

SAWGRASS NUTRA LABS, LLC
EMPLOYEE HANDBOOK
DECEMBER 2025

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The Sawgrass Nutra Labs Team

On behalf of the leadership of Sawgrass Nutra Labs, LLC ("SNL" or the "Company"), this is to express our gratitude for your anticipated or continued service to the Company. We are pleased to have you as part of the SNL team as we strive to develop industry-leading operations and grow our business in the supplement contract manufacturing market.

As an employee of SNL, please take the time to carefully review this Employee Handbook ("Handbook"). We expect you to review and understand the contents of this Handbook as part of your employment and believe it will ensure that we are able to promote a cohesive and productive team environment here at the Company. We have tried to incorporate into this Handbook answers to the questions we feel you might ask as an employee of the Company.

This Handbook is not intended to state all the conditions of employment or principles which will help to guide you in the performance of your duties, but rather it provides information on certain policies and benefits which are currently in effect. These policies may be modified or supplemented as part of our continuous effort to improve operations and to make the Company a better place to work.

As a valued employee of the SNL team, we hope that your employment with the Company will be a fulfilling and mutually beneficial relationship.

Sincerely,

Scott Teagle
Founder and CEO

COMPANY COMMITMENTS

Open Door Policy

The Company is proud of its “Open Door” Policy and its ability to answer questions and resolve concerns with its employees on a one-on-one basis. Company management is willing to listen to an employee’s concerns or comments and to spend the time necessary to help resolve any areas of concern. Only by working together to resolve any problem areas and situations can the Company ensure a pleasant and satisfying work environment.

Equal Employment Opportunity

The Company's policy is to provide equal employment opportunities to all qualified employees and applicants for employment and to not discriminate on any basis prohibited by law, including race, color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, gender identity, veteran status, marital status, or other legally protected status. The Company's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, lay-offs, termination, and all other terms and conditions of employment.

Employees are required to bring any suspected violation of this policy to the immediate attention of their direct supervisor, the CFO, or the CEO of SNL. Any employee who violates this policy or knowingly retaliates against an employee for reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including termination. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

Anti-Harassment Policy and Complaint Procedure

Statement of Policy

The Company is committed to a collegial work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other forms of unlawful harassment. Therefore, the Company expects that all relationships among persons in the Company be professional and free of bias, prejudice, and harassment. In keeping with this commitment, the Company maintains a strict policy prohibiting harassment of employees based on a person’s status, including race, color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, gender identity, veteran status, marital status, or other legally protected status. This prohibition applies to conduct committed by other employees, customers, vendors, contractors, volunteers, and anyone else interacting with employees of the Company.

Sexual Harassment

Sexual harassment constitutes discrimination and is unlawful under various federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or

effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include, but are not limited to, the following if they are unwelcome to any employee exposed to the behavior: unwanted sexual advances; pressure for sexual favors; sexual jokes or sex-oriented teasing; innuendoes; advances or propositions; verbal abuse of a sexual nature; graphic or degrading comments about an individual's body, sexuality, or sexual behaviors; leering or whistling; physical contact such as touching, pinching, patting, hugging, or brushing up against other's body; suggestive, insulting or obscene comments or gestures; cyberstalking or physical stalking; display of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

This kind of behavior is unacceptable at the workplace and in any work-related setting outside the workplace such as during business trips, Company events or meetings, and business-related social functions.

Individuals Covered Under the Policy

This policy applies to all employees whether related to conduct engaged in by fellow employees, supervisors, managers, or someone not directly connected to the Company (*e.g.*, an outside vendor, consultant, contractor, customer, volunteer, or guest).

Complaint and Notification Procedure

- **Complaint and Notification Avenues:** The Company requires any employee who witnesses, observes, or experiences any behavior in violation of this policy to immediately notify his/her direct supervisor, the CFO, or the CEO of SNL.
- **Timeliness in Reporting Harassment:** The Company requires the immediate reporting of complaints or concerns so that rapid and constructive action can be taken, including remedial action if appropriate.
- **Investigatory Process:** Any reported allegations of harassment will be investigated promptly and thoroughly. The complaint and investigation will be handled with sensitivity, and confidentiality will be maintained to the extent the needs of the investigation permit.
- **Protection Against Retaliation:** The Company will not tolerate retaliation against any employee for reporting harassment, providing information relevant to a claim of harassment, or participating in an investigation under this policy. Retaliation is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation must be reported immediately in accordance with this Complaint and Notification Procedure and will be promptly and thoroughly investigated.
- **Responsive Action:** Violations of this policy will be dealt with appropriately to prevent any further violations. Responsive action may include, for example, training or disciplinary actions such as warnings, withholding of a pay increase, suspension without pay, or termination, as the Company believes appropriate under the circumstances.

