

Trident Maritime Systems

EMPLOYEE HANDBOOK

The rules and policies you need to know.

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1. INTRODUCTION

1.1 Purpose of the Handbook

This Handbook will familiarize Trident employees with the privileges, benefits and responsibilities of being part of the Trident team. Please understand that this Handbook can only highlight and summarize the Company's policies and practices. It is not intended to be all-inclusive and should not be considered an employment contract. Trident reserves the right to change policies, procedures, benefits, and this handbook at any time without notice. It is the responsibility of the employee to stay abreast of the most current policies. Any policy changes, additions, or deletions will immediately become a part of this manual.

Failure to comply with any policy within this handbook may result in disciplinary action or termination. If employees have any questions regarding this handbook, they should contact their manager or Human Resources (HR).

Any exceptions to this handbook must be approved by HR and the Chief Operating Officer (COO) or the Chief Executive Officer (CEO).

2. EMPLOYMENT

2.1 At-Will Employment

Unless otherwise defined in an employment contract, all employees at Trident are "At-Will Employees." This employment status allows the employee or Trident to immediately terminate the employment relationship at any time with or without advance warning, and with no subsequent liability. Termination of employment may happen for good cause, bad cause, or no cause at all.

2.2 Equal Employment Opportunity/Affirmative Action

Trident is an Equal Opportunity Employer. The Company selects, develops, and promotes employees solely based on individual ability and job performance. It is Trident's intent to provide equal employment opportunities to all persons in all employment matters without consideration of race (including traits typically associated with race such as natural hair texture, and protective hair styles such as braids, locks, and twists), color, creed, religion (including religious dress and grooming practices), sex/gender (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity and/or gender expression (including, without limitation, transgender, transsexualism, non-binary, gender non-conforming), marital status, sexual orientation, age (40 and over), national origin (including language use and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), citizenship, immigration status, ancestry, military or veteran status, physical handicap, disability (physical and mental, including HIV and AIDS), medical condition (including cancer or a record or history of cancer), genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, or based on any other

consideration made unlawful by federal, state, or local laws (collectively, "Protected Characteristics").

Trident complies with the letter and spirit of local, state, and Federal law concerning Equal Employment Opportunity. Compliance applies to decisions including, but not limited to, an employee's compensation, benefits, terms and conditions of employment, opportunities for promotion, training and development, and other privileges of employment.

2.3 Reasonable Accommodations

Trident will reasonably accommodate qualified job applicants and employees who are able to perform the essential functions of their position, unless doing so would impose an undue hardship on the Company or pose a direct threat of substantial harm to the employee or others where permitted by law.

Requesting a Reasonable Accommodation

If employees believe they need an accommodation, they need to request a reasonable accommodation from HR orally or in writing and include relevant information. This is an interactive process that is initiated by the employee.

Medical Information

Trident protects employees' personal health information so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. Employees' protected health information is secured during the collection, use, disclosure or destruction of Trident records.

Religious Accommodation

Trident will make reasonable accommodations for bona fide religious beliefs and observances, unless this causes the company undue hardship in accordance with the law. "Religious accommodation" covers all aspects of religious belief, creed, observances and practices including religious dress, grooming, time off needed for religious observances, and even travel time to attend religious services. Notwithstanding this policy, Trident will not undertake any action that violates the duty to provide a safe and healthful workplace for all employees.

Lactation Accommodation

Any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Employees and their managers should discuss how to incorporate these break times into their schedule. This break time, if possible, should run concurrently with any paid rest breaks already provided. Trident will provide employees with the use of a room or other location in close proximity to the employee's work area, shielded from view, and free from intrusion. In addition, the designated lactation area will be safe, clean, and free from hazardous materials, contain a surface to place a breast pump and other personal items, contain a place to sit, and have

access to electricity or alternative devices needed to operate an electric or battery-powered breast pump. Trident will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace.

