatic personal circumstances, including a close relative's death or life-threatening illness/injury. We will consider requests for compassionate leave due to other traumatic events or difficult personal circumstances on a case-by-case basis.

You may take paid compassionate leave of up to 10 days pro-rated based on your normal working pattern in any 12-month period. Please let your Manager/Supervisor know about your intention to take compassionate leave as soon as possible. If you're unable to do so, someone may notify them on your behalf.

Note: A close relative is defined here as a spouse/partner, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, step-sibling, or sibling-in-law. You may take up to 1 day of personal time to attend the funeral of a friend or relative not included in this list.

If you are unable to return to work following compassionate leave, contact your Manager/Supervisor or HR to see if either annual leave or further unpaid compassionate leave may be available to you. If you require longer term changes to your working arrangements, please talk to your Manager/Supervisor and consider making a request under our Flexible Working procedure.

Time Off for Dependents

All employees are entitled to a reasonable amount of unpaid time off to:

- provide assistance or make care arrangements for a dependent who falls ill, gives birth, or is injured
- deal with the death of a dependent
- handle an unexpected disruption of care arrangements for a dependent
- deal with an unexpected incident involving the employee's child while they are at school

Note: A dependent is defined here as a spouse/partner; child; parent; someone living in your household who is not a tenant, lodger, boarder, nor employee; or someone who reasonably relies upon you for assistance and/or care in the case of illness or injury.

To request time off to care for a dependent, please inform your Manager/Supervisor (if absent, advise HR) of the reason for and expected length of your absence. Taking time off to care for a dependent will not affect your paid compassionate leave entitlement.

Guidance: whilst we acknowledge incidents happen, we must caution that, if due efforts aren't made to advise of the incident, absences may be recorded as unauthorised absence. This allowance is for short term, infrequent occurrences. If occurrences are frequently or are ongoing, discussions may be required about how the absence is handled.



Jury Service

If you have been summoned for jury service, let your Manager/Supervisor know as soon as possible. Depending upon the demands of our business, we may request that you apply for excusal or deferment of your jury service.

You will be advised at court of the expenses and loss of earnings that you can claim. Although there is no legal requirement for Intralox to pay, we will pay basic pay (including average production incentive) to employees on jury service, less the amount claimed from the court.

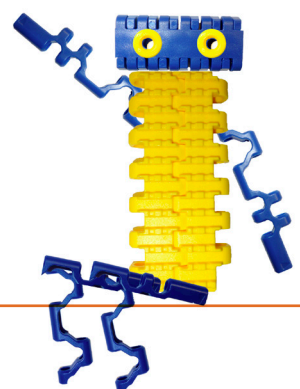
Benefits After Resignation

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.





A4.1 At Work

A4.1.1 Attendance

Flexible Working

This flexible working procedure gives employees the right to request a change to their working pattern, including a reduction or change of working hours, a reduction or change in working days, or a change in work location, including working from home.

All employees have the statutory right to request flexible working from their first day of employment. Employees may make up to two flexible working requests in any 12-month period.

Intralox will consider each request respond within a reasonable timeframe, following a meeting with the employee if a request cannot be accommodated.

Please ask HR for further information.

Overtime

Bi-weekly employees may be offered or required to work overtime hours. Any overtime must receive prior authorisation from your Manager/Supervisor and will be paid at a rate equal to 1.5 x your regular hourly rate.

You are not permitted to work overtime if your hours would exceed 48 hours per week, averaged over a 17-week reference period, unless you have agreed to opt-out of the average 48 hours per week.

Please refer to HR for your full contractual agreement, detailing this information.

Emergency or After-Hours Service

Staffing

Outside of standard office hours, an Operations Emergency “Call Out” Team will be available for assembling belts and/or shipping accessories on an emergency basis to all European customers.

This team operates in weekly shifts beginning each Friday at 16:30hrs and is comprised of 1 Emergency Service Supervisor, 1 assembler, 1 Cut Cell Team (CCT) person, and 1 Support person. The Emergency Supervisor decides how many people to call in to handle an after-hours order, including the option to call in 1 extra qualified Operations employee if/as needed.