Disability and Other Accommodation

The Company is committed to providing equal opportunity in employment for qualified persons with disabilities. We are committed to making reasonable accommodations available in accordance with all applicable laws, including with respect to pregnancy. This includes making reasonable accommodations available to all qualified individuals with known disabilities unless doing so would create an undue hardship to the Company or create a safety risk to others.

Employees who may require a reasonable accommodation under any applicable law, including for pregnancy, should notify their direct supervisor or the CFO and work with them to address the request for a reasonable accommodation.

YOUR EMPLOYMENT

At-Will Employment

Employment with the Company is at-will. This means your employment is for no definite period of time and is terminable at any time by either you or the Company with or without cause or notice. Only the CEO of the Company has the authority to enter into an agreement contrary to at-will employment. Such agreement must be in writing and signed by the CEO.

Under no circumstances are the materials in this Handbook to be considered to create any contractual or quasi-contractual relationship between any employee and the Company. The Company does, moreover, hereby specifically disclaim any intent or purpose that these materials be considered or looked upon as contractual obligations or undertakings.

Introductory Period

Your first ninety (90) days of employment with the Company is a time for you to get acquainted with SNL and its operations, and for the Company to get to know you. It is especially important that you make management aware of any questions or concerns that you may have during this period. You must satisfactorily complete the first thirty (30) days of this introductory period before being considered for certain benefits. However, employment during the introductory period or completion of the introductory period does not alter the at-will nature of employment and the Company or you may terminate the employment relationship at any time, with or without notice.

Employment Classifications

For benefit eligibility purposes, all employees will be classified as one of the following:

- **Part-Time Employee:** An employee who has satisfactorily completed the first thirty (30) days of his/her introductory period and is usually scheduled to work less than an average of **36 hours** per week on a regular and continuous basis.
- **Full-Time Employee:** An employee who has satisfactorily completed the first thirty (30) days of his/her introductory period and is scheduled to work an average of at least **36 hours** per week on a regular and continuous basis.

- **Temporary Employee:** An employee hired to work on a temporary basis, such as during seasonal demands, on either a part-time or full-time schedule, and whose services are anticipated to be of limited duration.

For payroll purposes, all employees will be classified as one of the following:

- **Exempt Employees:** Certain employees who are paid on a salary basis for all hours worked each week regardless of the number of hours worked. These employees are expected to work whatever hours are required to accomplish their duties, even if they exceed what may be considered a normal workweek. Overtime compensation is not provided to exempt employees.
- **Non-Exempt Employees:** All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for overtime compensation for all hours worked over 40 in a workweek.

Workweek and Paydays

Generally, Company employees are expected to work Monday through Friday with work hours determined by the employee's supervisor or the CEO. On some occasions, however, employees may be expected to work on Saturday and/or Sunday. The seven-day period for tracking time worked, also known as the Company's official "workweek," is the period beginning each Monday at 12:00 a.m. and ending each Sunday at 11:59 p.m. Non-exempt employees who work more than 40 hours in a workweek will be paid overtime compensation, at the rate of one and one-half times the employee's regular rate, for any hours worked over 40 in a single workweek.

Paychecks are issued by the Company biweekly (every 2 weeks). These checks represent your compensation for work during the preceding time period. Hard copy paychecks can be issued; however, direct deposit is preferred to deposit paychecks directly into the bank account(s) of your choice.

Recording Time Worked

All non-exempt employees are responsible and accountable for recording all time worked on behalf of the Company by using the appropriate method of clocking-in and clocking-out at the beginning and end of each workday and at the beginning and end of each meal break (lasting at least 30 minutes to one hour). Non-exempt employees are required to use the Company time tracking system to record all working time. Some exempt employees may also be required to record working time at the Company's discretion.