Drug and Alcohol Rehabilitation Accommodation

Drug and Alcohol use on company property or time is prohibited. Employees who volunteer to enter an alcohol or drug rehabilitation program will be accommodated as long as the accommodation does not impose an undue hardship on the company. Trident will take reasonable measures to safeguard an employee's privacy about the fact that they have entered drug or alcohol rehabilitation. Notwithstanding this policy, Trident may refuse to hire or may discharge an employee who, because of their drug or alcohol use, is unable to perform their duties or endangers the health and safety of others.

Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking

Trident will provide reasonable accommodations for a victim of domestic violence, sexual assault, or stalking for the safety of the victim while at work, provided the accommodation does not cause Trident undue hardship, including causing Trident to violate its duty to maintain a place of work that is healthful and safe for all employees.

Employees requesting a reasonable accommodation under this policy may be required to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose. If an employee no longer needs an accommodation, they must notify their manager or HR.

No Retaliation

Trident prohibits any form of discrimination, discipline, reprisal, intimidation, or retaliation against employees and applicants who request an accommodation in good faith. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to HR. If employees do not report retaliatory conduct, the Company may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

2.4 Rehires

Trident encourages employees who amicably separated from the company to reapply for employment. Rehires can be a valuable resource for the Company because of their familiarity with the Company and specific jobs.

At the sole discretion of the Company, former employees may be re-employed as appropriate, and will be granted a new service date that incorporates the years of service previously with the Company, provided they have been rehired within the last five years. There will be no credit for the gap in service.

Rehired employees are usually eligible for paid time off days based on the new calculated service date, and if they meet other eligibility requirements. Paid time off allotment in the year they are rehired will be determined by prior years of service and is prorated based on the quarter of rehire/start date.

2.5 Employment of Relatives

Trident allows family members and other relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exists.

If two employees become related while working for this Company, and if one of them is in a position of supervision over the other, only one of the employees will be allowed to keep his or her current position. The other will either have to transfer to another position or leave the Company.

2.6 Outside Employment

If an employee seeks outside employment which could conflict with their commitments to Trident, or with Trident's interests, they must provide notice and obtain approval from their supervisor prior to starting the outside employment. Engaging in other employment, including self-employment while working for Trident, or in any activity that conflicts with their commitments to Trident or with Trident's interests, is prohibited.

2.7 Solicitation or Distribution

Trident does not allow solicitation of employees during working time or the distribution of any information or literature including political information and religious information during working time or in any working areas. Solicitation for sale of items involving fund raisers for school projects might be considered upon approval by supervisors.

This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits or terms and conditions of employment, or legally required activities.

2.8 Access to Personnel Records and Wage Statements

Current and former Trident employees, or their representatives, have the right to inspect and copy the contents of their personnel records and wage statements after submitting a written request to HR. Upon receipt of the written request, Trident will process the request and produce for inspection or copying, all documents that Trident is legally obligated to produce, within thirty (30) calendar days of the date the request is received (21 calendar days for wage statements).

If a representative is designated to conduct the inspection of the file or to receive a copy of the file, the representative must be authorized in writing by the employee to

inspect or receive a copy of the current or former employee's personnel file. Trident may take reasonable steps to verify the identity of a current or former employee, or his or her authorized representative, including requesting a valid photo ID. This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits or terms and conditions of employment, or legally required activities.

3. NEW EMPLOYEE INFORMATION

3.1 New Employee Onboarding

All new employees will have an onboarding meeting with HR or another employee. During this meeting, they will receive information about Trident's policies and procedures. They will also hear about the company's benefits and payroll procedures. They will complete paperwork and forms relating to their employment such as tax withholding forms, emergency contact information, and benefits paperwork.

3.2 New Hires – Probationary And Orientation Period

The first **90 days** of continuous employment at Trident is considered a Probationary period. During this time, the employee's supervisor will help them learn how to do their job successfully and what the Company expects of them. This period also provides both the employee and Trident with an opportunity to decide whether the employee is suited for the position for which they were hired.

Employees also will talk with their supervisor about job goals and performance requirements. During the probationary period, supervisors will provide feedback on employees' performance.

