

EMPLOYEE HANDBOOK



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I. ABOUT GORILLA CIRCUITS

- Gorilla Circuits is a leading manufacturer of multi-layer printed circuits boards. The company occupies a 55,000 square foot facility in the heart of the Silicon Valley-San Jose, California.
- Since our inception in 1967, Gorilla Circuits has remained committed to excellence through responsive customer service and demonstrated ability to routinely meet our customers' quality and delivery requirements.
- We have proudly demonstrated a great concern for the environment throughout our history by continuously searching out new chemicals, equipment, and process modifications that allow us to be more environmentally friendly. Substantial time and investment has been made to repeatedly exceed local and state regulations.

II. INTRODUCTION

This manual is intended to outline and explain Gorilla Circuits practices and policies. This employee handbook also summarizes current employee benefits. Please refer to the actual plan documents for information and answers to specific benefit questions.

This employee manual should be regarded as a set of guidelines only.

Ø It is not a contract of, or for, employment.

Neither the policies in this manual, nor any written or other verbal communication by a Company officer, manager, or supervisor are intended to create a contract of employment or a warranty of benefits. All employees of Gorilla Circuits are “at-will” employees, and both the employee and the Company can terminate the employment relationship at any time for any reason with or without advance notice.

This is not intended to be an all-inclusive list of policies and procedures of this Company. However, it is a guide to help answer commonly asked questions and set forth the guideline under which the Company operates. Gorilla Circuits reserves the right to change any terms or provisions at any time. The policies in this manual may be amended, modified, deleted, or otherwise changed by Gorilla Circuits without prior notice. This manual supersedes and replaces all prior employee manuals, handbooks, and/or policies. Please consult your supervisor if you should have any questions about the policies.

III. EMPLOYMENT POLICIES

False Information

1. Gorilla Circuits reserves the right to terminate any employee at any time should the Company learn that false information was given during the application and/or interview process while soliciting the Company for employment.
2. Job applicants must have proper I.D. as specified by Federal Form I-9.
3. Applicant's employment documents will be verified by the Department of Homeland Security's (DHS) E-Verify system.
4. Gorilla Circuits follows DHS's policies regarding document verification and hiring practices.
5. Gorilla Circuits complies with the Immigration Reform and Control act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. If you cannot verify your right to work in the United States within three (3) days of hire, Gorilla Circuits is required by law to terminate your employment.

Work Days & Hours

1. Work hours for the plant are as scheduled, to meet production demands, Monday thru Sunday.
2. 30-minute unpaid lunch breaks will be scheduled each shift. Unless pre-approved by a supervisor, lunch is mandatory. If an hourly employee works 10 or more hours in a single workday, he or she is entitled to a second lunch break. Employees are required to clock in and out for their meal breaks. In situations where employees miss their scheduled lunch, one additional hour of regular time wages will be paid to employees.
3. Lunch waivers: Gorilla Circuits utilizes lunch waivers as needed. A permanent lunch waiver (revocable anytime) is used when an employee works > 4 hours but less than 6 hours and for the second lunch break when an employee works > 10 hours but less than or equal to 12 hours in a workday assuming they did not skip their first scheduled lunch.
4. Two 15-minute rest breaks, paid, are scheduled; per shift.
5. Office hours for the front office are 8:00 a.m. to 5:00 p.m. Monday thru Friday.
6. Gorilla Circuits reserves the right to modify employees' starting and ending times and the number of hours worked.
7. Gorilla Circuits reserves the right to establish shifts of work. Employees are assigned to a scheduled workweek and shift when hired. These assignments may change during the course of employment. Every attempt will be made by the Company to

provide the employee with as much notice as possible of schedule changes and/or scheduled hours of work.

Attendance

1. Employees are to report to work in appropriate mental and physical condition.
2. If an employee will be unexpectedly absent from their scheduled work shift, it is the responsibility of the employee to notify their supervisor prior to the beginning of their scheduled shift.
3. Excessive tardiness and absences are grounds for termination.

TARDINESS:	PER MONTH	PER YEAR
	4	36

ABSENCES:	PER MONTH	PER YEAR
	1	8

4. If time is needed for personal appointment(s) during work hours, please fill out the appropriate request form as soon as possible.

Performance & Review

1. When clocked in, employees are expected to be at their designated work center performing assigned tasks. Employees are required to process work following appropriate procedures, and they must be able to independently understand written and oral instructions.

2. Hourly, salaried non-exempt and exempt employees receive on-going performance reviews. The purpose of review is to evaluate your current level of performance, to examine the progress you have made since the last review (if applicable) and to establish goals for your next review.

Discipline & Termination

1. Gorilla Circuits reserves the right to discipline, including immediate termination for certain conduct.

Equal Employment Opportunity

It is Gorilla Circuits policy to provide equal employment opportunity for all applicants and employees. Gorilla Circuits does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, genetic information, physical disability, mental disability, medical condition, family-care status, veteran status, marital status, sexual orientation, or any other status protected under applicable federal, state or local law. Gorilla Circuits also makes reasonable accommodations for disabled employees. Finally, Gorilla Circuits prohibits the harassment of any individual on any basis listed above. *For information about the types of conduct that constitute impermissible harassment and Gorilla Circuits internal procedures for addressing harassment complaints, please refer to the Policy Against Harassment below.*

The nondiscrimination policy applies to all areas of employment including, but not limited to recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this

policy. Any employee having any questions regarding this policy should discuss them with your supervisor.

Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not Gorilla Circuit's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of Gorilla Circuit policy, we prohibit discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) actually has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record or history of such an impairment or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Company in order to allow them to perform a particular job. If you are disabled and you wish such reasonable accommodation, contact the Human Resources manager. On receipt of your request we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, Gorilla Circuits does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, any accommodation that will impose undue hardship on Gorilla Circuits is not considered reasonable.

Anti-Harassment Policy

Unlawful Harassment -- Harassment in General

Gorilla Circuits is committed to providing a work environment that is pleasant, productive, healthful, comfortable and free of unlawful harassment. Gorilla Circuits policy prohibits sexual harassment. The policy also prohibits harassment based on age, sex, color, race, creed, national origin or ancestry, religion, marital status, pregnancy, sexual orientation, veteran status, medical condition, physical or mental disability or any other basis protected by federal, state or local law. All such harassment is unlawful. Harassment of any sort – verbal, physical, visual will not be tolerated.

Gorilla Circuits anti-harassment policy applies to all persons involved in the operation of Gorilla Circuits, including full-time, part-time and temporary employees and independent contractors, and prohibits unlawful harassment by any employee of Gorilla Circuits, including supervisors and co-workers.

Prohibited unlawful harassment can include, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory, lewd or sexually oriented jokes or comments, slurs or unwanted comments;
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, computer images, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement, restraint, touching or other physical interference with work because of sex, race or any other protected basis; and
- Threats and demands to submit to certain conduct, including sexual requests, in order to keep or get a job, to avoid the loss of job benefits,

security or promotion, or as a condition of job benefits, security or promotion.