Every member of the Emergency Team who is on call must be available to report for work within 1 hour of receiving a call. If anyone on duty is sick, they must report to the Emergency Supervisor, who will arrange backup from the roster.

Communications

The Emergency Supervisor is the direct contact for the on-call Customer Service Representative, who is the single point of contact with the Customer and must be kept abreast of all relevant information pertaining to the order until its delivery at the Customer's site.

The Emergency Supervisor can be reached at all times by Intralox mobile phone at the number below. The rest of the Emergency Team can be reached on their own mobile phones and may be called in at any time.

Supervisor's Mobile Number: 07500 441924

Adverse Weather and Travel Disruptions

Getting to Work Safely

Travel disruptions, such as adverse weather, industrial action, or major incidents, can sometimes affect employees' ability to get to work. You are expected to take reasonable steps to attend work on time, including allowing extra travel time, using alternative routes or modes of transport (e.g. walking or cycling), where safe and practical.

However, if conditions make travel dangerous or impossible, your health and safety takes priority. In such cases, you must notify your Manager or Supervisor as early as possible and before your scheduled start time. You should continue to monitor the situation and make every effort to attend work when it becomes safe to do so.

Where appropriate, employees may be asked to work from home or at an alternative site, subject to role suitability and operational needs.

Absence and Pay

If you arrive late or leave early due to adverse weather or other travel disruptions, you may be expected to make up any lost time. If half the normal working day or more is lost, the day may be treated as leave or unpaid absence unless alternative arrangements are agreed. You are not entitled to pay for any time lost. You and your Manager/Supervisor may together choose to treat your absence as annual leave, special unpaid leave, or to have you make up the lost hours within a reasonable timeframe.

If, however, Intralox has made the decision to close the workplace, employees will be paid their normal pay for that period.



A4.1.2 Sickness

Reporting Sickness Absence

If you are ill, you (or someone on your behalf, if necessary) must phone your Manager/Supervisor to let them know on the first working day of sickness, prior to the start of that workday. If they do not answer, leave a voicemail including – at a minimum – the following information:

- Name
- Contact telephone number
- Day(s)/shift(s) you are unable to work
- The nature of your sickness or injury
- Expected length of absence / expected date of return to work

Text message, WhatsApp, and email are not acceptable ways of notifying sickness absence, and messages should not be left with a colleague.

Medical Information

If your sickness absence lasts 7 calendar days or fewer, you will be asked to complete a self-certification upon your return; If your sickness absence lasts more than 7 calendar days, you are required to provide a Statement of Fitness for Work (“Fit Note”) from your GP or relevant medical professional. These forms should be shared with both your Manager /and HR.

The Company may, at any time, request that you attend an assessment by the Company’s Occupational Health provider, or another medical professional. We may also ask your written consent to obtain a medical report from your own GP or specialist at the Company’s expense

This helps us understand how your health condition affects your ability to work, explore any reasonable adjustments, and whether there is anything the Company can do to help you safely return to work, and to ensure we are meeting our health and safety obligations.

Injury at Work

All accidents or injuries, however minor, that occur on Company premises or while undertaking authorised Company business must be reported as soon as possible to your Department Lead/ Supervisor/Manager or the Health & Safety Specialist.



Sickness During Holiday

If you become sick or injured while on holiday and are able to provide a valid Fit Note for the period of illness, the affected days may be reclassified as sickness absence. You may then take the equivalent number of holiday days at a later date, subject to normal approval processes.

Payment During Sick Leave

Sick Pay – Hourly Paid Employees

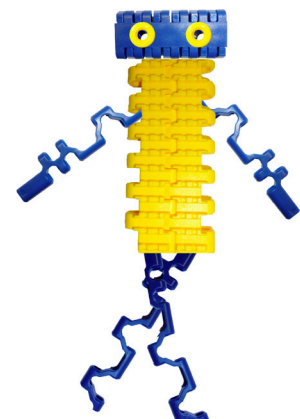
Hourly paid employees are entitled to Statutory Sick Pay (SSP) from the fourth continuous day of sickness absence, subject to eligibility criteria. SSP is paid at the statutory rate set by the government and is payable for up to 28 weeks in a 52-week period. These payments are inclusive of any Company Sick Pay entitlements.