Completion of the probationary period does not entitle employees to remain employed by Trident for any definite period of time nor does it entitle them to a merit-based pay increase. Their status as an at-will employee does not change; the employment relationship may be terminated with or without cause and with or without advance notice, at any time by the employee or Trident.

3.3 Proof of Work Eligibility

Employees must complete Federal Form I-9 on, or within three business days of, their first day of work. They must provide documentation proving their identity and their eligibility to work in the United States. The Federal government requires Trident to do this. There may be exceptions where authorized by law. Employees will be suspended after the third day if they are unable to fulfill the I-9 requirement.

During onboarding, Employees will receive a blank I-9 Form and instructions for completing it and presenting the necessary documentation.

Applicants who are offered employment for a position in Trident will submit to an established test for illegal drugs as allowed by and in accordance with state law, if

applicable. An illegal drug is defined here as a substance not used pursuant to a valid doctor's prescription or when used as otherwise authorized by state or Federal law.

Any applicant who expressly declines drug testing or engages in conduct that clearly obstructs the testing process shall be deemed to have refused drug testing.

3.4 Child Support Reporting Requirements

Federal and state laws require Trident to report basic information about employees, including their name, address and Social Security Number, to the State Directory of New Hires. One of the reasons the state collects this information is to enforce child support orders. If the state determines that an employee owes child support, they will send an order requiring Trident to withhold money from the employee's paycheck. The state may also require that the employee enroll their dependents in any healthcare plan for which they are eligible.

4. EMPLOYMENT CLASSIFICATIONS

4.1 Temporary Employees

Periodically, Trident will hire individuals to perform a job or to work on a project that has a limited duration. Typically, this happens in the event of a special project, special time of year, abnormal workload, or emergency. Temporary employees are those employed for short-term assignments, generally periods of three months or fewer; however, such assignments may be extended. Temporary employees may request employment status changes from their appropriate department Vice President or Director, HR, and the CEO or COO.

Like all employees who work for Trident, temporary employees work on an at-will basis. This means that both they and Trident are free to terminate their employment at any time for any lawful reason—even if they have not completed the temporary project for which they have been hired.

4.2 Part-Time and Full-Time Employees

Depending on the number of hours per week employees are regularly scheduled to work, they are either a part-time or a full-time employee.

Part-Time Employees: Employees who are regularly scheduled to work fewer than 30 hours per week are part-time employees.

Full-Time Employees: Employees who are regularly scheduled to work at least 30 hours per week are full-time employees.

Temporary Employees and Part-Time Employees are not eligible for Company Benefits such as Paid Time Off or Health Benefits unless otherwise mandated by applicable law.

4.3 Exempt and Non-Exempt Employees

Employees' entitlement to earn overtime pay depends on whether they are classified as an exempt or a non-exempt employee.

Exempt employees are those who do not earn overtime because they are exempt from the overtime provisions of the Federal Fair Labor Standards Act and applicable State laws.

Non-exempt employees are those who meet the criteria for being covered by the overtime provisions of the Federal Fair Labor Standards Act and applicable state laws.

5. HOURS

5.1 Hours of Work

Trident's regular hours of business vary by location. Supervisors will determine employees' work schedule, including the time when they will be expected to start and finish work each day. Staffing needs and operational demands may impact starting and ending times, as well as the total hours that may be scheduled each day and week.

All employees are expected to be at their jobs, ready to start work, when the company opens, and to work all the way up until closing time, break and meal periods excluded.

Trident normally operates in one shift. However, when it is necessary to operate more than one shift and employees may be required to work a different shift.

5.2 Meal and Rest Breaks

Trident provides employees with meal and rest breaks, generally at specific times set by supervisors. No work is to be performed during these breaks, and employees are required to take breaks unless authorization is expressly granted by their Supervisor (this is not encouraged).

Employees Who Do Not Work or Reside in California: Non-exempt employees who work at least 4 hours may take a 10-minute duty-free, uninterrupted, and paid break. Employees who work at least 6 hours in a day may take a 30-minute unpaid meal break. If employees take an unpaid meal period, they cannot perform any work during their meal period and are free of all duty. However, employees who are required to work or remain at their stations during the meal break will be paid for that time.

