



EMPLOYEE HANDBOOK

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A CPM COMPANY

Welcome

Welcome to CPM! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further CPM's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, CPM will continue to achieve its goals. We sincerely hope you will take pride in being an important part of CPM's success.

For the purpose of this handbook, CPM and Crown are used interchangeable.

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Employee Handbook Acknowledgment and Receipt

Employment at Will

Employment at CPM is on an at-will basis. This means that Employees have the right to terminate the employment relationship with CPM at any time, with or without notice, for any reason. The Company has the same right to terminate the employment relationship at any time, with or without notice for any reason not prohibited by law.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, only CPM, or an authorized representative has the authority to enter into an agreement that alters the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time. Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by Section 7 of the National Labor Relations Act (NLRA).

Employment References

All requests, either written or oral, for references or other information regarding current or former employees should be directed to the Human Resources Department. Employees are not authorized to provide written or oral references or other information regarding current or former employers.

Return of Property

Employees shall, immediately upon resignation or termination from employment, or immediately upon request by Crown, return to Crown all documents, files, records, correspondence, emails, manuals, forms, handbooks, instructions, materials, equipment, and all other property, and all copies thereof, that relate in any way to Crown, or its customers, employees, services, and business, or any of the services the employees performed for Crown, including but not limited to all documents, files, records, materials, correspondence, emails, and other items reflecting or containing confidential information. Employees must also immediately upon resignation or termination from employment, or immediately upon demand by Crown, provide the company with all computer passwords and access codes. Crown reserves the right to inspect any documents, files, records, manuals, forms, handbooks, instructions, materials, or other property that an employee removes, has removed, or seeks to remove from Crown premises.

Access to Personnel Records

As required under Minnesota statutes, the company will provide the employee with an opportunity to review his/her personnel record, provided the employee has not reviewed his/her personnel record during the previous six months. Upon separation from employment, an employee may review his/her personnel record once each year after separation for as long as the personnel record is maintained.

Crown will comply with an employee's written request to review his/her personnel record within seven working days after receipt of the request. Such requests should be directed to Human Resources Department.

With respect to current employees, the personnel record or an accurate copy will be made available for review by the employee during the employer's normal hours of operation at the employee's place of employment or other reasonably nearby location. The review need not be during the employee's normal working hours. Crown may require that the review be in the presence of a company representative. If requested in writing after review, Crown will provide a copy of the personnel record to the employee free of charge. Crown may, in its discretion, provide the employee a copy of his/her employee's personnel record free of charge in lieu of on-site review.

Equal Opportunity, Non-Discrimination, and Anti-Harassment

Equal Employment Opportunity

CPM is committed to providing equal employment opportunities. CPM strives to maintain a work environment where all individuals are treated with respect. CPM prohibits all forms of unlawful discrimination and harassment. All qualified applicants and employees will be considered for employment and advancement without regard to sex, race, religion, creed, color, national origin, age, pregnancy, disability, sexual orientation, gender identity, genetic information or history, marital or family status, citizenship status, or any other status protected by company policy and/or applicable laws. This policy applies to all employment practices and terms and conditions of employment, including but not limited to hiring, promotions, transfers, compensation, terminations, training, and participation in Company sponsored benefits or programs.

Employees should raise any concerns they might have regarding possible discrimination or harassment using the complaint procedure described below in Part IV of this policy. No retaliation will be permitted against anyone who brings forth a complaint.

Disability Accommodation

Our Company is committed to providing equal employment opportunities to all employees, including qualified individuals with disabilities. This may include providing reasonable accommodation, where appropriate.

This reasonable accommodation may include common conditions related to pregnancy or childbirth. A poster describing your rights under the law is posted in the work area.

In general, it is your responsibility to notify Human Resources if you have a need for an accommodation. Upon doing so, the Company may ask you for your input, the type of accommodation you believe may be necessary, or the functional limitations caused by the disability. Also, when appropriate, the Company may need your written permission to obtain additional information from your physician or other medical or rehabilitation professional. Any information obtained is kept in a confidential employee file.

All requests for reasonable accommodations will be considered consistent with the business needs of the Company in accordance with state and federal law. All questions should be discussed with Human Resources.

Discrimination, Harassment, and Other Inappropriate Conduct

CPM is committed to maintaining a work environment that is free from discrimination and harassment, including unlawfully intimidating, hostile, or offensive conduct. Harassment of any kind shows disrespect for

others and is not appropriate. As explained below, CPM prohibits discrimination, harassment, and other inappropriate conduct that is based on or is directed toward someone because of that person's sex, race, religion, creed, color, national origin, age, pregnancy, disability, sexual orientation, gender identity, marital or family status, citizenship status, genetic information or history, other protected class status, or any other unlawful basis. Voice-mail and electronic communications (such as e-mail, text messaging, and social media use) are covered by this policy in the same manner as other communications and actions.

A. Persons Covered

Discrimination and harassment that is prohibited under this policy includes that which is committed by managers, supervisors, co-workers, or non-employees, including leased employees, independent contractors working for CPM, vendors, suppliers, customers, and clients. Employees must not engage in prohibited conduct against other Company employees or personnel of CPM, independent contractors, vendors, suppliers, customers, or clients.