While Gorilla Circuits encourages you to communicate directly with the person who is engaging in the harassment and make clear that the behavior is unacceptable, it is not required that you do so. It is essential that you notify your supervisor and/or Human Resources immediately, even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to your supervisor and/or Human Resources. Your complaint should include as much detail as possible, including details of the incident or incidents, names of the individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to the Human Resources Manager or President of Gorilla Circuits.

Gorilla Circuits will immediately undertake an effective, thorough and objective investigation of the harassment allegations in as confidential a manner as is possible under the circumstances presented by the complaint. Do not feel that because your immediate supervisor or other person in authority is involved that you cannot report incidents of harassment. Gorilla Circuits is committed to protecting all employees from unlawful harassment. This can only be done with your cooperation. Gorilla Circuits encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

If Gorilla Circuits determines that unlawful harassment has occurred, Gorilla Circuits will take effective remedial action in accordance with the circumstances involved. Any employee determined by Gorilla Circuits to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Gorilla Circuits will not retaliate against you for filing a complaint, in good faith, of harassment and

will not tolerate or permit retaliation by management, employees or co-workers.

Policy Statement on Sexual Harassment

Gorilla Circuits is specifically committed to providing a workplace free of sexual harassment. Sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature when (1) submission to or rejection of such conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment, or is made a condition of working at Gorilla Circuits; or (2) such conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of behavior that may constitute sexual harassment include, but are not limited to:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., physical contact); and
- Visual harassment (e.g., posters, cartoons or drawings of a sexual nature).

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Sexual harassment may occur between a male and a female, between two females or between two males.

While the law governing sexual harassment continues to evolve, Gorilla Circuits policy is clear. All employees must treat all others with respect, dignity and professionalism at all times. Gorilla Circuits will not tolerate deviation from this policy. It does not matter whether an individual intends to cause offense or not. It does not matter whether an individual's sexual comments or conduct is welcome or not. Sexual conduct in the workplace is not permitted.

Gorilla Circuits workplace is not limited to Company facilities, but may also include client and vendor facilities, as well as anywhere that a business-related function is taking place. This policy covers all employees and it also governs the conduct of employees toward clients, customers, vendors and all other people related to Gorilla Circuits business.

While Gorilla Circuits encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, it is not required that you do so. It is essential, however, that you notify your supervisor and/or Human Resources immediately, even if you are not sure the offending behavior is considered sexual harassment. If your immediate supervisor is involved in the reported conduct or, for some other reason, you feel uncomfortable making a report to that supervisor, you should report directly to Human Resources. Your complaint should include as much detail as possible, including details of the incident or incidents, names of the individuals involved and names of any witnesses. All supervisors are expected to ensure a work environment free from sexual and other harassment. They are responsible for the application and communication of this policy within their work area. Supervisors should:

- Encourage employees to report any violations of this policy.
- Make sure the Human Resources Department is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual harassment is not permitted.

Supervisors will refer all sexual harassment complaints to the Human Resources Manager or President of Gorilla Circuits.

Gorilla Circuits will immediately undertake an effective, thorough and objective investigation of the sexual harassment allegations in as confidential a manner as is possible under the circumstances presented by the complaint. Do not feel that because your immediate supervisor or other person in authority is involved that you cannot report incidents of harassment. Gorilla Circuits is committed to protecting all employees from sexual harassment. This can only be done with your cooperation. Gorilla Circuits encourages all employees to report any incidents of sexual harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. To the extent possible, all complaints and related information will remain confidential except to those individuals who need the information to investigate, educate, or take action in response to the complaint.

If Gorilla Circuits determines that unlawful sexual harassment has occurred, Gorilla Circuits will take effective remedial action in accordance with the circumstances involved. Any employee determined by Gorilla Circuits to be responsible for unlawful sexual harassment will be subject to appropriate disciplinary action, up to and including termination. Gorilla Circuits will not retaliate against you for filing a complaint, in good faith, of sexual harassment and will not tolerate or permit retaliation by management, employees or co-workers.

PERSONNEL RECORDS

The information in the employee's personnel file is permanent and confidential, and must be kept up-to-date. The employee should inform the Personnel Manager immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. The employee is also responsible for maintaining a current group life insurance beneficiary designation.

The employee has the right to inspect their personnel file at a reasonable time, at a reasonable place, and with reasonable notice in the presence of the Personnel Manager.

Personnel files are the property of Gorilla Circuits and may not be removed from Gorilla Circuits premises without written authorization from the Personnel Manager.

IV. COMPENSATION POLICIES

Gorilla Circuits has an “at-will” policy for all employees. The term of employment is for no definite period and may be terminated by the employee or by Gorilla Circuits at any time and for any reason, with or without cause or advance notice.

A. Classification of Employment Levels

i. Full-Time, Part-Time, Temporary

1. Full-Time

a. An employee whose work hours are 32 hours or more each week

2. Part-Time

a. An employee whose work hours are less than 32 hours each week

3. Temporary/Contractors

a. An employee who has been specified as temporary by Management

ii. Exempt, Non-Exempt

1. Consistent with applicable federal and state law regulations, Gorilla Circuits will pay overtime

Reporting Pay

An employee who reports to work at the Company's request, whether for a regularly scheduled shift or otherwise, will be paid a minimum of four (4) hours pay at the regular straight-time rate, without regard to the number of hours actually worked, unless the reasons for the lack of work are beyond Gorilla Circuits control or the employee goes home early of their own volition for reasons other than a lack of work.

Holiday Pay

Employees are paid their regular straight-time wages for company-paid holidays as set forth under the guidelines entitled Holidays. To receive holiday pay, the employee must work the regularly scheduled workdays preceding and following the Gorilla Circuits holiday, or receive prior approval from their supervisor to take the time off. Non-Exempt employees who work during a Company paid holiday are at 1½ times their regular base rate.

New Year's Day

Labor Day

Thanksgiving Day

Christmas Day

Memorial Day

Independence Day

1. Eligibility

- a. Employee must be full-time, as previously defined.
- b. All employees are ineligible for holiday benefits that accrue while on leave of absence.

2. Pay in Lieu of Time Off

- a. Gorilla Circuits may, at its discretion, require an employee to work on scheduled holidays and provide pay in lieu of time off.

Overtime Pay

1. Overtime work must be pre-approved by a supervisor.
2. If a supervisor requests overtime, the employee's cooperation would be expected and greatly appreciated. There are cases of mandatory overtime (weekends) where employee attendance is expected.
3. Gorilla Circuits will pay overtime consistent with applicable federal and state law regulations.
4. Unless otherwise provided, the workweek on which weekly overtime calculations will be based begins each Sunday night at midnight; and each workday on which daily overtime calculation will be based, depending upon the shift, begins at midnight
5. No non-exempt employee may work overtime without the express prior approval of his/her supervisor.