Employees Who Work or Reside in California: Non-exempt employees who work at least 3.5 hours may take a 10-minute duty-free, uninterrupted, and paid break, and may take another 10-minute break for every additional 4 hours they work or major fraction thereof. Employees who work more than 5 hours may take a 30-minute duty-free, uninterrupted, and unpaid meal break. Non-exempt employees

who do not work more than 6 hours, however, may voluntarily waive this meal period if agreed to by the Company. If they work longer than 10 hours, then the employee may take a second 30-minute duty-free, uninterrupted, and unpaid meal break. However, if the workday does not exceed twelve hours, the second meal period may be waived if the employee and the Company voluntarily agree so long as the first meal period was not waived.

5.3 Overtime

Trident may ask employees to work a reasonable amount of overtime (OT) beyond their regular scheduled hours—this is a job requirement.

Supervisors will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

Non-exempt employees are entitled to OT payment at a **1 ½ times** their regular according to the rules set forth below.

- All overtime work must be approved in *advance* by the employee's supervisor. Working overtime without permission violates Company policy and may result in a disciplinary action.
- For purposes of calculating how many hours an employee has worked in a day or week, the workweek begins at 12:01 a.m. on Monday and ends at midnight on Sunday. The workday begins at 12:01 a.m. and ends at midnight each day.
- PTO, Holidays, and Jury Duty are counted as time worked for calculating OT pay.

Employees who do not work in California:

- Time and a half of base rate for all hours worked in excess of forty (40) hours in a work week
- Double of base rate for all hours worked in excess of twelve (12) in a single workday
- If non-exempt employees worked 5 8-hour day shifts, they will be paid 2 times their regular hourly rate of pay for hours worked on the 7th consecutive day of the workweek, provided they have physically worked six (6) eight-hour days prior. Otherwise, hours will be paid at 1½ times their regular hourly rate until they have worked 48 hours, excluding any hours worked beyond eight (8) in any of the previous six (6) days.
- If non-exempt employees worked 4 10-hour day shifts, they will be paid 2 times their regular hourly rate of pay for hours worked on Sunday, provided they have worked a total of 50 hours during that work week. Otherwise, hours will be paid at 1½ times their regular rate of pay until they reach 50 hours.

Employees who work in California:

- Time and a half of base rate for:
 - All hours worked in excess of forty (40) hours in a work week;
 - All hours worked in excess of eight (8) hours in a single day; and,
 - First 8 hours of the 7th consecutive day of a work week as defined by Trident (no days off in that 7-day period).
- Double of base rate for:
 - All hours worked in a day in excess of twelve (12) hours in a single day; and,
 - Any hours over the 8th hour on the 7th consecutive workday in a workweek.

6. PAYROLL ADMINISTRATION POLICIES

6.1 Pay Period and Payday

All employees are paid bi-weekly on Fridays. If a payday falls on a holiday, employees will receive their paychecks on the last workday immediately before payday.

For the convenience of employees and the Company, Trident strongly encourages employees to have paychecks ***directly deposited*** in the employee's designated bank account. This ensures they receive their earnings, particularly in the event of inclement weather or at other times when paper checks may be hard to deliver.

6.2 Payroll Deductions

All wages are paid by check. Two types of deductions are made from paychecks: those required by law and those employees specifically authorize. By law, Trident must deduct from employees' paycheck payments for Federal and State Income Tax, Social Security and Medicare. Other deductions from employees' pay may be prescribed or ordered by Federal, State, County, or other authorities in accordance with applicable statutes or court orders.

Additional insurance deductions are made when eligible employees authorize them such as deductions for group insurance premiums and deductions for qualified dependent care expenses and medical flexible spending accounts. Eligible employees also may authorize Trident to reduce their Federal and state taxable income by certain amounts as allowed under IRS regulations for deposit into a 401(k) retirement savings plan.