B. Prohibited Conduct

For the purpose of this policy, prohibited conduct includes verbal, visual, written, or physical conduct that:

(a) relates to another person's sex, race, religion, creed, color, national origin, age, pregnancy, disability, sexual orientation, gender identity, marital status or family status, citizenship status, genetic information or history, ancestry, marital status, Veteran status, sealed or expunged arrest record, off-duty tobacco use, creed, GED rather than high school diploma, use of service animal, relationship or association with disabled person, AIDS/HIV, lawful use of lawful product when not at work, and sickle cell or hemoglobin C trait, or other status protected by law, or

(b) is directed toward another person because of that person's sex, race, religion, creed, color, national origin, age, pregnancy, disability, sexual orientation, gender identity, marital status or family status, citizenship status, genetic information or history, ancestry, marital status, Veteran status, sealed or expunged arrest record, off-duty tobacco use, creed, GED rather than high school diploma, use of service animal, relationship or association with disabled person, AIDS/HIV, lawful use of lawful product when not at work, and sickle cell or hemoglobin C trait, or other status protected by law, where such conduct may have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited conduct may include, among other things, telling ageist or sexist jokes or making offensive or derogatory remarks about another person's race, ancestry, national origin, age, sexual orientation, family status, gender identity, disability, or other status protected by law; and showing pictures or viewing internet postings that are offensive or derogatory to any particular protected class (such as pornography, racial posts, and the like). Prohibited conduct also includes, among other things, sexual harassment, discussed further below. Engaging in prohibited conduct under this policy will lead to disciplinary action, up to and including termination.

Sexual harassment is one form of harassment. It can involve a wide range of subtle or overt behaviors and can involve individuals of the same or different gender, regardless of the sexual orientation of those individuals. CPM prohibits conduct that may lead to sexual harassment, such as suggestive sexual comments, jokes, or innuendos; the use of sexually degrading words; persistent, unwelcome flirtation or persistent and unwelcome invitations for dates or other social activities; unwelcome sexual advances or passes; propositions or subtle

pressure for sexual activities; sexual or graphic remarks or questions about a person's body, clothing, or sexual activities; offensive touching; or displays or communication of sexually suggestive pictures, e-mail, web displays or internet sites, objects, or clothing. Sexual harassment or any other type of harassment is unacceptable both in the workplace and in a work-related setting outside the workplace.

Prohibited conduct may occur not only through personal contact, comments, visual displays, or observation, but also through exposure to media such as e-mail; display of Internet sites, including social networking sites, or other material or information on computer monitors; or broadcasts containing sexually explicit, vulgar, profane, or otherwise offensive language. Any individual who engages in sexual or other harassment covered by this policy will be subject to disciplinary action, up to and including termination.

Complaint Procedure

A. Reporting Concerns of Harassment and Discrimination or Other Inappropriate or Prohibited Conduct

1. *Non-Supervisory Employee Responsibility:* CPM desires and expects any employee, applicant for employment, or other person who is aware of or subject to possible discrimination, harassment, or other conduct that is prohibited by CPM's Policy for Equal Opportunity, Non-Discrimination, and Anti-Harassment to immediately notify his/her immediate manager/supervisor, his/her manager's manager, or any Human Resources representative. CPM may ask that complaints be put in writing, to facilitate the investigation process.

2. *Supervisory Employee Responsibility:* Supervisors or managers who become aware of any incident or alleged incident of discrimination, harassment, or other prohibited conduct by employees or non-employees, including leased employees, independent contractors working for CPM, vendors, suppliers, customers, and clients, must immediately report it directly to a Human Resources representative or his/her manager. Supervisors and managers who receive complaints of possible discrimination, harassment, or other conduct prohibited by this policy must consult with a Human Resources representative before undertaking an investigation or other action. If a Human Resources representative is not immediately available, the supervisor or manager may take reasonable action to temporarily separate the complaining employee and the accused employee, without penalizing either one, pending the involvement of a Human Resources representative.

Any supervisor or manager who fails to report allegations of discrimination, harassment, or other prohibited conduct promptly or who otherwise fails to properly handle the allegations may be subject to discipline, up to and including termination of employment.

B. Investigation and Response

CPM will take prompt action to appropriately investigate all reported concerns of discrimination, harassment, or other conduct prohibited by this policy. The person raising concerns will be notified of the results of the investigation.

CPM will take immediate and appropriate corrective action, to the extent possible, consistent with the results of the investigation. Depending upon the nature of the concerns and the result of the investigation, resolution may include informal/formal counseling, formal discipline, discharge, or other action. Immediate and appropriate steps will also be taken if any non-employee (such as an independent contractor, vendor, supplier, customer, or client) is found to have discriminated, harassed, retaliated, or engaged in other conduct by this policy.

C. Confidentiality and Non-Retaliation

Reports of discrimination, harassment, or other prohibited conduct will be kept confidential to the extent possible, consistent with the need for a thorough investigation and to protect the complaining party from any concerns of retaliation or reprisal, which is expressly prohibited by this policy. Although CPM cannot always guarantee confidentiality of a matter, it will work to handle matters in a way that will address the area of concern without disrupting working relationships.

CPM will not retaliate or take any form of reprisal against any individual (whether it is a witness or the victim) because he or she reports any discrimination, harassment, or other conduct prohibited by this policy or participates in an investigation into such complaint or concern, and any such retaliation or reprisal by a Company employee, manager or supervisor is forbidden. Retaliation may include, but is not limited to, treating differently any person believed or assumed to have reported a complaint or concern, or to have come forward with information about another person's complaint or concern, or subjecting them to different or adverse terms and conditions of employment (i.e. demoting them, scheduling them for less favorable shifts, etc.). If you experience or witness any retaliation you believe to be prohibited by the policy, you must report it immediately. In no case will CPM tolerate retaliation. Any employee, supervisor or manager who retaliates against another employee or witness because of a complaint of discrimination, harassment, or other prohibited conduct, or because of participation in any investigation, will be subject to discipline, up to and including termination of employment. CPM strongly encourages all employees to report any incident of possible retaliation immediately.

D. Request for Additional Review

If the person raising the concern under this Complaint Procedure is not satisfied with the action taken by CPM, the person may submit to the General Counsel or the Human Resources Director, a written request that the matter receive additional review. At his or her discretion, the General Counsel or the Human Resources Director may request a meeting with the person raising the concern, further investigate the concern, impose discipline on the offending individual, or take other appropriate action. The person raising the concern will be notified of the result of the review.