Payroll Procedures

Employees are paid bi-weekly on Thursday. All active, hourly employees are required to have a timecard. Employees with direct deposit will utilize our payroll company's online viewing module at home or via the internet access kiosk to view their paystubs. Employees who receive live checks will have their paycheck sent to their home via the USPS.

1. Salary Deductions and Withholding

The Company will withhold the following from your paycheck:

a. Taxes

Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare payments.

b. Insurance

Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs.

c. Other Deductions

Other deductions which you may or may not authorize, including short-term disability insurance, flexible spending account (FSA) contributions, 401(k) contributions, and garnishment orders from government agencies.

2. Final Paycheck

Gorilla Circuits will adhere to the following California Wage and Hour guidelines for distributing all final paychecks:

- a. Immediate resignations or separations without advance notice-- Final paychecks will be available within seventy-two (72) hours
- b. Resignations or other separations with at least seventy-two (72) hours advance notice--Final Paychecks will be available on the last day worked.

Final paychecks will include all hours worked since the last pay cycle and accrued PTO.

3. Lost Checks

Employees who receive a live, paper check (not direct deposit) will have their paycheck mailed to the address on file. Checks will not be considered “lost” until one week after the check date for the purposes of re-issuing a check.

V. Time-Off Benefits

Gorilla Circuits may, at its discretion, require an employee to work on scheduled holidays and provide pay in lieu of time off.

PTO Policy

Gorilla Circuits provides paid time off benefits to eligible employees to enable them to take paid time off for rest and recreation. Gorilla Circuits believes this time is valuable for employees in order to enhance their productivity and to make their work experience with Gorilla Circuits personally satisfying.

i. Accrual of Paid Time Off

1. All regular full-time employees are eligible for paid time off benefits only after 90 days of employment. Upon 90 days of employment, full-time employees will be given 24 hours of paid time off and will accrue 96 hours of paid time off per year thereafter. After 5 years of employment, employees will accrue 104 paid time off hours per year. After 10 years of employment, employees will accrue 112 paid time off hours per year. Continuous service is service that is uninterrupted by termination of employment and subsequent by Gorilla Circuits or a break in service that has been bridged.
2. Employees who are terminated, or leave the Company before 90 days of employment, **will not** receive any paid time off pay.
3. Maximum Accrual
 - a. Paid time off accrues up to a maximum of 192 hours (24 days). Once the maximum accrual for an individual is reached, all further accruals will cease. Paid time off accruals will recommence after the employee has taken paid time off and their accrued hours have dropped below the two-year maximum.

4. Part Time Employees accrue paid time off/sick pay per the state of California's guidelines at 1 hour of paid time off per 30 hours worked and are eligible for this benefit after 90 days.

ii. Pay in lieu of Paid time off

Employees are eligible to receive pay for paid time off upon approval of management after one year of employment. A minimum of forty (40) hours must be requested to receive management approval.

iii. Paid time off Accrual During Leaves of Absence

No paid time off accrues during an unpaid leave of absence or while on disability salary continuation. Paid time off accruals recommence when the employee returns to work.

iv. Paid time off Pay on Termination

Upon termination of employment the employee is paid all accrued, but unused, paid time off at the employee's base rate of pay at the time of their termination. Only employees with over 90 days of employment are eligible.

v. Paid time off Scheduling & Approval

1. Scheduling of paid time offs is done in a manner consistent with Gorilla Circuits production requirements.
2. All paid time off requests must be approved in advance. Paid time off requests must be submitted at least thirty days (30) prior to the commencement of the requested paid time off period. In the event that two or more employees have requested paid time offs covering the same period and may not be absent simultaneously, preference shall be given to the employee that requested for paid time off time first. If two employees submit paid time off requests at the same time, preference will be given to the employee with the earliest hire date.

vi. Paid time off Use & Increments

1. Accrued paid time off must be taken in increments of at least eight (8) hours.
2. All paid time off should be taken not later than the calendar year immediately following the year in which they accrue, unless prior approval is obtained from their supervisor.
3. Employees are required to use PTO hours when they take days off. Unpaid absences are not permitted with the exception of salary employees who have a negative PTO balance and take off 5 business days or more consecutively.

vii. Company Holiday Shutdown PTO Policy

1. Hourly and salary employees are not required to use PTO when the company is shut down for the following non-paid holidays:
 - The day after Thanksgiving.
 - The week between Christmas and New Year's Day.
2. This policy is not meant to be interpreted as Gorilla Circuits being closed between Christmas and New Year's Day every year. The applicability of this policy during that time frame is subject to company discretion and will be communicated to employees on an annual basis.
3. Salary employees who wish to take unpaid time off during company shutdowns for non-paid holidays must send an email to Human Resources requesting this time off. If no email is sent to HR, salary employees will be paid through a PTO deduction.
4. During company shutdowns for non-paid holidays, no work, including checking and responding to work-related emails, attending meetings, or performing any work-related tasks, is to be performed by employees choosing to take unpaid time off.

vii. Paid time off Advances

An employee is not permitted to borrow on future accrual of paid time off benefits. In no case may paid time off time be borrowed or taken before an employee becomes eligible to begin accruing paid time off as described above.

ix. Paid time off for Family-Care and Medical-Leave Purpose

Employees who request family-care or medical-leave pursuant to Gorilla Circuits Family-Care and Medical-Leave Policy must apply any available accrued paid time off pay to their family or medical-leave. Gorilla Circuits will make best efforts to coordinate PTO payments with employees to ensure they do not exceed 100% of their normal wage when combining PTO with state disability/paid family leave payments.

Family-Care and Medical-Leave Policy

i. To be eligible for Family-Care and Medical-Leave, an employee must:

1. Have worked for Gorilla Circuits for at least 12 months prior to the date on which the leave is to commence.
2. Have worked at least 1,250 hours in the 12 months preceding the leave.

ii. Permissible uses of Family-Care and Medical-Leave

1. Family-Care leave may be requested for:
 - a. The birth or adoption of an employee's child.
 - b. The placement of a foster child with the employee.

- c. The serious health conditions of an employee's child, spouse, or parent. A serious health condition is one that requires either in-patient care in a medical facility, or continuing treatment or supervision by a health-care provider.

2. Substitution of Paid Leave for Family-Care and Medical-Leave

Employees are required to substitute accrued paid time off time and other paid leave available for all Family-Care and Medical-Leave.