Sick Pay – Salaried Employees

Salaried (monthly paid) employees will receive their basic salary for up to 6 months of continuous or cumulative sickness absence in any 12-month period, subject to company procedure and appropriate medical certification.

After 6 months of absence, eligible employees may be referred to the Company's Group Income Protection Health Insurance Scheme (GIPS). Entry into the scheme and any benefit payments are subject to the terms and conditions of the GIPS provider and are not guaranteed.

Please refer to the UK Sickness Absence Procedure for full details, including procedures for reporting sickness, eligibility for sick pay, and how the Company manages frequent or long-term absence.





A4.3 Transport

A4.3.2 Personal and Rental Cars

It is the Company's policy to provide company vehicles to employees who are required to travel in the course of their employment. The Company reserves the right to determine the value, make, and model of the vehicle provided and to change, vary, or withdraw your allocated vehicle at any time, for any reason.

To be eligible for a company car, you must have a current, full driving licence and declare to the Company any current or prior driving convictions, motoring offence charges, or penalty points received.

For any inquiries related to car policy or company cars, please check with the Fleet Manager Mariia Slobodianiuk at **Mariia.Slobodianiuk@Intralox.com**

4.4 Workplace Policies

A4.4.6 Gifting

Anti-Bribery and Corruption

Intralox is committed to acting professionally, fairly, and with integrity in all our business dealings and relationships. We take a zero-tolerance approach to bribery and corruption.

Bribery is here defined as offering, promising, giving, accepting, or seeking a reward for action which is illegal, unethical, a breach of trust, or improper in any way. Bribes can take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract, or any other advantage or benefit.

All forms of bribery are strictly prohibited. If you are unsure about whether a particular act constitutes bribery, raise it with your Manager/Supervisor or HR.



Specifically, you must not:

- offer any benefit in the expectation that a business advantage will be received in return, or to reward any business received;
- accept any offer from a third party that you know or suspect is made with the expectation that we will provide a business advantage for them or anyone else;
- offer any payment (sometimes called a facilitation payment) to a government official in any country to facilitate or speed up a routine or necessary procedure; nor
- threaten or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

This policy applies to all persons working for Intralox or on its behalf.

Gifts and Hospitality

The anti-bribery policy does not prohibit the giving or accepting of reasonable and appropriate gifts or hospitality for legitimate purposes such as building relationships, maintaining our image or reputation, or marketing our products and services.

Gifts must be of an appropriate type and value depending on the circumstances and reason for the gift. They cannot be unduly lavish or extravagant, nor seen as an inducement or reward for any preferential treatment. Gifts must not include cash or cash equivalent (such as vouchers), nor be given in secret. Gifts must be given in our name, not your name.

Raising a Concern

If you believe you have been offered a bribe, are asked to make one, or suspect that any bribery, corruption, or other breach of this policy has occurred or may occur, you must notify your Manager/Supervisor, HR, or report it in accordance with our Whistleblowing guidelines as soon as possible.



Contact Information Intralox UK employees

For any HR inquiries, please contact the **HR team** via
HR.EU@intralox.com

For any inquiries related to payroll, contact **Payroll** via Payroll UK
Payroll.UK@Intralox.com

For any inquiries related to car policy or company cars in general, please check
Travel Center - EMEA Lease Car Policy - All Documents
or reach out to our Fleet Manager Mariia Slobodianiuk at
Mariia.Slobodianiuk@Intralox.com

For any inquiries regarding timecard updates, call-out changes, visitor bookings,
or procurement, please contact the admin team via
UKAdmin@laitram.com

- This mailbox is received by the Operations Admin Team