Commitment to Diversity

CPM is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at CPM and is an important principle of sound business management.

Conflicts of Interest and Confidentiality

Conflicts of Interest

CPM expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. CPM recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature, and do not in any way conflict with, or reflect poorly on, CPM.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to CPM.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which CPM makes sales or from which it makes purchases, or that is a competitor of CPM.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by CPM.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in CPM or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of CPM. Confidential information is any and all information disclosed to or known by you because of employment with CPM, which is not generally known to people outside CPM, about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the Human Resources.

This provision is not intended to interfere with, restrain, or prevent concerted activity as protected by Section 7 of the National Labor Relations Act (NLRA).

Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Crown classifies its employees as shown below. Crown may review or change employee classifications at any time.

Exempt. Employees who are paid on a salaried basis and whose positions are exempt from the minimum wage, overtime and certain timekeeping provisions of the Fair Labor Standards Act, as amended and applicable state law. Exempt employees are paid a pre-determined amount of pay regardless of the number of hours they work each week. Exempt employees are not eligible to receive overtime pay.

Nonexempt. Employees who are paid on an hourly or salaried basis whose positions are not exempt from minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act, as amended and applicable state law. Non-exempt employees are paid overtime for hours actually worked in excess of 40 hours in a workweek.

In addition to their exempt/non-exempt status, employees fall within one of the following classifications:

Classification 1 (Part-time employees who regularly work under 1,000 hours per year, and temporary employees who are hired for a specific project or a temporary period)

-) Employees in Classification 1 receive limited benefits in accordance with this handbook or plan documents where applicable.

Classification 2 (Part-time employees who regularly work between 20-29 hours per week)

-) Employees in Classification 2 receive limited benefits in accordance with this handbook or plan documents where applicable.
-) PTO will be pro-rated in accordance with the PTO policy.
-) Holiday pay will be pro-rated in accordance with the Holiday policy.

Classification 3 (Part-time employees who regularly work 30 hours, but less than 40 hours per week)

-) Employees in Classification 3 receive limited benefits in accordance with this handbook or plan documents where applicable.
-) PTO will be pro-rated in accordance with the PTO policy.
-) Holiday pay will be pro-rated in accordance with the Holiday policy.
-) Eligibility for insurance coverage (medical, dental, vision, life, and disability) is in accordance with applicable plan documents.
-) Eligibility for tuition reimbursement is in accordance with the Tuition Reimbursement policy.

Classification 4 (Full-time employees who regularly work at least 40 hours per week)

-) Employees in Classification 4 are eligible for all benefits in accordance with this handbook or plan documents where applicable.

Part-time, temporary, and full-time status is determined at time of hire. If the hours increase or decrease and it does not appear to be temporary, status will be reviewed and adjusted if necessary. Managers are responsible for maintaining work schedules in accordance with the employee's status.

Deductions from Pay/Safe Harbor Exempt Employees

CPM does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for CPM or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, CPM will reimburse the employee for the improper deduction.

Employee Benefits

Crown currently offers eligible employees group health, vision, dental, life, short and long-term disability insurance benefits, wellness program, cafeteria plan, 401(k) savings and retirement program, and educational assistance. Employees should consult applicable plan documents for details regarding eligibility, coverage, and other information concerning these benefits. Employees may obtain plan documents from the Human Resource Department. To the extent there is a discrepancy between the provisions of this handbook regarding these benefits and applicable plan documents, the applicable plan documents will apply. All benefits are subject to change at any time with or without prior notice at the discretion of the Company.

401(k) Savings and Retirement Plan

The Company currently provides a 401(k) savings and retirement program for eligible employees on the first day of the month following their employment date.

Crown will match an employee's contribution at \$.50 on the dollar for the first 8%. The employee becomes fully vested in this fund after six years. Employees should consult applicable plan documents, available through the Human Resource Department, for details regarding the 401(k) savings and retirement program.

Educational Assistance

Crown encourages its employees to take educational courses to improve their job knowledge and skills. Educational assistance will be granted to qualified employees in accordance with the Equal Employment Opportunity policy. To be eligible, an employee must regularly work at least 30 hours a week, must be an active employee in good standing, and must have been an active employee in good standing for at least six months immediately preceding the time the "Application for Educational Assistance" is submitted. To be eligible, an employee must also be regularly working at least 30 hours a week and be an active employee in good standing at the time reimbursement is to be made. Any exceptions must be approved by the leadership team.

Courses must, as determined at the discretion of Crown, be (a) directly related to the employee's job and to improving the employee's performance of the job or to provide development for a future position within the Company, (b) taken at a recognized school, and (c) satisfactorily completed with a passing grade of "C" or better. The request for educational assistance must be made and approved prior to registration for the course. Crown will reimburse the employee for the actual tuition cost up to the federal tax-free education limit. The company does not reimburse for books, supplies, parking, or transportation.

Upon completion of the course, the employee must submit to the Human Resource Department evidence of tuition payment (fee statement showing payment) and satisfactory completion of course (grade transcript). The company may require additional information or verification at its discretion. The company will then reimburse the employee up to the preauthorized amount.

After completing a course or courses and receiving reimbursement, the employee must remain employed with the company for 24 months or will be required to reimburse the company on a pro-rated basis for any tuition assistance received no later than thirty calendar days after the employee's last date of employment. Thus, if the employee terminates employment 12 months after the date of receipt of the last reimbursement, the employee must reimburse the company for 50% of the total educational reimbursement received. An employee who terminates employment prior to the end of the 24-month period does not receive payment for accrued and unused PTO if the employee has not made the required reimbursement under this policy.