Employees who record time worked may never allow anyone else to record or report their time on their behalf. Permitting another employee to record or report time worked for you may result in disciplinary action including termination. All time spent by you performing duties on behalf of the Company must be recorded by you. Should you forget to record or report your time or need to correct an error in your time, you must promptly contact your direct supervisor or the CFO.

Overtime (Non-Exempt Employees)

Because of the nature of our work, it may be necessary for you to work overtime to meet the needs of the Company. Overtime must be authorized by your direct supervisor, and you are expected to work overtime when requested. Working overtime hours without approval and when the overtime was unnecessary may result in disciplinary action. Every effort will be made to give employees adequate notice whenever overtime work will be required.

Non-exempt employees who work overtime without pre-approval must report the overtime hours on their respective timesheets and to their direct supervisor as soon as possible. Likewise, employees who request or who are requested by their supervisor or management to work overtime must also report any overtime hours on their respective timesheets and to their direct supervisor as soon as possible. In every case, the employees are responsible for recording and reporting any overtime work performed, regardless of whether it is authorized, to ensure compliance with applicable wage and hour laws.

Safe Harbor Policy (Exempt Employees)

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report any errors in writing to your direct supervisor or the CFO.

If you are classified as an exempt employee, you will usually receive a salary which is intended to compensate you for all hours you work for the Company regardless of the amount. Your salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during performance review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, your salary can be reduced for the following reasons:

1. Full-day absences for personal reasons other than sickness or disability.
2. Full-day absences for sickness or disability once PTO has been exhausted (if applicable).
3. Full-day disciplinary suspensions for infractions of our written policies and procedures.
4. Penalties for infractions of safety rules of major significance.
5. To offset amounts received as payment of jury and witness fees or military pay.
6. The first or last week of employment in the event you work less than a full week.
7. Any full workweek in which you do not perform any work.

Your salary may also be reduced for certain types of deductions, such as your portion of any health, dental, or life insurance premiums; state, federal, or local taxes; social security; or voluntary contributions to a retirement plan. The Company will also make deductions from an exempt employee's PTO account for his or her absences as appropriate (if applicable).

Improper pay deductions from an exempt employee's salary are strictly prohibited. If an exempt employee is concerned about any deduction made from his or her salary, he or she must report such deduction in writing to his or her direct supervisor or the CFO immediately upon learning of the deduction. If it is determined that any improper deduction has been made, then the Company will reimburse the employee for the full amount of the improper deduction.

Breaks

The Company provides rest and meal periods to support productivity, safety, and employee well-being. Florida law does not require breaks for adult employees; however, SNL offers the following as a Company benefit:

Rest Breaks (Adults): Full-time, non-exempt employees may take one to two paid rest breaks of up to 15 minutes each full workday. These breaks are considered paid time and employees are not required to clock out. Rest breaks are scheduled at the discretion of the supervisor, generally one in the first half of the shift and one in the second half. Rest breaks may not be combined, saved, or used to leave early.

Meal Breaks (Adults): Non-exempt employees are provided an unpaid meal break of at least 30 minutes, up to a maximum of one hour, during the course of their workday. Employees must clock out for meal breaks and must be completely relieved of all work duties. Performing work while clocked out is strictly prohibited.

Minors (Under Age 18): In accordance with Florida law, employees under 18 years of age who work more than four (4) consecutive hours are provided with an uninterrupted meal break of at least 30 minutes. This meal break is unpaid.

Supervisors may adjust break schedules to meet business and operational needs.

Absences

If an employee is not able to report to work at his or her designated starting time due to unanticipated circumstances, the employee must notify his or her direct supervisor or the CFO as soon as possible in advance of the absence. Generally, this requires the employee to notify his or her supervisor or the CFO of the absence at least two (2) hours before the start of the employee's scheduled shift. If an employee cannot provide his or her supervisor or the CFO with such notice, the employee must notify either of them as soon as practical under the circumstances. The Company will review any extenuating circumstances presented by the employee that may have prevented him or her from calling out with sufficient notice. Documentation such as a doctor's note or incident report may be requested.

For pre-planned or anticipated absences, such as to attend a doctor's appointment, employees must provide as much advance notice as possible to their direct supervisor of the upcoming absence. Employees are also encouraged to remind their supervisor of any planned absences on or before the day of the absence, depending on the circumstances.