3. Amount of Leave

- a. Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of Family-Care and Medical-Leave in a rolling 12-month period measured backwards from the date the employee's leave commences. Parents who are both employed by Gorilla Circuits may take a maximum combined total of 12 weeks of Family-Care Leave in a 12-month period for the birth, adoption, or foster care of their child.
- b. The substitution of paid leave for Family-Care or Medical Leave does not extend the total duration of Family-Care and Medical-Leave to which an employee is entitled to beyond 12 weeks in a 12-month period. For example, if an employee has accrued four weeks of unused paid time off at the time of the request for Family-Care or Medical-Leave, leaving up to eight additional weeks of unpaid leave.
- c. Family-Care leave taken for the birth, adoption or foster placement of a child generally must be taken in blocks of at least two weeks' duration; however, Gorilla Circuits will provide employees with Family-Care leave for birth,

adoption, or foster-care placement for less than two weeks duration on any two (2) occasions. Family-Care leaves for the birth, adoption, or foster-care placement of a child must be concluded within one year of the birth, adoption, or placement.

- d. Family-Care or Medical-Leave for the employee's own serious health condition or the employee's spouse, parent, or child may be taken intermittently or on a reduced schedule where medically necessary. Leave taken intermittently, or on a reduced schedule, Gorilla Circuits retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay and benefits that better accommodate the employee's leave schedule.

4. Effect on Benefits

- a. During an employee's Family-Care or Medical-Leave, for up to a maximum of 12 weeks in a 12-month period, Gorilla Circuits shall continue to pay for the employee's participation in the Company's benefit plans (health, life insurance, etc.) to the same extent and under the same terms and conditions as would apply had the employee not taken leave.
- b. If the employee fails to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the employee's control, Gorilla Circuits can recover any health premiums paid by the Company on the employee's behalf during any unpaid periods of the leave.

- c. Employees on Family-Care and Medical-Leave accrue employment benefits such as paid time off benefits or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

5. Procedure for Requesting Family-Care and Medical-Leave

a. Notice Requirements

Employees should notify Gorilla Circuits of their request for Family-Care or Medical Leave as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee must provide 30 calendar days notice to Gorilla Circuits of the need for Family-Care or Medical-Leave. For events that are unforeseeable 30 days in advance, but are not emergencies, the employee must notify Gorilla Circuits as soon as they learn of the need for the leave, ordinarily no later than one or two working days after the employee learns of the need for the leave. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee may be requested to reschedule the treatment to minimize disruption of Gorilla Circuits business.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, Gorilla Circuits reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for the leave.

All requests for Family-Care or Medical-Leave should include the anticipated date(s) and duration of the leave. Any requests for extensions of leave must be received at least

five (5) working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the Family-Care or Medical-Leave.

b. Medical Certification

Any request for Medical Leave for an employee's own serious health condition or for Family-Care leave to care for a child, spouse, or parent with a serious health condition must be supported by medical certification from a health-care provider. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after Gorilla Circuits request for certification unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being requested to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification.

The medical certification for a child, spouse, or parent with a serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) the health-care provider's estimate of the amount of time needed for family care; (d) the health-care provider's assurance that the health-care

condition warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced-schedule leave where medically necessary, the probable duration of such a schedule.

The medical certification for leave for the employee's own health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of their position; and (d) in the case of intermittent leave or reduced-schedule leave where medically necessary, the probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved. If Gorilla Circuits has reason to doubt the validity of the certification provided by the employee, Gorilla Circuits may require the employee to obtain a second opinion from a doctor of Gorilla Circuits choosing at Company expense. If the employee's health-care provider and the doctor providing the second opinion do not agree, Gorilla Circuits may require a third opinion, also at Company expense, performed by a mutually agreeable doctor who will make a final determination. Before permitting the employee to return to work, Gorilla Circuits also may require the employee to provide medical certification that they are able to return to work.

6. Effect on Reinstatement

Employees returning from Family-Care or Medical-Live are entitled to reinstatement to the same or comparable position

consistent with applicable law. Gorilla Circuits retains the right to deny reinstatement to employees who are among the highest paid 10 percent (10%) of the Company's employees and whose reinstatement would cause substantial and grievous economic injury to Gorilla Circuits' operation.

Personal Time / Sick Leave

Gorilla Circuits, reserves the right to approve unpaid time to employees, for personal reasons, on a case-by-case basis.

Death / Illness in Family

i. Gorilla Circuits provides for time off in the event of a death of an immediate family member:

1. Spouse
2. Children, parents, siblings of employee.
3. Employee's step child, step parents, step sibling
4. Grandparents of employee.

ii. Hourly employees will be granted up to three (3) paid days off

iii. Salary employees will be allowed to take up to three (3) regular scheduled workdays off with pay

iv. Further extension of time, without pay, for both hourly and salary employees will be considered on a case-by-case basis taking into account such items as the relationship of the deceased or ill person to the employee, travel and arrangement considerations and length of time off being requested.

Legally Required Leaves of Absence; Jury Duty, Witness, Voting Rights, Military Leave

i. Employees will be granted a leave of absence as required by law for fulfilling any required legal or military obligation.

- ii. Gorilla Circuits does not pay wages while employees serve their jury duty. Employees may use accrued PTO to receive wages for days missed.
- iii. Employees are required to provide reasonable advance notice of any need for such leave and are expected to return to work each day or portion of the day that they are not selected for jury duty or called as a witness.
- iv. Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work.

v. Military Caregiver Leave

The FMLA, as amended in 2008 and 2010, also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces, National Guard or Reserves or of certain recent veterans with a serious illness or injury, up to 26 weeks of unpaid leave within a twelve-month period to care for the injured or ill servicemember or veteran. A "serious illness or injury" is generally an injury or illness incurred by the covered servicemember in the line of duty on active duty (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty) that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating. An employee may not take more than 26 weeks of FMLA leave of all kinds in a single 12-month period. (For example, if you take six weeks of FMLA leave for your own illness or that of a family member, you may take no more than 20 weeks to care for an ill or injured

servicemember.) Generally, you must give the Company at least 30 days' notice before the commencement of any military caregiver leave.

vi. Qualifying (Military) Exigency Leave

The FMLA also provides for up to 12 weeks of unpaid leave within a 12-month period when an eligible employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces. ("Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.) The leave may also be extended to the family members of certain retired military. This leave may be used to take care of such things as child care or financial and legal arrangements necessitated by the deployment of the family member.

Other Disability Leaves

- i. In addition to medical or pregnancy-related disability leaves described above, employees may take a temporary disability leave of absence, if necessary, to reasonably accommodate a workplace injury or an ADA-qualified disability. Any disability leave under this section may run concurrently with any medical leave to which the employee is entitled under this policy.

- ii. Employees taking disability leave must comply with the Family-Care and Medical-Leave provisions regarding substitution of paid leaves, notice, and medical certification. For applying these provisions, a disability leave will be considered medical leave.

iii. If a disability leave under this section extends beyond 12 weeks in a 12-month period, the employee will not be entitled to any continued employer contributions towards any employee benefit plan. An employee, however, may elect to continue participating in such benefit plans, at the employee's own expense, to the extent permitted by such plans.

iv. The duration of leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of their position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact Mario Borjon.