While completion of a course of study provides an improved educational background, the accomplishment does not obligate the company to reward the employee for any such achievement.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of CPM Holdings to maintain a workplace that is free from the health and safety-related consequences of drug and alcohol use and abuse. You are required to report to work in appropriate mental and physical condition to perform your job.

While on Company premises and/or conducting business-related activities at any location, you may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. You may be subject to drug and

alcohol testing according to the policy and should review the policy on the bulletin boards or see Human Resources for more details.

The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The abuse of prescribed drugs is also prohibited in the workplace. You must notify your manager or Human Resources of the use of prescribed drugs or other substances that may affect your ability to perform your job.

If a Company sponsored event approves the serving of alcohol, or conducting business with customers includes alcohol use, employees are expected to consume responsibly and behave professionally in accordance with our policies. Employees are also responsible for using a safe means of transportation if alcohol is consumed in these circumstances.

In consideration of workplace safety, you should notify your manager or Human Resources if you observe any violations of this policy.

Failure to comply with any part of this policy may result in corrective action up to and including termination.

Smoking/No Smoking Policy

Crown has maintained an interest and concern for the health and well-being of its employees. As part of an overall wellness program, smoking is discouraged.

In an effort to consider the needs and concerns of smokers and nonsmokers alike, and to provide a healthful working environment for every Crown employee, and to maintain necessary productivity, the Crown smoking policy is in effect as follows:

Smoking is prohibited throughout company facilities. Outside designated smoking areas are available for smokers before and after work, during morning and afternoon breaks, and lunch.

Crown regards this policy as a step that will lead to a healthier environment for all, and allows the company to comply with the requirements of the Minnesota Clean Indoor Air Act.

Failure to comply with any part of this policy may result in discipline up to and including termination of employment at the discretion of the Company.

Workplace Violence Prevention

CPM is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All CPM employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against CPM, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

CPM prohibits the possession of weapons on its property at all times. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks). Upon reasonable suspicion, CPM reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, CPM may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all Company property and other items that are in violation of Company rules and policies. In cases involving serious misconduct, or any time the manager determines it is necessary, such as a major breach of policy, theft (including scrap material), or violation of law, the company reserves the right to take immediate action. Typically, the manager should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

The company will provide the necessary Personal Protective Equipment (PPE) to employees and visitors.

First aid is available in the innovation center (control room & lab), team lounge, and by each copier. In the event of an emergency, first person at the scene should notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

An employee injured while on the job must complete a "First Report of Injury" form and the manager must complete a "Supervisor's Report of Incident" form. These forms should be submitted to the Human Resources Department as soon as possible. All injuries, no matter how minor, should be reported.

Workplace Guidelines

Job Performance

Communication between employees and managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their manager if they feel additional ongoing feedback is needed.

Outside Employment

Employees are permitted to work a second job if it does not interfere with their job performance with CPM. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Computers, Internet, Email, and Other Resources

CPM provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of company computer, phone, or other communication tools. All communications made using company-provided equipment or services including email and internet activity, are subject to inspection by CPM. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on CPM's systems.

Employee use of company-provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage CPM's systems as well as the reputation and/or competitiveness of CPM. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers. It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in disciplinary action up to and including termination.

CPM encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails, as well as text messages, are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside CPM.

All use of company-provided communications systems, including e-mail, internet use, and text messaging should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Any violation of copyright laws is strictly prohibited. Utilizing a company network to download non-work-related music, movies, etc. is not allowed.

Because e-mail, cell phone, telephone and voice mail, and internet communication equipment are provided for company business purposes and are critical to CPM's success, your communications may be accessed

without further notice by Information Technology department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

CPM reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Employees working in sales and customer service may be subject to telephone and e-mail monitoring. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Social Networking/On-Line Forums

Employees are prohibited from accessing social media, using social media or engaging in social media communication for personal reasons during work hours. Employees are similarly prohibited from accessing social media, using social media, or engaging in social media communications for personal reasons using any Crown systems, equipment, or resources. Employees may access social media, use social media or engage in social media communications for personal reasons during non-work hours using personal systems, equipment and resources and off Crown premises.

Non-exempt employees accessing and engaging in social media communications for work purposes must do so during regular work hours. Nonexempt employees are reminded that they must record all time worked, including work time involving accessing and using social media and engaging in social media communications, so that they may be properly compensated for all time worked.

Employees accessing and using social media, and engaging in social media communications during work time, or at any time using Crown systems, equipment or resources, or at any time for work purposes, have no expectation of privacy in any of their online or other communications or activities. Crown reserves the right to, and in fact does, inspect, monitor, review, retain, disclose, and/or use (collectively referred to as "access") any electronic or other communications, or employee access or activity on, via or using Crown systems, equipment and other resources, during working time or for work purposes.

Employees who participate in social media must adhere to the following guidelines:

1. Do not post or display comments about co-workers, managers, or Crown that are vulgar, obscene, threatening, intimidating, unlawfully harassing, or a violation of Crown's workplace policies against discrimination and unlawful harassment based on race, color, sex, national origin, religion, creed, age, disability, marital status, public assistance status, sexual orientation, activity in a local human rights commission, veteran status, genetic information, or any other legally protected status.
2. Do not post anything that violates local, state, or federal laws or regulations.
3. Do not use or disclose confidential or proprietary business information of Crown or its customers. Confidential information includes, but is not limited to information relating to Crown's or a customer's finances, strategic business plans, product orders, business operations, and similar information. Remember that information may be confidential or proprietary even if it is not labeled as such. When in doubt, seek guidance from the Human Resources Department.

4. Remember that what you write is public and will be for a long time. Issue corrections where needed.
5. Respect all copyright, fair use, and financial disclosure laws. Follow the Terms of Use, rules, and policies of the website or forum you are using.