6.3 Safe Harbor Policy

Employee Pay

It is Trident's policy and practice to accurately compensate employees and do so in compliance with all applicable State and Federal laws. Employees must record correctly all work time and review their paychecks promptly to identify and to report all errors.

Pay Stub Review

Occasionally inadvertent mistakes can happen. When mistakes do happen and are brought to the company's attention, Trident will promptly make any corrections necessary. Employees should review their pay stub as soon as they receive it. If they believe a mistake has occurred, they should follow the procedure outlined below.

Non-exempt Employees

Non-exempt employees must maintain a record of the total hours they work each day. These hours must be accurately recorded on their time card. Each employee must verify that the reported hours worked is complete and accurate. Their time card must reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. If their time card is not accurate, employees must notify their supervisor immediately. When they receive each pay check, they must verify immediately that they were paid correctly for all regular and overtime hours worked.

Employees should not work any hours that are not authorized by their supervisor. Employees should not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless they are authorized to do so and that time is recorded on their time card. Employees are prohibited from performing any "off-the-clock" work.

Employees are not allowed to falsify a time card, or to alter another employee's time card. It is also a serious violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card. If any manager or employee instructs any employee to (1) incorrectly or falsely under or over-report their hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, they must report it immediately to HR.

Exempt Employees

Exempt employees will receive a salary which is intended to compensate them for all hours they may work for the Company. While it may be subject to review and modification from time to time, the salary is a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work they perform.

Under Federal and state law, their salary is subject to certain deductions. Absent contrary state law requirements, their salary might be reduced for the following reasons:

- Full day absences for personal reasons if the employee has no available accrued PTO.
- Full day absences for sickness or disability.
- **Non-California Employees:** Full day disciplinary suspensions for infractions of Trident's written policies and procedures.

- Family and Medical Leave absences
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event the employee works less than a full week.
- Any full work week in which they do not perform any work.

Their salary may also be reduced for certain types of deductions such as their portion of health, dental or life insurance premiums; State, Federal or local taxes, social security; or, voluntary contributions to a 401(k) or pension plan. In any work week in which they performed any work, their salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absence on a day because the Company has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work.
- Any other deductions prohibited by state or Federal law.

6.4 Wage Garnishment

A wage garnishment is an order from a court or a government agency directing Trident to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Trident will immediately notify the employee of any wage garnishment order. The company is legally required to comply with these orders. If an employee disputes the amount of a garnishment, they must contact the court or agency that issued the order.

6.5 Shift Differential Pay

Employees may be paid a shift differential when they are assigned to a second or third shift. Employees will be notified if they are eligible for a shift differential if they are assigned to a second or third shift.

6.6 Premium Pay – Exempt Supervisors

Premium Pay for Salaried (Exempt) Supervisors – A premium rate is paid to Exempt Supervisors for hours worked in excess of their normal working day/week if they are leading a shift.

The following job classifications are eligible: Shipyard Supervisor, Hull Manager, Area Manager and Warehouse Supervisor.

6.7 Travel Time

For non-exempt employees, travel hours is considered work time for the purposes of calculating hours worked, including overtime and including Saturday and Sunday

travel. Travel between home and the normal designated work location does not count as hours worked.

6.8 Per Diem

A Per Diem is a daily allowance for expenses or a specific amount of money that the Company gives an employee per day to cover living and travel expenses in connection with work done away from home. The daily rate may vary based upon the work assignment location.

6.9 Expense Reimbursement

From time to time, employees may incur expenses on behalf of Trident. The company will reimburse employees for actual work-related expenses, as long as those expenses are reasonable. Employees must follow these steps to get reimbursed:

- Get permission from their immediate supervisor before incurring an expense.
- Keep a receipt or some other proof of payment for every expense. If a receipt is not available, then they must provide an explanation on the expense report as to what the expense relates to and why a receipt is not available
- Submit their receipts, along with an expense report, to their supervisor for approval within 2 weeks of incurring an expense.