Leaves of Absence

i. Gorilla Circuits provides (A) Family-Care and Medical-Live for up to 12 weeks per year in accordance with the Federal Family and Medical-Live Act of 1993; (B) disability leave as required to reasonable accommodate employees with a qualified disability under the Americans with Disabilities Act (ADA) or with a workplace injury; and (C) leave for other legally required absences. Employees having any questions regarding this policy should contact your supervisor or the HR department.

VI. Group Health & Related Benefits

Gorilla Circuits provides benefits for its regular full-time employees. However, Gorilla Circuits reserves the right to modify, amend, change, or eliminate any of

its benefits at any time. More detailed information about eligibility requirements and insurance coverage is available from your supervisor or the HR department.

A. Insurance: Health, Dental, Vision, Basic Life & Accidental Death & Dismemberment

a. All regular full-time employees and their dependents are eligible to participate in Gorilla Circuits plans starting the first day of the month following 30 days from the employee's first day of work. Contact the Human Resources Department for more information about plan specifics.

Effective March 1, 2018

i. **Medical:**

Employee Only: Employee will cover **25%** of their medical plan costs.

Employee Plus Dependents: Employee will cover **25%** of their dependents' medical plan costs and **25%** of the employee portion.

ii. **Dental:**

Gorilla Circuits will cover **100%** of monthly dental premiums for employees and their dependents.

iii. **Life Insurance**

Gorilla Circuits provides all eligible employees with life insurance free of charge. The payout for accidental death is equivalent to three years' wages based upon the prior year's W2 for employees employed for more than one year or the annualized amount of YTD earnings for employees with less than one year of employment.

Premium Payments for Employees on Leave

a. Gorilla Circuits will pay its share of the premiums for continuation of group benefits during the first three months of any authorized leave. Thereafter, the employee must reimburse Gorilla Circuits

for such premium costs if the employee wishes to remain covered under group plans.

Conversion / Post-Employment Insurance Options (COBRA)

- a. Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents may be entitled to continue insurance coverage after employment with Gorilla Circuits ends.

Workers Compensation

- a. Gorilla Circuits carries workers' compensation insurance as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Compensation payments begin from the first day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized. The cost of this coverage is paid completely by Gorilla Circuits. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If you are injured or become ill on the job, you must immediately report the injury or illness to your manager and the Human Resources Department. This ensures that Gorilla Circuits can help you obtain appropriate medical treatment. Your failure to follow this procedure may delay your benefits or may even jeopardize your receipt of benefits. Questions regarding workers' compensation insurance should be directed to the Human Resources Department.
- b. Gorilla Circuits offers wage continuation to employees who have been employed by Gorilla Circuits for more than 2 years and have been involved in a serious workplace injury. A serious workplace injury is defined as an injury that requires immediate 24 hour

hospitalization or surgery is deemed necessary within two weeks of the injury being reported and deemed work related.

- a. Slips/falls and repetitive motion injuries are specifically excluded from this policy.
- b. Once a serious workplace injury has been accepted for the purposes of this policy, the employee's regular wage will be paid up to 8 hours per day.
- c. To remain eligible, employees must attend all medical appointments and accept modified duty when and if available.
- d. Wage continuation will stop after 1 year.
- e. This plan is limited only to circumstances of significant workplace injury. Gorilla does not have a plan by which it pays severance upon termination of employment, but rather evaluates those situations on a case by case basis.

VII. Employee Conduct

Organization and Accountability

- i. Employees are to understand and follow organizational and accountability procedures while employed at Gorilla Circuits.

Personal Appearance

- i. Gorilla Circuits employees are to report for work properly dressed and appropriately groomed.
 - 1. Apparel, jewelry, and hair must be suitable for working in a production facility so as not to create safety concerns.

2. Good personal hygiene and acceptable social behavior is to be practiced by all employees so as not to be offensive to others.

Workplace Safety

- i. Gorilla Circuits is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the Company has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of the Gorilla Circuits General Safety Rules and will receive health and safety training as part of the Injury and Illness Prevention Program. A complete copy of the Injury and Illness Prevention Program is kept by your supervisor and is available for you review.
- ii. It is the responsibility of the employee to know and comply with the General Safety Rules and to follow safe and healthy workplace practices at all times. You are also required to report immediately to your supervisor any potential health or safety hazards and all injuries or accident.
- iii. Temporary safety equipment will be issued to an employee whose job function requires the use of such equipment. After a 30-day probationary period, permanent safety equipment will be issued for which the employee is responsible.
- iv. Safety is to be given primary importance in planning and performing all Gorilla Circuits activities. We want to protect every employee against industrial injury and illness as well as minimize the potential loss of production. Immediately report all injuries, no matter how slight, to your manager. Also, report anything that needs

repair or is a potential safety hazard. These are not all of the possible safety rules and therefore, this list is not intended to be exhaustive.

1. Eating is prohibited in production areas.
2. Personal phone calls may not be passed through to an employee during scheduled work shift unless it is an emergency.
3. Avoid overloading electrical outlets with too many machines.
4. Use flammable and hazardous items with caution.
5. Walk – don't run.
6. Report to your manager if you or a co-worker becomes ill or is injured.
7. Ask for assistance when lifting or moving heavy objects.
8. Keep cabinet doors, file, and desk drawers closed when not in use.
9. Sit firmly and squarely on chairs that roll or tilt.
10. Avoid horseplay or practical jokes.
11. Start work on any machine only after safety procedures and requirements have been explained to you and you understand them.

v. Failure to adhere to these safety guidelines will be considered serious infractions of safety rules and may result in disciplinary actions.

D. Rules of Conduct and Discipline

i. Employees are expected to observe certain standards of job performance and personal conduct. When performance or conduct does not meet Company standards, Gorilla Circuits will make every effort to provide the employee with a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the necessary correction, he may be subject to and including termination.

ii. Rules set forth below are intended to provide employees with fair notice of what is expected of them. However, such rules cannot identify every type of unacceptable conduct and/or performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of Gorilla Circuits, other employees, or customers may also result in disciplinary action. Nothing in these rules is intended to modify the at-will nature of your employment with the Company.

1. Every hourly employee will punch the time clock.

2. Personal phone calls may not be put through to the employee during work hours unless it is an emergency.

3. The making of personal telephone calls from Company phones during work hours (except authorized break times) is prohibited.

- a. Supervisor approval is required to use Company telephones for personal calls.

4. The making of or receiving telephone calls or texting on personal cell phones during scheduled work hours (except authorized break times) is prohibited. Employees will be sent home for the remainder of their shift and the next business day without pay if cell phones are used.