Any questions regarding this policy and your compliance with it should be directed to the Human Resource Department, General Manager, or a Vice President. The company reserves the right to determine whether particular conduct violates any part of this policy or is otherwise inappropriate. Violation of this policy may result in discipline, up to and including termination at the discretion of the Company. However, nothing in this policy should be interpreted to apply to employee discussions regarding working conditions or terms of employment, or to otherwise interfere with employees' rights under any applicable law.

Cell Phone and PDA Use

Cellular/mobile phones should not be used while operating a vehicle for work purposes. Allow voicemail to handle your calls and return them at your convenience when it is safe to do so. If you need to place or receive a call pull off the road to a safe location, or ask a passenger who is an employee of the company to make or take the call.

In accordance with Minnesota Statute § 169.475, the company prohibits employees from operating a motor vehicle while using a wireless communications device (e.g., cell phone, PDA, etc.) to compose, read, or send an electronic message, when the vehicle is in motion or a part of traffic. This prohibition applies at all times, including while driving for business purposes and while communicating for business purposes when driving for business or not. An electronic message includes, but is not limited to, e-mail, a text message, an instant message, and accessing the World Wide Web.

This policy does not apply if a wireless communications device is used:

1. solely in a voice-activated or other hands-free mode;
2. for making a cellular phone call;
3. for obtaining emergency assistance to (i) report a traffic accident, medical emergency, or serious traffic hazard or (ii) prevent a crime about to be committed;
4. in the reasonable belief that a person's life or safety is in immediate danger;
5. in an authorized emergency vehicle while in the performance of official duties.

Violation of this policy may result in disciplinary action up to and including termination of employment at the discretion of the company.

Paid Rest Period – Non-Exempt Employees

It is the policy of the company to provide employees with an opportunity to take time away from their daily work routines for refreshment and relaxation purposes.

Non-exempt employees will have two (2) ten-minute, paid rest periods per full work day. One rest period may be taken during the first half and another may be taken during the second half of each eight (8) hour work shift. Employees will also be allowed an unpaid break of one-half (1/2) hour for lunch.

Overtime – Non-Exempt Employees

Non-exempt employees will be paid overtime at the rate of one and one half (1½) their regular rate of pay for all hours actually worked in excess of 40 hours in a workweek. Overtime is paid for actual hours worked in excess of 40 hours per workweek. A paid holiday is counted as time worked. PTO is not counted as time worked. All overtime must be pre-approved by the employee's immediate manager.

When a non-exempt employee travels out of town for work requiring an overnight stay, the employee will also be paid as follows:

-) The greater of (a) actual travel time including all time in transit to and from the job site occurring during the employee's normal work hours or (b) actual travel time to a maximum of eight hours per day regardless of whether the travel time occurs during the employee's normal work schedule. [For purposes of this policy, if an employee's normal work schedule is 8-5 M-F, travel time on Saturday or Sunday in the 8-5 time frame is considered travel time during the employee's normal work hours.]
-) All actual time worked outside of paid travel time, including field hours which include installation, start-up, service of Crown equipment, and any on-site waiting hours required by management.

The above hours will count as time worked for purposes of determining whether the employee has worked overtime in a given workweek.

Dress Code

The company has a relaxed dress code. When representing Crown at office meetings or outside the office for business, employees are expected to wear appropriate professional clothing. Normal office clothing should be respectable and professional. At a minimum, employees should not wear ripped, torn, or soiled clothing, revealing or tight clothing, shirts or T-shirts with political or offensive messages or material. Crown reserves the right, at its discretion, to send an employee home who is wearing clothing that is inappropriate for the workplace or the work the individual is performing.

Inclement Weather

As a general rule, Crown will not close due to inclement weather. In the event of inclement weather, employees should decide whether it is safe for travel to and from the office. Employees, who feel they must arrive late, leave early, or not come in due to inclement weather must notify their manager. Accrued and unused PTO time, if available, may be used.

Time Sheets

Non-exempt employees must fill out their time sheet every day, and must accurately record their start and finish time each day, as well as their lunch time. Any overtime or deviation from the normal work schedule should be pre-approved by their manager. Time sheets should also reflect any PTO used each week. The timesheets should be signed by the employee and the immediate manager, and turned in to the Payroll Department weekly.

Exempt employees should fill out a monthly PTO form (showing all PTO used during the month). The PTO form must be signed by the employee and the immediate manager, and turned in to the Payroll Department the first business day of the next month.

Payroll Distribution

Employees are paid bi-weekly and will receive their pay on the last workday of the pay week. Employees can review pay information online through the third-party payroll firm.

Solicitation and Distribution

Employees may not solicit other employees, or distribute written materials for any cause or organization to other employees when either of them is on work time. Employees also may not distribute written materials in work areas of the Crown facility.

Employees are allowed to leave written materials and other tangible things in the team lounge for other employees to review before and after work, during morning and afternoon breaks, and lunch. Crown reserves the right to remove any materials that they deem is in violation of a Company policy.

Solicitation is the oral exchange of communication regarding a particular cause. Distribution is the exchange of written information or other tangible things regarding a particular cause. Solicitation and distribution include, but is not limited to, any such activity for the benefit of schools, school events or programs, nonprofit or religious organizations, charitable causes, and political candidates.

“Work time” means the time employees are actually engaged in work, but does not include meal and/or break times. “Work areas” means the areas where employees engage in work such as the shop floor and other production areas, but does not include employee break rooms or employee parking lots.

Individuals not employed by Crown may not solicit or distribute literature on Crown property at any time.

Travel

Business Travel

When traveling for CPM, the employee represents CPM, even during non-work hours, and the employee’s conduct at all times should be professional and reflect positively on the company and its business.

