2020 CORONAVIRUS RESPONSE FURLough

Policy and Eligibility
In response to the unforeseeable 2020 Coronavirus pandemic and its economic impact, the Company is implementing this 2020 Coronavirus Response Furlough policy. This policy applies to all associates assigned who are temporarily laid off as part of the Company response to the 2020 Coronavirus pandemic. The furlough is an unpaid leave of absence and is expected to last less than six months.

Associates on a furlough may not perform work of any kind, either remotely or on site. That means no emails, texts or phone calls for work purposes.

It is important to note that employment continues to be at-will and nothing in this Policy or furlough communications is intended as an express or implied contract. This Policy is subject to change from time to time, with or without notice to associates, and at the sole discretion of the Company.

Benefits through April 30, 2020:

✓ 100% of the premium cost for medical, dental, vision, optional life insurance, long-term disability, accident and critical illness coverage will be paid directly by the company.

✓ Company paid life insurance coverage continues

✓ Associates do not:
  • make contributions to health flexible spending accounts
  • accrue vacation, personal or paid sick days (where applicable) or
  • receive payment for short-term disability, holidays, or miscellaneous absences after the leave begins
  • have 401(k) Savings Plan Loan payments deducted – the obligation continues; however, repayments will be suspended while on a furlough, not to exceed 12 months. When the furlough ends, the loan’s term will be extended by the time period of the furlough (not to exceed 12 months). Although repayments are suspended, interest will continue to accrue during the suspension period. As a result, the loan repayment amount will increase.

All Benefits questions can be directed to the Transformco Benefits Center at 1-888-887-3277.

Accrued Paid Time Off

• Accrued vacation will be paid out in Illinois, California, Massachusetts and Oregon as required by law.
• Associates may request to use accrued vacation or personal days (if applicable) while on a furlough, up to a maximum of 40 hours per week, by emailing the HR Support Center at asccust@transformco.com. The associate’s employee ID (located in MPI) and manager’s name must be included in the email request. Or, the HR Support Center can be reached by calling 888-887-3277, option 6, but long delays might be experienced.
• Associates in the Non-Accrual Vacation Plan may not use vacation time while on a furlough.

Duration
The furlough is expected to last less than 6 months.
• Associates who are not requested to return to work by the end of the furlough will be terminated as a permanent layoff.
  o Eligible salaried and full-time hourly associates will be offered benefits under the Employee Severance Pay Plan in effect at the time of the termination, if any.
• The Company reserves the right to extend or end the furlough at any time and request that associates return to work. If an associate chooses not to return to work when requested, the failure to return will be considered a voluntary termination.
• If an associate finds alternative employment during this period and does not intend to return to work at Company, the association should please notify their manager or Human Resources Representative immediately of their voluntary resignation.

**Unemployment Compensation**
Associates may be eligible for unemployment benefits under these circumstances. Associates impacted by the furlough should contact their local unemployment office for information on eligibility and applying for unemployment benefits. The decision to award unemployment compensation is made by each state agency.

**THIS POLICY REPLACES THE 2020 CORONAVIRUS RESPONSE TEMPORARY LEAVE OF ABSENCE POLICY.**

April 6, 2020