5. Employees may be disciplined for poor job performance, including but not limited to:

- a. Unsatisfactory work quality or quantity.
- b. Poor attitude.
 - 1. Rudeness
 - 2. Lack of cooperation
- c. Excessive absenteeism, tardiness, or abuse of break & lunch privileges
- d. Failure to follow instructions or Company procedures
- e. Failure to follow established safety regulations
- f. Being in unauthorized areas for your given classification and or specific job assignment
- g. Failure to remain at your workstation and or task as assigned
- h. Failure to park your personal vehicle in the designated areas while at work

6. Misconduct

Employees may be disciplined for misconduct, including but not limited to the following:

- a. Insubordination
- b. Dishonesty
- c. Theft
- d. Discourtesy

- e. Misusing or destroying Company property or the property of another on Company premises
- f. Violation conflict-of-interest rules
- g. Disclosing or using confidential or proprietary information without authorization
- h. Falsifying or altering Company records, including the application for employment
- i. Interfering with the work performance of others
- j. Altercations
- k. Harassing, including sexually harassing employees, customers or others on Company premises
- l. Being under the influence of, manufacturing, dispensing, distributing, using, or possession of alcohol or illegal or controlled substances on Company property or while conducting Company business
- m. Sleeping on the job or leaving the job without authorization
- n. Possessing a firearm or other dangerous weapons on Company property or while conducting Company business
- o. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of Gorilla Circuits, its employees, customers, or property
- p. Failure to report to Gorilla Circuits within five days any conviction under any criminal-drug statute for a violation occurring in the workplace
- q. Being in unauthorized areas

r. Being in authorized areas at unauthorized times

6. Attendance, Absenteeism, & Tardiness

a. In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

i. Reporting to work on time, observing the time limits for rest and lunch periods, and obtaining approval to leave work early

ii. Notifying the supervisor in advance of anticipated tardiness or absence

7. Discipline Procedure

a. Gorilla Circuits may issue a verbal warning and or a written warning before discharging the employee for poor performance. Misconduct of a serious nature is subject to immediate termination.

Proprietary & Confidential Information

i. Proprietary and Confidential Information

1. Company property includes not only tangible property but also intangible property such as information (including but not limited to customer lists & files, personnel files, computer records, financial & marketing data, process descriptions, research plans, formulas and trade secrets are examples of confidential information).

2. Given the nature of Gorilla Circuits business, protecting proprietary and confidential information is of vital concern to Gorilla Circuits. Employees must not use or disclose any proprietary or confidential information they obtain during employment with Gorilla Circuits except as required by their jobs. This obligation remains even after an employee's employment relationship with Gorilla Circuits ends. If an employee is in a position that gives them access to particularly sensitive information, the employee may be required to sign a written non-disclosure agreement. In addition, all employees must observe good security practices. They are expected to keep proprietary and confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information.

3. Obligations on Termination

a. On termination of employment, whether voluntary or involuntary, all Company documents and other tangible Company property in the employee's possessions or control must be returned to Gorilla Circuits.

4. Gorilla Circuits may require employees to sign a separate non-disclosure agreement as a condition of employment or continued employment.

ii. Technology Use & Privacy

1. Gorilla Circuits provides various technology resources to authorized employees to assist them in performing their jobs/duties for the Company. Each employee has a responsibility to use the Company's technology resources in a manner that increases productivity, enhances Gorilla Circuits public image and is respectful of other employees. Failure to follow Company policies regarding its technology resources can lead to disciplinary measures up to and including termination of employment. Moreover, Gorilla Circuits reserves the right to advise appropriate legal authorities of any violation of law by an employee.

2. For use in these guide-lines, Technology-Resources is defined as all electronic devices, software and means of electronic communication including but not limited to personal computers & workstations, laptop computers, mini and mainframe computers, computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data including software that grants access to external services such as the Internet; electronic mail; telephones; cellular phones; pagers; and voice mail systems.

3. Authorization and access to Gorilla Circuits technology resources are within the sole discretion of the Gorilla Circuits. Generally, employees are given access to the Company's various technologies based on their job functions. Only

employees whose job performance that will benefit from the use of Gorilla Circuits technology resources will be given access to the necessary technology.

4. Gorilla Circuits technology resources are to be used by employees only for conducting Company business. Employees may, however, use Gorilla Circuits technology resources for the following incidental personal uses as long as such use does not interfere with the employee's duties, is not done for monetary gain, is not in conflict with Gorilla Circuits company business, and does not violate any Company policy:

- a. To use the telephone system necessary personal calls and messaging
- b. To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner

5. Gorilla Circuits assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on Gorilla Circuits technology resources. Gorilla Circuits accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voice mail communications or any personal data stored on any Company property. Gorilla Circuits strongly discourages employees from storing any personal data on any of Gorilla Circuits technology resources.

6. Employees may not use any of Gorilla Circuits technology resources for personal use and/or for any illegal purpose (including copyright violations). Technology resources are not to be used in violation of any Company policy, in a manner

contrary to the best interests of Gorilla Circuits, in any manner that might disclose confidential or proprietary information of Gorilla Circuits or third parties, or for personal monetary gain.

7. All messages sent and received, including personal messages, and all data and information stored on Gorilla Circuits e-mail system, voice mail system, or computer systems are Company property, regardless of the content. As such, Gorilla Circuits reserves the right to access all of its technology resources including its computers, voice mails, and electronic-mail systems at any time and at its sole discretion.

Consequently, employees should understand that they have no right of privacy with respect to any messages or information created or maintained on Gorilla Circuits technology resources. Gorilla Circuits may monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other purpose

8. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Gorilla Circuits. Thus, even though employees may maintain passwords for accessing technology resources, employees must not expect that any information maintained on technology resource is private. Employees are expected to maintain their passwords as confidential.

9. Gorilla Circuits provides the Internet and Online Services for business related purposes only. Under no circumstances are employees permitted to use the Company's technology resources to access, download non-Gorilla Circuits business related items.

10. All software in use on Gorilla Circuits technology resources is officially licensed software. No software is to be installed or used that has not been duly paid for any licensed appropriately for the use to which it is being applied. No employee may load any software on Gorilla Circuits technology resources by any means of transmission unless authorized in advance.

11. Employees accept personal financial responsibility for any purchases or charges made on their electronic device(s) that do not help them fulfill their professional responsibilities.

Inspections & Searches on Company Premises

i. Gorilla Circuits believes that maintaining a workplace that is free of drugs and other harmful materials is vital to the health and safety of its employees and to the success of Gorilla Circuits business. Gorilla Circuits also intends to protect against the unauthorized use or removal of Company property. In addition, Gorilla Circuits intends to assure its access at all times to Company premises and Company property, equipment, records, documents, and files.

ii. Gorilla Circuits reserves the right to conduct a routine inspection or search at any time for Company property on Company premises as well as the right to access information and communications stored on Company technology resources at all times.

iii. Routine searches or inspections for Company property may include an employee's work site, desk, file cabinets, closet, computer files, voice mail, or similar places where employees may store Company property or Company-related information, whether or not the places are locked or protected by access codes.