Employees will be reimbursed for authorized, reasonable business travel and entertainment expenses that conform to company policy. Reasonableness will be determined by the employee’s manager and accounting.

Travel Arrangements

All travel arrangements, international and domestic, must be made through FCM Travel Solutions and/or Concur Travel, and authorized by the employee’s manager. Travel cancellations can be made within the Concur Travel tool. Modifications to itineraries are required to be done by contacting FCM Agents directly.

CPM will pay for necessary passports or visas and related services, including concierge service. These documents can take weeks, or sometimes months to obtain so it is important for the employee to allot as much time as possible. In order to protect personal data, any processing of personal information for the purpose of obtaining required documentation must be done by the individual needing the service. Any travel rewards earned, including frequent flier miles and hotel points, belong to the employee. Any discrepancies and questions should be addressed to the applicable vendor.

Air Travel

All air travel should be booked on a coach basis. All tickets will be purchased at the lowest possible fare. An employee may be asked to adjust dates or time if such a change results in substantial savings. If an employee chooses to upgrade air travel, it will be at their own expense.

Auto Travel

Generally, business travel within a 500-mile radius from the employee's home office should be done by vehicle. Car reservations should be made with a preferred vendor, whenever possible. The employee will be reimbursed for required parking fees. If an employee prefers not to use his or her personal car, one may be rented through FCM Travel Solutions and/or Concur Travel. Reservations will be made for intermediate cars. FCM Travel Solutions/Concur Travel should be advised when this is not adequate including justification for the requested upgrade. The employee will be reimbursed for rental car fuel. Auto insurance is included under CPM's general insurance policy in the United States and Canada. Therefore, the employee should not purchase the optional insurance coverage. Outside of the United States and Canada, the employee must take the basic insurance offered with the rental.

Use of a personal vehicle will be reimbursed at the current mileage rate determined by the IRS.

Hotel Accommodations

CPM is committed to providing reasonable and comfortable accommodations for all traveling employees. FCM Travel Solutions/Concur Travel will recommend hotel reservations based on overall best price, location to business purpose, and availability.

Hotel reservations should be made with a preferred vendor, whenever possible. If unable to reserve through a preferred vendor, an exception code will be required. If an employee's change of plans requires a hotel cancellation, it is the employee's responsibility to cancel the hotel reservation, so CPM is not charged.

Miscellaneous Expenses

Covered

-) Reasonable meal and entertainment expenses for bona fide business contacts with consultants, customers, and other allies in business
-) Vaccinations required for international travel, excluding a flu shot
-) Reasonable airline bag fees
-) Foreign transaction fees
-) Trade association membership and publication fees, with manager preapproval
-) Global Entry Fees, with manager preapproval

Not Covered

-) Luggage
-) Porters/tips (excluding restaurants)
-) Upgrade fees for flights
-) Credit card and frequent travel membership fees
-) TSA Pre-Check Fee
-) Toiletries and personal medical needs (other than vaccinations)

Expense Reporting

Expense reports should be completed, submitted, and approved in a timely manner (by the end of the next month after the date on which the expense was incurred). CPM reserves the right to not reimburse an employee for expenses submitted three months or more after the expenditure date. Expenses should be submitted with receipts, and an explanation for each expense.

The expense report must include copies of all receipts showing the date, place, and amount. Receipts are required for all expenses including, but not limited to the following:

-) Lodging expenses (itemized)
-) Car rentals, train, or bus tickets, Uber or taxi charges
-) Air travel
-) Laundry and valet services (only if required)
-) Entertainment for customers (include customer company and list of parties involved)
-) All meals over \$25 per meal or \$40 per day (include all meal receipts, if applicable)

CPM reserves the right to amend or alter the terms of this policy.

Time Off and Leaves of Absence

Attendance

All employees are expected to arrive on time, ready to work every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the manager as soon as possible. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the manager of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Family and Medical Leave

CPM complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. CPM also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Medical and other benefits. During an approved family/medical leave, CPM will maintain your health benefits as if you continued to be actively employed, if you continue to pay for the cost of insurance premiums. If paid leave is substituted for unpaid family/medical leave, CPM will deduct your portion of the health plan premium as a regular payroll deduction and/or bill you for the cost of insurance premiums. Failure to pay premiums in a timely manner may result in loss of benefits.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for CPM for at least 12 months; (2) have worked for CPM for at least 1,250 hours in the previous 12 months

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. If leave is unpaid, CPM will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, CPM may temporarily transfer you to an available alternative position that better accommodates your recurring leave and which has equivalent pay and benefits. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Leave is unpaid. Family medical leave is unpaid leave (although you may be eligible for short- or long-term disability payments and/or workers' compensation benefits under those insurance plans). The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100 percent of your salary. Your family/medical leave runs concurrently with other types of leave, i.e., paid vacation, if you so choose to take it.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with CPM's normal call-in procedures. CPM may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Additionally, if you are planning a medical treatment, you must consult with CPM first regarding the dates of such treatment. CPM has Request for Family/Medical Leave forms available from the Human Resources Department. You should use these forms when requesting leave. Employees also must inform CPM if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. CPM also may require a second, and if necessary, a third opinion (at CPM's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. CPM also may delay or deny approval of leave for lack of proper medical certification.

Medical certification. If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Human Resources Department. When you request leave, CPM will notify you of the requirement for medical certification and when it is due (no more than 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before the leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. CPM, at its expense, may require an examination by a second health care provider designated by CPM, if it reasonably doubts the medical certification you initially provide.

If the second health care provider's opinion conflicts with the original medical certification, CPM, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. CPM may require subsequent medical recertification. Failure to provide requested certification within 15 days, except in extraordinary circumstances, may result in delay of further leave until it is provided.