Employees and supervisors responsible for submitting expense reports to the Accounting Department at expensereports@tridentllc.com by the 10th or 25th of the month. Employees will be reimbursed no later than two weeks after the Accounting Department receives the approved expense report.

Procedures for Travel Expenses:

If employees are required to travel for work, the Company will reimburse expenses including:

- The cost of travel (mileage/uber/taxi) to and from the airport or train station, including parking expenses and tolls.
- The cost of airline or train tickets, booked at the lowest available fare. The cost of a mid-size or smaller rental car (see the Policy paper for guidance on making reservations, upgrades, navigation guidance systems and insurance.)
- Employees who use their own cars for business travel if the roundtrip distance is under 200 miles. The IRS standard mileage reimbursement rate will apply.
- The cost of lodging (see the Policy paper for a list of recommended hotels); employees should select moderately priced lodging if possible, and

- The cost of meals and other incidental expenses, up to a per diem based on the IRS rate for the city of destination for their travel. If the city is not listed, the standard IRS rate will be used.

Mileage Reimbursement

Employees who use their own vehicle for Company business will be reimbursed at the current IRS standard mileage rate. Employees are not entitled to separate reimbursement for gas, maintenance, insurance or other vehicle-related expenses—the reimbursement rate is intended to encompass these expenses.

Before using a personal vehicle for work-related purposes, employees must demonstrate that they have a valid driver's license and adequate insurance coverage.

To claim mileage reimbursement, employees must follow these procedures:

- Keep a written record of their business-related travel, including the total mileage of each business trip, the date of travel, the location to which they traveled, and the purpose of their trip.
- If they anticipate having to travel an unusually long distance, they must get their supervisor's approval before making the trip.
- Submit mileage expense following the reimbursement procedure above.

7. EMPLOYEE BENEFITS

7.1 Introduction and Eligibility

Trident provides eligible employees with a variety of comprehensive and flexible benefit options. Employees choose the benefits that are best suited for them.

A number of benefit programs (such as Social Security, workers' compensation, state disability and unemployment insurance) cover **all** employees in the manner prescribed by law.

Benefit plans cover the spectrum of Healthcare, Dental, Vision, Flexible Spending and Health Savings Accounts, Short and Long Term Disability, a 401(k) Plan, and PTO.

The Company, in its sole discretion, reserves the right to modify, add or terminate any benefit at any time. Each year, the Company determines the amount (subsidy) it will contribute toward full-time employees' benefits. The employee's share of the cost of their insurance will be deducted from the employee's pay on a pre-tax basis.

Full-time employees are enrolled in the Benefits program the **first day of the month following 30 days of employment**. There is a 6-month waiting period before an employee can be enrolled in the short-term and long-term disability insurance plan. Part-time and temporary employees are not benefits eligible unless mandated by law.

7.2 Benefit Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue medical and dental insurance coverage under Trident insurance plans when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are: **resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.**

Under COBRA, the employee or beneficiary pays the full cost of all coverage at Trident's group rates plus an administrative fee. Employees who are covered under group insurance programs must notify HR of changes in status which could result in a changes in eligibility for benefits.

Employees will receive a written notice describing their rights granted under COBRA when the employee becomes eligible for such coverage. The notice contains important information about the employee's rights and obligations.

7.3 Life and Disability Insurance

Life and Accidental Death Insurance

The Company provides Basic Life Insurance and Accidental Death & Dismemberment Insurance equal to one times the employee's base annual earnings to the nearest \$1K. This insurance comes at no cost to the employee, but the employee may purchase optional Voluntary Life Insurance, Spousal Life, and Dependent Life Insurance in various amounts. Employees become eligible for coverage on the **first day of the month following 30 days of employment.**

Short and Long Term Disability Insurance

The Company provides Short and Long-Term Disability Insurance, which is meant to replace an employee's earning in the event of disabling illness or off-the-job accident, at no cost to the employee. Benefits eligibility begins on the **1st of the month following 6 months of employment.**

Workers' Compensation

If employees suffer from an illness or injury that is related to their work, they may be eligible for Workers Compensation Benefits. Workers Compensation will pay for medical care and will cover a portion of lost wages resulting from job-related illnesses or injuries. The amount of benefits payable and the duration of payment will depend on the nature of their illness or injury.