1. Because even a routine search for Company property might result in the discovery of an employee's personal possessions, all employees are discouraged from bringing into the workplace any item of personal property that they do not wish to reveal to the Company.

iv. Inspections or searches for prohibited materials in or on Company premises also will be conducted whenever the Company has reasonable suspicion that a particular employee or employees may be in possession of such materials in violation of Company policies.

v. Gorilla Circuits may conduct, by independent security service or inspections, or searches for the prohibited materials with its own personnel. In all cases, a member of management should be present.

vi. Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, Gorilla Circuits may or may not announce the inspection or searches in advance.

vii. Inspections or searches may include other previously mentioned locations and other locations where employees may place personal possessions including but not limited to employee lockers and vehicles, when on Company premises and/or other items of personal property worn or carried while on Company premises.

viii. Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that Gorilla

Circuits will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employee was in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive the Company of information that may clear them of suspicion. In addition, Gorilla Circuits reserves the right to take appropriate action to prevent the unauthorized removal from Company premises of Company property.

ix. Disciplinary Action

1. Employees found to be in possession of prohibited materials in violation of these guidelines or have used Company property in an unauthorized manner and/or are found to be in violation of other Gorilla Circuits policies and guidelines will be subject to discipline up to and including discharge, regardless of Gorilla Circuits' reason for conducting the inspection or search.

x. If an employee refuses to cooperate with an inspection or search that is passed on reasonable suspicion that the employee is in possession of prohibited materials, Gorilla Circuits may consider that refusal in determining appropriate disciplinary action. Discipline will be based on all available information, including the information-giving rise to the reasonable suspicion. It is therefore to the employee's advantage to cooperate with the search or inspection whenever prohibited materials are present.

Conflicts of Interest

- i. Employees are expected to devote their best efforts and attention to the full-time performance of their jobs at Gorilla Circuits. They are expected to use good judgment, to adhere to high ethical standards and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of Gorilla Circuits. A conflict of interest exists when the employee's loyalties or actions are divided between Gorilla Circuits interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. If employees are not sure whether a certain transaction, activity, or relationship constitutes a conflict of interest they should discuss it with their immediate supervisor, or the Personnel Manager, for clarification. The President or HR Manager must approve any exceptions to this guideline in writing.
- ii. While it is not feasible to describe all the possible conflicts of interest that could develop, some of the more common conflicts, from which employee should refrain, include:
 1. Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers
 2. Working for a competitor, supplier, or customer
 3. Engaging in self-employment in competition with Gorilla Circuits
 4. Using proprietary or confidential Company information for personal gain or to Gorilla Circuits detriment

5. Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier, except that ownership of less than 1 percent (1%) of the publicly traded stock of a corporation will not be considered a conflict.
6. Developing a personal relationship with a subordinate employee of Gorilla Circuits that might interfere with the exercise of impartial judgment in decisions affecting Gorilla Circuits or any employees of Gorilla Circuits.
7. Using Company assets or labor for personal use
8. Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to Gorilla Circuits
9. Committing Gorilla Circuits to give its financial or other support to any outside activity or organization

If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to the Personnel Department. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier, or customer, a conflict of interest may exist, which requires full disclosure to the Company.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, will result in discipline up to and including termination of employment.

Solicitation & Distribution

- i. Employees may engage in solicitation on Company premises only during their non-work time (breaks, meal breaks, before and after work).
- ii. Employees may distribute or circulate non-Company written materials only during non-work time and only in non-work areas.
- iii. Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on Company property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on Gorilla Circuits property at any time.

Driver's License

- i. An employee who is assigned to perform duties that require driving may be required to provide Gorilla Circuits a copy of their driving record.

Drug-Free Work Place / Smoking Policy

- i. It is the intent of Gorilla Circuits to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. All candidates for employment are required to submit to a pre-employment drug screening once an offer of employment has been made. Gorilla Circuits has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at Gorilla Circuits. Employees who are under the influence of a drug or alcohol on the job compromise Gorilla Circuits interest, endanger their own health and safety and the health and safety of others and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in

product or service, and disruption of customer relations. Failure to follow these guidelines may result in discipline up to and including termination even upon the first offense.

ii. Prohibited Conduct

1. The prohibitions of this section apply whenever the interests of Gorilla Circuits may be adversely affected, including any time the employee is:

- a. On Company premises
- b. Conducting or performing Company business, regardless of location
- c. Operating or responsible for the operation, custody or care of Company equipment or other property
- d. Responsible for the safety of others

2. Alcohol

- a. Unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol
- b. Being under the influence of alcohol

3. Illegal Drugs or other controlled substances

- a. For the purpose of this Guideline, illegal drugs, or other controlled substances means any drug or substance that is not legally obtainable or is legally obtainable but has not been legally obtained or has been legally obtained but is being sold or distributed unlawfully.

- c. The use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drug or other controlled substance; being under the influence of any illegal drug or other controlled substance.

4. Legal Drugs

- a. For the purpose of this Guideline, legal drug means any drug including any prescription drug or over-the-counter drug, that has been legally obtained and that is not sold or distributed unlawfully. Abuse of any legal drug means the use of any legal drug for any purpose other than the purpose for which it was prescribed or manufactured; or in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- b. Abuse of any legal drug, purchase, sale, manufacture, distribution, transportation or dispensation of any legal drug in a manner inconsistent with the law;
- c. Working while impaired by the use of a legal drug whenever such impairment might endanger the safety of the employee or some other person or pose a risk of significant damage to Company property or equipment or substantially interfere with the employee's job performance or the efficient operation of Gorilla Circuits business or equipment.

5. Disciplinary Actions

a. Discharge for Violation of Guideline

i. A first violation of this guideline can result in immediate discharge whenever the prohibited conduct included but may not have been limited to:

1. Caused injury to the employee or any other person or in the sole opinion of management endangered the safety of the employee or any other person
2. Resulted in significant damage to Company property or equipment or in the sole opinion of management posed a risk of significant damage
3. Involved in the sale or manufacture of illegal drugs or other controlled substances
4. Involved in the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use

ii. Discretion Not to Discharge

1. In some circumstances, at the discretion of Gorilla Circuits, the management can choose not to discharge an employee for a first violation of this guideline if the employee satisfactorily completes participation in an approved drug or alcohol abuse assistance or rehabilitation program.

iii. Effect of Criminal Conviction

1. An employee who is convicted under a criminal-drug statute for a violation occurring in the workplace or during any Company related activity or event would be deemed to have violated this guideline.
 - iv. An employee who is not discharged for a first violation of the guideline can receive a final written warning and immediate suspension without pay for a period of 5 or more days.

6. Use of Legal Drugs

- a. Gorilla Circuits recognizes that employees may, from time to time, be prescribed legal drugs that when taken as prescribed or according to the manufacturer's instructions may result in their impairment. Employees may not work while impaired by the use of the legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to Company property or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, they may not report to work. To accommodate the absence, the employee may use accrued paid time off time. The employee may also contact your supervisor or the HR Department to determine whether they qualify for unpaid leave of absence, such as Family-Care or Medical-Leave.

b. Nothing in this guideline is intended to sanction or encourage the use of accrued leave to accommodate absences due to the abuse of legal drugs.