Employees who are going to be absent for more than one day are required to contact their direct supervisor each day of their absence. An exception to this will be when an employee is on a leave of absence for a pre-determined amount of time. Management may require an employee to submit supporting documentation to substantiate any absence.

If an illness or emergency occurs during working hours, employees should notify their direct supervisor or the CFO immediately.

If an employee is absent for two consecutive workdays without notifying his or her direct supervisor or the CFO of the employee's absence, the employee will be deemed to have voluntarily resigned from employment with the Company.

Tardiness

All employees are expected to arrive to work on time. When an employee knows he or she will arrive late to work, the employee must notify the employee's direct supervisor as soon as possible regarding (1) the reason for the tardiness and (2) the expected arrival time. Depending on the circumstances, employees may be expected to make up lost time by staying later on the same day.

Excessive unexcused absenteeism and/or tardiness, and any incident of absenteeism and/or tardiness without providing appropriate notice to the employee's supervisor, are considered unsatisfactory work performance and may result in disciplinary action, up to and including termination.

Proper Notice and Supporting Documentation

Whenever possible, an employee must personally speak with his or her supervisor regarding an unexpected absence or tardiness to explain the circumstances (e.g., sending a text message or leaving a voicemail is insufficient). The employee is responsible for making sure a complete message has been received by the Company.

Supporting documentation, such as a doctor's note, may be required for any absence depending on the circumstances and duration of the absence. A personal leave of absence is required if an absence for an illness, injury, or similar need is expected to exceed 10 consecutive workdays.

Personal Status Changes

To keep your employment records up to date and to ensure that the appropriate benefits are available to you, it is very important that the Company have the correct information for each employee, including full name, address, telephone number, emergency contact(s), marital status, number of dependents, and other applicable information. If at any time during your employment any of this information changes, please promptly update the information in your Employee Self Service portal and notify your direct supervisor.

EMPLOYEE BENEFITS

Holidays (Full-Time, Non-Exempt Employees)

At present, the Company is closed on the following holidays each year:

New Year's Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the following day

Christmas Day

Full-time, non-exempt employees scheduled to work on one of the above holidays will receive compensation for the holiday based on the employee's normal work schedule. The holiday hours do not count as hours worked. Exempt employees will receive their normal weekly compensation (i.e., salary) for weeks covering the above holidays; however, no additional holiday pay is provided.

Paid Time Off and Sick Leave (Full-Time Employees)

Effective January 1, 2026, the Company provides paid time off ("PTO") as a benefit of employment to all full-time employees. PTO is intended to cover days that an employee may be off from work and still receive his or her regular compensation. PTO can be used for vacation, sickness, and other reasons that require the employee to be absent from work.

PTO will begin accruing on an employee's first day of employment. For current employees who were previously ineligible for PTO, accrual will begin on the effective date of this policy (January 1, 2026). PTO is accrued at a rate of 17 days per year, with a maximum balance of 20 days permitted. Once the maximum balance allowed is accumulated, no additional PTO is accrued until the balance is below the maximum. The maximum PTO carryover per Annual Employment Anniversary (each employee's individual hire date) is 8 days. Any unused days in excess of that maximum are forfeited.

When possible, such as for planned vacations, requests for the use of more than two consecutive PTO days must be made to the employee's direct supervisor in Employee Self Service at least two weeks prior to the proposed time off. When PTO is used for illness or other emergency reasons, requests for use of PTO days must be made to the employee's direct supervisor in Employee Self Service as soon as possible but no later than at least two (2) hours before the start of the employee's regular shift with a valid reason for the unscheduled absence.

PTO can be taken in minimum increments of one-half (1/2) day and will be paid at the employee's normal rate. If a request for PTO is not timely made, the Company may deny the employee use of PTO and the time away will be unpaid. Additionally, the Company may require that the employee provide proof from the employee's health care provider verifying an illness, depending on the circumstances.

Employees will not receive pay for unused PTO or sick leave upon separation from employment.

Personal Leave of Absence

When sufficient personal or medical reasons require, an employee, at the Company's sole discretion, may be granted an extended leave of absence without pay. A leave of absence will be granted for an initial period of up to 30 days, and employees may request extensions of up to 30 days which may be granted at the Company's discretion.