If an employee is injured or becomes ill through work, **they must immediately inform their supervisor or HR regardless of how minor the injury or illness is.**

7.4 Flexible Spending Account (FSA) and Health Savings Account (HSA)

The Company has established FSA and HSA to allow employees to pay for expenses not covered by insurance such as deductibles, co-payments, co-insurance, prescriptions, and dental expenses, as well as qualified dependent care expenses, with pretax earnings, thereby saving Federal and state income and FICA taxes on the amount paid through payroll deductions.

Benefit eligibility begins on the ***1st of the month following 30 days of employment.***

Part of the participation in FSA or HSA is automatic when an employee elects to participate in the Medical or Dental Benefits Plan, meaning their premiums are deducted on a pre-tax basis. Employees electing to participate in FSA or HSA as it relates to medical and dental expense reimbursement and/or qualified dependent care expenses must complete the Flexible Benefits Account Enrollment form. It is the employee's responsibility to submit the Flexible Benefit Reimbursement Request form for payment of actual expenses incurred during a specific time period.

7.5 Retirement Savings Plan (401k)

Trident's 401K plan is designed to help employees save for retirement. Employees are automatically enrolled in the plan as a full-time employee beginning on the ***1st of the month following 30 days of employment at 3% unless they notify HR that they would like to opt out. Employees receive a welcome letter from the 401K provider providing website and telephone access instructions.***

Employees may contribute from 2% to 100% of eligible compensation (before income taxes are calculated) into the plan. The Company also allows employees to contribute eligible after tax compensation to ROTH IRAs. Employees who are age 50 or older by the end of the calendar year qualify to make additional pre-tax or "catch-up" deferrals. These deferrals are not matched by the Company.

- Each pay period, the Company will match 50% for every \$1 the employee contributes to the plan up to 6% of eligible compensation.
- The Employee is 100% vested in the money the employee contributes to the plan and the earnings on that money. Employees will be vested in Company contributions according to a three year schedule based on their length of service.

There are a variety of funds that employees may select as investment options, varying from a stable asset fund to higher risk aggressive growth funds.

7.6 Tuition Reimbursement

Trident encourages all full-time employees to develop and improve themselves through continued education. The Company believes that employee development is advantageous to both the Company and the employee.

Tuition Aid

Trident reviews and grants reimbursement at its sole discretion. To be eligible for educational assistance, employees must have full-time status and completed six months of service.

Employees are expected to attend class and complete study assignments outside of their regular working hours. Time spent on study is not considered time worked for the Company.

Course Requirements

College or Graduate level courses, special courses to develop or improve specific technical, managerial, or professional skills offered by accredited schools may be considered and approved for reimbursement if they are valuable to the employee in their current position or for future career development.

Correspondence courses may be approved if a comparable course cannot be obtained locally or if the employee's job responsibilities prohibit required classroom attendance.

Reimbursable/Non-Reimbursable Fees

All courses of study must be approved by the employee's supervisor and HR before the employee enrolls in the course, and the employee must complete the course to be eligible for reimbursement. The employee is not eligible for a refund under this program if reimbursement is received or available from any other source.

Employees seeking approval to take a course must agree to refund the Company if they terminate employment within six calendar months after receiving the refund for a completed course.

Applications for reimbursement for courses taken under this program must be made to HR within sixty days of course completion and must include:

1. Prior approval to take the course(s).
2. Verification of satisfactory course completion and grade attained.
3. Verification that all initial costs of the course have been paid.

When the requirements have been met for reimbursement and course(s) have been completed, reimbursement will be made, up to a maximum of \$2,500.00 in any one calendar year.

8. USE OF COMPANY PROPERTY

8.1 General Use of Company Property

Trident has invested in the property and equipment that employees use to perform their job. It is a senseless and avoidable drain on this Company's bottom line when people abuse Company property, misuse it, or wear it out prematurely by using it for personal business.