Furthermore, nothing in this guideline is intended to diminish Gorilla Circuits commitment to employ and reasonably accommodate qualified disabled individuals. Gorilla Circuits will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability and who because of their appropriate use of such drugs cannot perform the essential functions of their positions adequately of safely.

iii. While on Company property, cigarette smoking is allowed in designated areas only while on an authorized break.

Termination

i. On termination of employment, whether voluntary or involuntary, all Company documents and other tangible Company property in the employee's possessions or control must be returned to Gorilla Circuits.

ii. Voluntary & Involuntary

1. Termination shall be considered voluntary when an employee does any of the following:

a. Elects to resign from Gorilla Circuits

b. Fails to return from an approved leave of absence on the date specified by Gorilla Circuits

c. Fails to report for work without notice (no call, no show) to Gorilla Circuits for one or more days

2. Termination shall be considered involuntary for reasons that include poor performance, misconduct or other violations of Gorilla Circuits rules of conduct. Notwithstanding, Gorilla Circuits reserves the right to discharge with, or without, cause and with, or without, prior notice.

iii. Due to Reorganizations, Economics, or Lack of Work

1. From time to time, the Company may need to terminate employees because of job eliminations resulting from reorganizations, economic downturns in business or lack of work. Should the Company consider such terminations necessary, Gorilla Circuits will attempt to provide all affected employees with advance notice whenever possible. Layoff benefits associated with such terminations, if any, will be as specified in the notice.

iv. Severance Pay

1. In the event of an involuntary termination for reasons other than misconduct or other violation of Gorilla Circuits rules of conduct or a termination due to reorganizations, economics, or lack of work, an employee might be provided severance pay. This severance pay, if any, is provided voluntarily by Gorilla Circuits to assist employees through the period following a termination.

IX. Miscellaneous

Open-Door Policy

- i. Gorilla Circuits has an Open-Door Policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to talk them over with their supervisor or any other management representative with whom they feel comfortable.
- ii. Gorilla Circuits believes that employee concerns are best addressed through this type of informal and open communication.
- iii. Employees are encouraged to raise work-related concerns with their immediate supervisor or with a supervisor or other management representative of their choice as soon as possible after the occurrence of events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved.
- iv. Although Gorilla Circuits cannot guarantee that in each instance the employee will be satisfied with the result, Gorilla Circuits will attempt in each instance to explain the result to the employee if the employee is not satisfied.
- v. Gorilla Circuits will endeavor to keep all such expressions of concern, the results of its investigation and terms of the resolution confidential. However, in the course of investigating and resolving any matter, some dissemination of information to others may be appropriate.

Lost, Damaged, and Stolen Personal Property

- i. Gorilla Circuits is not responsible for lost, damaged, or stolen property, including but not limited to contents in vehicles (both personal & Company). Employees are encouraged to not bring personal property to work.

Travel & Expense Accounts

- i. Gorilla Circuits will reimburse for reasonable expenses incurred from business travel or entertainment.

- 1. Appropriate receipts must be provided for all expenses.

- ii. Mileage for personal vehicle use for Company business will be reimbursed at the official IRS rate.

- iii. Travel expenses must be turned in within three (3) business days from the completion of the travel.

Employment of Relatives

- i. Gorilla Circuits reserves the right, when hiring relatives or close friends of present employees, to assign employees in a manner that will pose the least amount of difficulties for production, supervision, security, safety, and or morale.

- ii. In the event that no such position is available to provide for production, supervision, security, safety, and or morale, one of the employees may be required to leave the employment of Gorilla Circuits.

Exit Interview

- i. Employees, who leave Gorilla Circuits, for any reason, may be asked to participate in an exit interview. This interview is intended to permit terminating employee opportunity to communicate their views regarding their work with the Company, job duties, training, supervision, and benefits.
- ii. If not done prior to the exit interview, at the time of the exit interview, employees are to return all Company-furnished property, including but not limited to uniforms, tools, equipment, ID cards, keys, credit cards, documents, and handbooks. Employees are also required to provide the Company with all passwords and pass codes for all technology resources they had access to and where they have used such passwords and pass codes.
- iii. Arrangements for clearing any outstanding debts with Gorilla Circuits and for receiving final pay will also be made at this time.

Violence in the Workplace

- i. Gorilla Circuits recognizes that workplace violence is a growing concern among employers and employees. Gorilla Circuits is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, customers, visitors, or anyone else on Company premises or engaging in Company-related activity from behaving in a violent or threatening manner. As part of this policy, Gorilla Circuits seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.
- ii. Gorilla Circuits believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

iii. Workplace violence may include:

1. Threats of any kind
2. Threatening, physically aggressive, or violent behavior such as intimidation or attempts to instill fear in others; other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of Company property, or a demonstrated pattern of refusal to follow Company policies and procedures.
3. Defacing Company property or causing physical damage to the facilities
4. With the exception of security personnel, bringing weapons or firearms of any kind on Company premises, in Company parking lots or conducting Company business.

iv. If any employee observes or becomes aware of any actions or behavior by an employee, customer, consultant, visitor, or anyone else, they should notify management immediately. Furthermore, employees should notify management if any restraining order is in effect or if a potentially violent non-work related situation exists that could result in violence in the workplace.

v. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Gorilla Circuits will inform the reporting individual of the results of the investigation. To the extent possible, Gorilla Circuits will maintain the confidentiality of the reporting employee and of the investigation by may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. Gorilla Circuits will not tolerate retaliation against any employee who reports workplace violence.

vi. If the Company determines that workplace violence has occurred, Gorilla Circuits will take appropriate corrective action and may impose discipline on the offending employee. Depending on the facts, discipline may include written or oral warnings, probation, and reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, Gorilla Circuits will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Furthermore, Gorilla Circuits may request that the employee to participate in counseling, either voluntarily or as a condition of continued employment.

X. Conclusion

A. This Employee Manual is not intended to be an all-inclusive list of policies and procedures of Gorilla Circuits. However, it is a guide to help answer commonly asked questions and sets forth the guidelines under which this Company operates. Gorilla Circuits reserves the right to change any terms or provisions at any time. Employment with Gorilla Circuits is “at-will”. This means that you, the employee, or the Company may terminate the employment relationship at any time for any reason.

Acknowledgement of Receipt of Gorilla Circuits Employee Handbook

I acknowledge that I have received a copy of the Gorilla Circuits Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the Company.

I also understand that the purpose of this Handbook is to inform me of the Company’s policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Company employee. I also understand that the Company has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

I expressly agree to the provisions of Part 7, Dispute Resolution, of the Handbook, in which I have agreed to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between the Company and me, subject to the Company’s right to seek injunctive relief. I understand that by agreeing to arbitration I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

Please print your full name

Employee Signature

Date

Please sign and date one copy of this notice and return it to Human Resources. Retain a second copy for your reference.