Reporting while on leave. If you take leave because of your own serious health condition or to care for a covered relation, you must maintain contact with CPM through your manager or Human Resources at least once per month regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as is practicable (within two business days if feasible) if the dates of the leave change, are extended, or were unknown initially.

Company Responsibilities. CPM will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, CPM will provide a reason for the ineligibility.

CPM will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If CPM determines that the leave is not FMLA-protected, CPM will notify the employee.

Other Provisions. Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when CPM has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Personal Leave

The Company may, at its discretion and on a case-by-case basis, consider requests for personal leave by employees who need a personal leave and are not eligible for FMLA or parenting leave due to length of service, the exhaustion of FMLA or parenting leave, or other factors. The unpaid personal leave request should be made in writing by the employee, should state the length of leave requested, and the reason for the leave and should be submitted to the Human Resources Department. Crown may, at its discretion, require proof of illness, injury or disability, or other appropriate information from the employee, the employee's healthcare or mental health professional(s), or health care or mental health professional(s) selected by Crown, where the leave is requested due to illness, injury, or disability.

An employee on unpaid personal leave may continue certain group insurance coverage at his or her own expense under COBRA. Employees will be required to use any accrued and unused PTO during any personal leave. PTO will not accrue during any unpaid portion of personal leave. At the end of the leave, the employee may be returned to his or her original position, if such position is still available, or may be considered for other available positions at the discretion of Crown. Crown may, for business reasons and at its discretion, fill an employee's position during the period of the leave.

Minnesota Pregnancy and Parenting Leave

This policy provides parenting leave to eligible employees in conjunction with the birth or adoption of a child and for absences for female employees for prenatal care, or incapacity due to pregnancy, childbirth or related health conditions.

You are eligible for leave of up to twelve weeks under this policy if: (1) you are employed by the Company in Minnesota, (2) you have been employed by the Company for at least 12 cumulative months and (3) during the 12-month period preceding the start of the leave, you worked an average of 15 hours per week.

If you are also eligible for leave under the Company's FMLA policy, your FMLA leave and any leave available under the Minnesota Pregnancy and Parenting Leave Act will normally run concurrently. If you are not eligible for FMLA leave-or have fewer than 12 workweeks of FMLA leave remaining, you may still be entitled to up to 12 workweeks of leave under the Minnesota Pregnancy and Parenting Leave Act. Please contact Human Resources with any questions.

Under this Policy, eligible employees will be entitled to a total of 12 workweeks of unpaid leave in conjunction with the birth or adoption of a child and/or for absences for female employees for prenatal care, or incapacity due to pregnancy, childbirth or related health conditions. A total of 12 weeks of leave is available for such purposes each time an employee becomes a biological or adoptive parent to a child, except if more than one child is born or adopted at the same time (e.g., twins), leave is provided as if only one child was born or adopted.

Your leave for the birth or adoption of a child-may begin at any time chosen by you but must begin within 12 months of the birth or adoption, except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

You must use any accrued and unused PTO during your leave. Any accrued and unused PTO will be applied to, and run concurrently with, your leave, and the remainder of the leave will be unpaid. If you qualify for STD or other paid benefits, your leave will run concurrently with your receipt of any such benefits.

Any unpaid portion of your parenting leave (that is, when PTO is not being used), you will not accrue any benefits such as PTO, but you will retain all benefits accrued before, and not used during, your leave.

While on leave you are eligible to continue your health, dental, and/or life insurance benefits (if you have such benefits through the Company at the time your leave begins), but you must pay the employee portion of the premium for this continued coverage. The Human Resources Department will provide information about the cost and procedure for continuing insurance during unpaid leave.

At the end of your leave, you will be reinstated to your same position or if that position is unavailable, to a comparable position-except as allowed by applicable law. For example, if a reduction in force occurs during the time you are on leave and you are one of the employees included in the reduction, your employment with Crown may be terminated at the same time as the other employees even if you are on leave at that time.

While you are on leave, you may engage in other work or employment only if you held the second job prior to going out on leave and only if you are able to perform the second job within the same medical restrictions (if applicable) that apply to your Crown employment. While you are on leave, you may not engage in other work or employment that you did not also engage in prior to going out on leave. If you do so, you will be

considered to have violated the terms of your leave and to have voluntarily terminated your employment with Crown.

If you are not able or do not wish to return to work at the end of your leave, you may apply for a personal leave of absence. If personal leave is granted, your rights will then be governed by the Company's personal leave policy. If personal leave is not granted, then you must return to work. Failure to return to work will be considered a voluntary resignation.

Nursing Mother Breaks

Crown will allow an employee who needs to express breast milk for her infant child reasonable break time to do so. If possible, the break should run concurrently with the employee's regularly scheduled break or lunchtime for a non-exempt employee. If a non-exempt employee must take the break at a time other than her regularly scheduled break, the break time will be unpaid. The Company will make available a room or other location in the close proximity to the employee's work area, other than a bathroom, where the employee can express her milk in privacy.

Bone Marrow Donation Leave

Employees who work an average of 20 or more hours per week are entitled to paid time off to a maximum of 40 hours to donate bone marrow. A doctor's verification of the purpose and length of the leave is required. Employees may, in addition, use PTO in accordance with the Paid Time Off policy for absence due to bone marrow donation.

School Conferences and Activities

You may be granted up to 16 hours during any 12-month period to attend your child's school activities if they cannot be scheduled outside your scheduled work hours. The same holds true if your child receives childcare services, or attends a prekindergarten, regular, or special education program. You may then be granted leave up to 16 hours during any 12-month period to attend a conference or activity related to your child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours.

You may take this time under this policy as unpaid or you may use accrued and unused paid time off. You should give reasonable notice to your manager and make a reasonable effort to schedule the time off so as not to disrupt work. This policy covers children, including foster children, who are under age 18, or under age 20 if still in secondary school.