Leave under this policy will be without pay except that employees will generally be required to use any accrued PTO during the leave, if applicable. However, while on a leave of absence, employees will not accrue any additional PTO, if applicable.

The Company may continue to make its regular payment to continue to cover the employee under its group health insurance plan through the end of the month in which the leave begins, if applicable.

Thereafter, an employee on leave may continue his or her benefits under the Company's group health insurance plan provided the employee pays the entire monthly premiums due during the leave. Employees who wish to continue their insurance coverage should advise the CFO before beginning their leave to coordinate payment details.

Because operations sometimes require that vacant positions be filled, a personal leave of absence does not guarantee that the employee's job will be available when the employee returns from leave. An effort, however, will be made to place you in your previous position or a comparable job which you are qualified to perform upon your return from leave. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.

Depending on the reason for leave and the employee's position with the Company, a fitness-for-duty certification completed by the appropriate health care provider may be required to be submitted before the employee returns to work.

Other Leaves of Absence

An employee may be granted leaves of absence for: bereavement leave, jury duty leave, military leave, and parental leave.

1. **Bereavement leave:** If an employee suffers the death of a family member or friend, the employee is entitled to three (3) days of unpaid bereavement leave.
2. **Jury duty leave:** An employee who receives a summons, responds to a summons, serves as a juror, or attends court for prospective jury service will be granted an unpaid leave of absence from work for such civil service. Before taking such leave, the employee should present sufficient documentation to employee's direct supervisor regarding the jury duty service. If the employee is relieved from jury duty and available during the employee's normal work hours, then the employee must promptly contact employee's direct supervisor to discuss when to return to work.
3. **Military leave:** In accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. This leave will be unpaid. Employees who take military leave are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act. Employees must bring military service orders to employee's direct supervisor for review prior to commencement of the leave.
4. **Parental leave:** The Company provides parental leave to employees for the birth or adoption of a child or placement of a child for foster care. If eligible, an employee may take up to four (4) weeks of unpaid, job-protected parental leave which may consist of two (2) weeks of leave in connection with child birthing and two (2) weeks of leave in connection with child bonding.

ADDITIONAL WORKPLACE POLICIES

Confidential and Proprietary Information

The Company considers one of its most valuable assets to be its confidential and proprietary information ("Confidential Information"). As a result, the Company requires all employees to

carefully protect and not disclose to any third party any Confidential Information of the Company. Confidential Information shall mean and include, in whatever medium provided or preserved, such as orally, visually, in writing, or stored electronically: (a) trade secret(s), as defined under applicable law; and/or (b) information or data used in the Company's business that may not otherwise qualify as a trade secret but which are treated as confidential to the Company, including, without limitation, information relating or referring to the Company's customers; business policies, procedures, and methods; financial data; product and supplement data; customer relationships; know-how; techniques; processes; cost and pricing data; bills; customer, employee, volunteer, contractor, vendor, and supplier information; ideas, business information, and plans; marketing information and strategies; compensation programs; personnel files; and any other personnel information. As a condition of employment and/or continued employment, employees are required to sign a non-disclosure and non-solicitation agreement representing the employees' commitment and obligation to keep the Company's proprietary information confidential and protected from unauthorized disclosure.

Drug-Free Workplace

The Company recognizes the importance of maintaining a productive, safe, and healthy work environment, free from the adverse effects of drugs and alcohol. The Company expects its employees to report to work and remain at work in the proper mental and physical condition to perform their job duties. The Company prohibits employees from using, possessing, selling or being under the influence of illegal drugs in the workplace, while performing work functions, or while traveling for business. While the Company understands that employees under a physician's care are required to use prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances. If an employee has reason to suspect a medication would impair the employee's ability to safely perform his or her job, then the employee must provide appropriate information to employee's direct supervisor to evaluate the circumstances as confidentially as possible.

The use and abuse of alcohol in the workplace is also prohibited, which includes being under the influence of alcohol while performing work functions (an exception may be made for responsible and limited alcohol use at a Company sponsored function if approved in advance by Company management). The Company may perform drug and alcohol testing on employees in accordance with applicable law. Employees violating this policy, which includes refusing to submit to a drug or alcohol test or failing a drug or alcohol test, will be subject to discipline, up to and including termination. If any conflict exists between the law and this policy, the law governs.

