

Cyngient

Employee Manual

(excerpt)

Welcome to Cyngient

We wish you every success here. We believe that each employee has a significant role to play in our growth and success, and we hope that you will take pride in being a contributing member of our team.

Cyngient is dedicated to providing a work environment that encourages both personal and professional growth. The purpose of this employee manual is to present the policies, procedures and programs we have developed to benefit employees, to let you know what you can expect from us and to explain what we will be expecting from you.

Of course, no employee manual can anticipate every circumstance or question. As Cyngient continues to grow, the need will arise to change policies and procedures. We reserve the right to revise, supplement or rescind any policy or portion of this manual. No permanent employment, employment for any term or contractual obligations are intended from any statements in this manual.

Your employment with Cyngient is at-will and, while we hope that you have a long and satisfying career with us, your employment may be terminated by you or by Cyngient at any time. If you have any questions regarding these policies or any aspect of your employment not covered by this manual, please contact your manager or Human Resources.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

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Introduction

Our Purpose

Established in 2015, Cyngient is a full-service, technology-driven provider of inks, coatings and adhesives for the flexographic, digital and commercial printing industries. We offer branded market-leading products as well as custom-built solutions, enhanced with unmatched expertise and personalized service.

Our Mission

The employees and management of Cyngient are dedicated to providing only the highest quality products and services to our customers. The Cyngient team is continuously developing and improving manufacturing methods to ensure the highest possible level of value, quality and products to meet our clients' needs. We strive to provide a safe and rewarding work environment that recognizes individual achievement and promotes the skills of teamwork and communication. Cyngient is dedicated to our customers, suppliers, employees, families and our country.

Our Vision

We envision Cyngient growing to become the leading provider of inks, coatings and adhesives in the United States and around the world. We plan to expand our reach internationally with custom-built solutions and develop the Cyngient brand name to equate to the highest level of excellence in the graphic arts industry.

1. Joining the Company

Equal Employment Opportunity _____

In order to provide equal employment opportunity and advancement opportunities for all individuals, employment decisions at Cyngient will be based on merit, qualifications and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

This policy applies to all employment practices and personnel actions, including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his or her immediate supervisor/manager or the personnel director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Recruitment _____

Cyngient provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience and training. As positions become available within Cyngient, prior to outside recruitment, the personnel director shall determine the availability of qualified candidates within Cyngient. All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested.

Recruitment may also be conducted through schools, employment agencies and Cyngient advertising. The supervisor or manager seeking to fill a position in his or her department should contact the personnel director to discuss the most appropriate method of recruitment.

Employment Applications _____

Cyngient relies upon the accuracy of information contained in the employment application or resume as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in Cyngient's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Background Check _____

Cyngient reserves the right to run background checks on job candidates and employees including:

- Social Security Number Trace & Address History
- National Criminal Databases Search

- Sex Offender List Check
- County Criminal Court Check
- Global Terrorist Watch List Check
- School Verification
- Employer Verification
- Motor Vehicle Records Check
- Professional License Verification

Medical Evaluations ---

Once an employee has been hired, medical evaluations may be conducted by a health professional chosen by Cyngient to determine the employee's ability to fulfill job-related requirements. Color vision tests, drug screening and physicals may be authorized for employees if a job has special physical demands or when an employee's ability to meet these demands is reasonably in question.

Only the personnel director may authorize such medical evaluations. All costs will be borne by Cyngient. The employee must sign a written release of this information to Cyngient. A copy of any written report received from the health professional will be provided to the employee and employer. All information received will be deemed confidential. An employee's continued employment with Cyngient is conditioned upon successful completion of the medical evaluation.

Employee Orientation ---

All new employees will participate in an orientation meeting within one (1) month of their hire date. The orientation is designed to acquaint the new employee with Cyngient and its policies. Supervisors/managers will be responsible for ensuring the attendance of new employees at Cyngient orientation sessions.

On the first day of employment, the employee's supervisor/manager is responsible for assisting the employee in completing all check-in and benefit enrollment procedures with the personnel and accounting departments. In addition, the supervisor/manager will ensure that the new employee receives an introduction within Cyngient and is provided with in-depth information regarding his or her specific role and responsibilities within his or her department.

New Hires, Rehires & Relatives ---

New Hire

The personnel director is responsible for having the new employee fill out all pre-employment forms, benefit applications and enrollment forms; having the employee's picture taken for Cyngient identification purposes; and providing basic information on pay and leave policies, benefits, parking situations and working hours, on the employee's first day of work. Within the first week of employment, the personnel director will conduct a new employee orientation.

Rehire

Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. The hiring manager/supervisor will review the

former employee's performance records and the circumstances surrounding termination of previous employment with Cyngient. This information will be provided to the staff responsible for screening and interviewing applicants. Cyngient is under no obligation to rehire former employees.

Relative

Relatives of Cyngient employees may apply and, if qualified, will be considered for employment, except in certain sensitive areas, such as accounting, personnel or research and development. Relatives will not be allowed to supervise or evaluate each other. Relatives will not work in the same department or under the same supervisor or manager.

A relative is defined as any person related to the employee by blood, marriage or adoption in the following degrees: parent, child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew and first cousin.

Probationary Period for New Hires _____

Cyngient recognizes that new employees will need a period of time to become familiar with the organization and to move toward competency in their position. Therefore, the first ninety (90) days of employment represent an opportunity for both the employee and Cyngient to determine if the original hiring decision was best for all involved. In addition, the probationary period provides Cyngient an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors.

Probationary Review

The supervisor/manager must provide ongoing supervision and keep the new employee informed on his/her performance relative to the company's expectations. The probationary review, performed by the employee's supervisor/manager, shall be conducted prior to the end of the ninety-day probationary period. An employee cannot change from a probationary status to employment status unless his/her probationary review shows an acceptable assessment.

Extension of Probationary Period

The probationary period may be extended, with the reasons for the extension given to the employee in writing. Clearly defined written objectives must also be set with the employee for the extended period to deal with performance issues in question. Consultation with the personnel director is required prior to the approval of an extension.

Termination while on Probation

If the employee's performance is unsatisfactory, employment may be terminated, in writing, during or at the end of the probationary period. The personnel director must be notified two (2) weeks before the end of the probationary period when the supervisor/manager suspects that a termination recommendation will be proposed. This probationary period is not a term of employment and is not intended, nor does it impact the at-will nature of the relationship between Cyngient and the employee.