Bereavement Leave

Employees with more than 3 months' service may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, children, and stepchildren, siblings, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

CPM may require verification of the need for the leave. The employee's manager and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Jury Duty/Court Appearance

CPM supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their manager as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Nonexempt employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the same 2 weeks limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work. All employees have the option to use any accrued time off if required to serve more than 2 weeks on a jury. This is not required.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Time Off for Voting

In compliance with Minnesota law, employees are entitled to time off with pay on Election Day to vote in state primary or general elections or elections for United States Senator, Representative or President.

1. Employees must be entitled to vote. If an employee, who is a registered voter, does not have sufficient time to vote outside his or her working hours, he or she will be allowed paid time off to vote, in accordance with Minnesota State law.
2. An employee requesting such time off to vote should notify their manager as far in advance as possible of the need for time off.

Employees employed in other states should check with Human Resources regarding applicable state voting laws.

Military Leave

CPM supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources Department and his or her manager, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the manager as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Employees in Classifications 2, 3, and 4 the difference between the employee's regular salary and military pay, excluding mileage, for a period of up to two weeks per year for military leave. The remainder of the absence for military leave will be unpaid. Employees may use accrued and unused paid time off, if any, for unpaid military leave.

The Company complies with Minnesota law which allows an employee or independent contractor up to ten working days of unpaid leave if the individual's immediate family member has been killed or injured while actively serving in the U.S. military. The employee must give the Company as much notice of his intent to take leave as is practicable. "Immediate family member" includes a person's parent, child, grandparent, sibling, or spouse. This leave will run concurrently with any similar leave available to the employee under FMLA policy. The employee may use accrued and unused PTO for any unpaid leave under this policy.

The Company also complies with Minnesota law which allows an employee an unpaid absence of up to one day to attend a military ceremony — i.e., send-off or homecoming ceremony — for an immediate family member who is called to active service. The leave is not to exceed one day and is limited to the actual time necessary to attend. "Immediate family member" includes employee's parent, child, grandparent, sibling, spouse, legal guardian, grandchild, fiancé or fiancée. This leave will run concurrently with any similar leave available to the employee under the FMLA policy. The employee may use accrued and unused PTO for any unpaid leave under this policy.

Employees employed in other states should check with Human Resources regarding applicable state military leave laws.

Personal Time Off (PTO)

Crown recognizes the value of providing rest and relaxation away from work without loss of income, and also recognizes that employees need to be absent from time to time for other reasons. Personal Time Off (PTO) may be used for such things as vacations, illnesses, appointments, to supplement short-term disability or workers' compensation payments, jury duty, or for personal appointments and business. Use of PTO and absences must be approved by the employee's manager. Crown may, at its discretion, require proof of illness, injury, disability, or other appropriate information from the employee, the employee's healthcare or mental health professional(s), or healthcare or mental health professional(s) selected by Crown, where PTO is taken due to illness, injury, or disability.

Employees in Classification 2, 3, and 4 are eligible to earn PTO after 30 days of employment with Crown, and accrue PTO per pay period thereafter. Employees in Classification 1 do not accrue PTO. PTO is based on length of service, and accrues each pay period based on the number of years of continuous service until the maximum accrual is reached, which is 360 hours. When the 360-hour PTO accrual cap is reached, the employee does not accrue any further PTO until sufficient PTO is used for the accrual to begin again. In order to accrue PTO, employees must be actively working.

The following chart shows the accrual rates and the annual equivalent for full-time employees. Employees in Classification 2 and 3 accrue PTO on a pro-rated basis after the first 30 days of employment. Classifications 2 and 3 hours worked will be reviewed weekly and PTO will be adjusted accordingly.

<u>Years of Service</u>	<u>Monthly Accrual Rate</u>	<u>12-Month Equivalent</u>
Hire to 2-yr. Anniversary	1.25 days	15 days
After 2- yr. Anniversary	1.50 days	18 days
After 5-yr. Anniversary	1.75 days	21 days
After 10-yr. Anniversary	2.00 days	24 days
After 15-yr. Anniversary	2.25 days	27 days
After 25- yr. Anniversary	2.50 days	30 days

PTO information will be tracked through the Payroll Department and will appear on the employee's payroll checks. If any error is discovered in an employee's accrual, he or she should promptly contact the Payroll Department.

Upon resignation or termination of employment, employees will be paid for any accrued and unused PTO to a maximum of the 360 PTO accrual cap provided that they do not owe the company for education assistance reimbursement received under the Educational Assistance policy in this handbook. An employee who has received educational assistance from Crown under the Educational Assistance policy and who terminates employment prior to the end of the applicable 24-month period does not receive payment for accrued and unused PTO if the employee has not made the required reimbursement to the company under the policy.

Holidays

Non-exempt employees in Classifications 2, 3, and 4 will be paid for holidays occurring after their first day of work if they would normally be scheduled to work on the day in which the holiday or observed holiday falls. Non-exempt employees in Classification 2 and 3, who are less than full-time, will receive holiday pay on a pro-rated basis. If a non-exempt employee is required to work on the holiday, the employee will be paid in accordance with normal payroll practices. Non-exempt employees who are required to travel for work on one of the designated Crown holidays will also be allowed to take another day off within two weeks of returning to work. The scheduling of the additional day off must be approved by the manager.

Exempt employees continue to receive their regular salary for the week in which the designated holiday occurs. Exempt employees who are required to travel for work on one of the designated Crown holidays will also be allowed to take another day off within two weeks of returning to work. The scheduling of the additional day off must be approved by the manager.

The holidays are as follows:

New Year's Eve Day

Labor Day

New Year's Day

Thanksgiving Day

Good Friday

Day after Thanksgiving

Memorial Day

Christmas Eve Day

Independence Day

Christmas Day