Smoke-Free Workplace

To provide a safe and healthy workplace for our employees, customers, volunteers, and guests, the Company maintains smoke free facilities. No one is permitted to smoke inside or directly outside of the Company office. This prohibition applies to all forms of smoking, including vaping, e-cigarettes, and other forms of tobacco use.

Workplace Safety and Accidents

The Company is committed to providing a safe workplace for all employees. You must perform your job in a safe and responsible manner; comply with all procedures established for your work area; use common sense to avoid accidents and injuries; and follow any health and safety laws, rules, and

regulations. If you become aware of any situation that may affect your safety or the safety of other employees, customers, volunteers, or guests, you must immediately notify Company management.

You must immediately report all on the job injuries and accidents to your direct supervisor or the CFO. This is important not only to ensure that you receive proper and timely medical treatment, but also to make certain that any unsafe condition can be remedied. Additionally, incidents generally require an immediate drug screening, in accordance with our policies and workers' compensation insurance requirements, when in place. Pursuant to any such insurance, all employees are covered by a workers' compensation plan that provides medical expenses and loss of time if an employee is injured on the job. Failure to immediately (or as soon as practicable) report any injury or accident and/or to complete any required drug screening may disqualify the employee from workers' compensation coverage under the terms of our insurance policy and the law, and is grounds for disciplinary action, up to and including termination.

If an injury requires medical attention, the employee should be taken to the appropriate medical facility for treatment. **In an emergency, employees should not hesitate to call 9-1-1.**

Work Rules

The Company expects all employees to abide by general standards of conduct and performance. The Company has adopted work rules and SOPs (Standard Operating Procedures) to promote fair and even-handed treatment of all employees and to try to make your work conditions free from potential dangerous, disrupting, or costly behaviors. The following work rules are not all inclusive but merely give examples of unacceptable conduct and behavior. Violations of these work rules, SOPs, or other inappropriate conduct or performance are grounds for disciplinary action, up to and including employment termination.

1. Unauthorized use or misuse of any Company-owned, leased, or borrowed property or equipment, including products, computers, telephones, and electronic systems; unauthorized use or misuse of the Company's or any customer or vendor's funds.
2. Breach of trust or dishonesty, including falsification of any record, concealing defective work, or misrepresentation of any fact.
3. Violation of the Company's Drug-Free Workplace policy, including (without limitation) bringing to the workplace any intoxicant, illegal drug, or controlled substance; reporting for work or being on the job under the influence of (or having consumed) alcoholic beverages or having in your body any illegal drugs or controlled substances, including marijuana.
4. Gross negligence or willful acts in the performance of duties resulting in damage to Company property, goodwill, or reputation; monetary costs; or injury to others.
5. Insubordination, the willful and deliberate refusal to follow the reasonable orders of a supervisor or management.
6. Inappropriate or unprofessional conduct when representing the Company at any function or location.
7. Reckless driving while on Company property or business, or unauthorized or improper use of a Company-owned or leased vehicle, if applicable.

8. Failure to timely report an on-the-job injury or illness involving any employee, volunteer, equipment, or property.
9. Engaging in unsafe work practices; violation or neglect of SOPs, safety practices, rules, and policies; failing to report an issue and/or covering up for another employee.
10. Fighting, threatening, intimidating, coercing, or abusing others, including the use of demeaning, vulgar, or abusive language.
11. Rudeness or discourtesy.
12. Theft, unauthorized possession, destruction or damage of the Company's property or the property of other employees, contractors, customers, volunteers, or vendors.
13. An intentional slow-down, interference or delay of your job performance or of the job performance of other employees.
14. Non-performance of work; horseplay.
15. Immoral or indecent conduct.
16. Commission of a crime or other conduct which may damage the reputation of the Company.
17. Failure to report any arrest and/or conviction of a crime.
18. Threats or acts of violence; bringing onto the Company's property any firearm, weapon, ammunition, fireworks, explosives, or other dangerous objects or materials.
19. Sleeping on the job.
20. Accepting unauthorized gifts or tips from customers or vendors.
21. Failure to cooperate with an internal investigation.
22. Violation of the Company's Confidential and Proprietary Information policy, including failure to maintain the confidentiality of trade secrets or confidential information of the Company and unauthorized use or copying of Company records or property.
23. Working under a conflict of interest or the appearance of a conflict of interest.
24. Refusal to complete assigned work assignments or leaving work without authorization during work hours.
25. Loitering or loafing during working hours or non-working hours on the Company's property with fellow employees, contractors, customers, volunteers, and/or guests.
26. Smoking, vaping or other tobacco or similar substance use.
27. Creating or contributing to unsanitary conditions.

28. Neglect of the Company's equipment and property; violation of safety rules or practices.
29. Excessive absenteeism or tardiness.
30. Failure to properly report when you will be late or absent from work.
31. Entering the work premises before or after hours without approval.
32. Clocking-in or clocking-out for another employee, altering your time records without authorization, having another employee adjust your time records, or falsifying time records.
33. Gambling, lottery, or any other game of chance on the Company's property.
34. Violation of the Company's Equal Employment Opportunity policy, Anti-Harassment policy, or other Company policies or procedures, whether contained in this Handbook or elsewhere.
35. Any unethical or illegal conduct or conduct which is contrary to the Company's best interests.

Electronic Systems

All of the Company's electronic systems, including but not limited to telephone lines, Internet access, e-mail accounts, voice mail accounts, fax machines, printers, and other electronic systems and access points, are communication tools the Company provides to its employees to communicate and store business information (*i.e.*, to communicate with customers, to research relevant topics and obtain useful business information, and other appropriate, business purposes).

All communications and information transmitted by, received from, or stored in any of the Company's systems or devices are Company property. Therefore, employees should have no expectation of privacy when using any of the Company's systems. The Company has the ability, and reserves the right, to access, review, copy, modify, and delete any information transmitted through or stored in the Company's systems.

Employees are responsible for their Company-provided equipment and must protect it from damage or loss. Employees must comply with all licensing, copyright, trademark, and other intellectual property laws. Employees are prohibited from downloading, storing, sending, retrieving, accessing, or otherwise transmitting information or data that has not been authorized by the Company. Employees cannot use Company equipment to knowingly download or distribute unlawful or inappropriate data, software, or viruses, or disable or circumvent any system or network procedures, including those intended to protect the Company's business.

Employees are prohibited from using the Company's systems or programs to create or send material which may constitute intimidating, hostile, or offensive material on the basis of race, color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, gender identity, veteran status, marital status, or other legally protected status. All Company policies, including the Anti-Harassment policy, fully apply to the electronic mail, computer systems, cellular telephones, and/or other software.

Personal Use of Company Property and Services

All Company property, including without limitation Confidential Information, supplies, equipment, tools, and all other physical items and common area items belong to the Company and must be used for Company business only. Personal use of Company property is highly discouraged. Employees must obtain advance authorization from their direct supervisor before any such personal use. Like with the electronic systems, employees should have no expectation of privacy when using Company property, which is subject to searches and monitoring by authorized members of management.

Employees must exercise due care whenever using Company property. Negligence in the care and use, unauthorized use or removal, or inappropriate personal use of Company property will result in disciplinary action, up to and including termination.

Resignation

If an employee chooses to end his or her employment, the Company requests that the employee provide written notification of his or her resignation to management at least four (4) weeks before the intended resignation date for executive level employees and two (2) weeks before the intended resignation date for all other employees. If available, PTO may not be used in lieu of the applicable notice period. The Company also considers an absence of two consecutive workdays without proper notification, walking off the job, and failing to return to work after the conclusion of a leave of absence or approved PTO as forms of voluntary separation or resignation.

**ACKNOWLEDGMENT OF RECEIPT OF
EMPLOYEE HANDBOOK**

I received my copy of Sawgrass Nutra Labs, LLC's Employee Handbook, which I have read and understand. I also have been given an opportunity to ask questions I may have concerning any of the policies in this Handbook. I understand that the Handbook does not provide any contractual rights or guarantees of employment and that my employment is for no definite duration. I further understand that my employment relationship is at-will, meaning it may be terminated at any time with or without notice or cause, either by myself or the Company. The at-will employment relationship cannot be modified except by written agreement signed by the CEO of the Company. I agree that Company policies and benefits may be changed from time to time at the Company's discretion without advance notice. I will keep my Handbook and any subsequent updates (electronically or in hard copy) for future reference and observe the personnel policies and rules outlined in this Handbook and as otherwise instructed by management.

Employee Printed Name

Employee Signature

Date