All employees must take care of Company property and report any problems to their supervisor. Employees must only use property in the manner intended and as instructed. If a piece of equipment or property is unsafe for use, employees need to report it immediately.

8.2 Company Electronic Equipment and Systems

Trident provides various Technology Resources to authorized employees to assist them in performing their job duties. Each employee has a responsibility to use the Company's Technology Resources in a manner that increases productivity, enhances the Company's public image, and is respectful of other employees. The Company reserves the right to advise appropriate legal authorities of any violation of law by an employee.

I. Technology Resources Definition

Trident Technology Resources consist of all electronic devices, software, and means of electronic communication including, but not limited to: Company provided mobile electronic equipment; laptop and workstation 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; instant and text messages, telephones; cellular phones; pagers; and voicemail systems.

II. Authorization

Access to Trident's Technology Resources is within the sole discretion of the Company. Generally, employees are given access to the Company's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the Company's Technology Resources will be given access to the necessary technology. Employees must successfully complete Company-approved training before being given access to the Company's Technology Resources.

III. Use

Trident's Technology Resources are to be used by employees for the purpose of conducting Company business only.

IV. Prohibition Against Harassing and Discriminatory Use

Employees sometimes use electronic mail for correspondence that is less formal than written memoranda. Employees must take care not to let informality degenerate into improper use. Under no circumstances may employees use the Company's Technology Resources to transmit, receive, or store any information that is harassing or discriminatory (e.g., sexually-explicit or racial messages, jokes or cartoons) or retaliatory.

V. Prohibition Against Violating Copyright Laws

Employees must not use Trident's Technology Resources to copy, retrieve, or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

VI. Other Prohibited Uses

Employees may not use Trident's Technology Resources for any illegal purpose or in any way that discloses confidential or proprietary information of the Company.

VII. No Right To Privacy Regarding Technology Resources

Employees have no right of privacy with respect to any equipment, messages, or information on Trident's Technology Resources. Trident may inspect all data on its Technology Resources at any time for any reason. The Company may also monitor its Technology Resources at any time to determine compliance with Company policies. The Company may use different programs to monitor and search the Company's Technology Resources including a keystroke program which may monitor and records any key strokes on a Company provided computer or mobile electronic equipment.

A. Passwords

Certain Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon employee of the Company. Even though employees may maintain passwords for accessing Technology Resources, no data in Technology Resources, including electronic-mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords or access coworkers' systems without express authorization.

B. Data Collection

The best way to guarantee the privacy of personal information is not to store or transmit it on the Company's Technology Resources.

1. Telephone Use and Voicemail: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voicemail messages.
2. Electronic, Instant, and Text Messages: Electronic mail is backed-up and archived. Authorized administrators read electronic, instant, and text messages.
3. Desktop Facsimile Use: Copies of all facsimile transmissions sent and received are maintained in the facsimile server.
4. Document Use: Documents stored on Company computers show which users have accessed the document for any purpose.
5. Internet Use: Internet sites visited, the number of times visited, and the total time connected to each site is monitored.

C. Deleted Information

Deleting or erasing information maintained on the Company's Technology Resources is, in most cases, ineffective. Any information kept on the Company's Technology Resources may be electronically recalled or recreated regardless of whether it may have been "deleted" by an employee. Because the Company periodically backs-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted. Therefore, employees who delete information should not assume that they will remain confidential.

VIII. The Internet and On-Line Services

The Company provides authorized employees access to on-line services such as the Internet. The Company expects employees to use these services in a responsible way and primarily for business-related purposes. Under no circumstances are employees permitted to use Trident's Technology Resources to access, download, or contribute to Internet sites that contain inappropriate content such as gross or sexually-oriented materials, gambling, information related to illegal drugs, or information that would violate the Company's policy relating to discrimination and harassment based on race (including traits typically associated with race such as natural hair texture, and protective hair styles such as braids, locks, and twists), color, creed, religion (including religious dress and grooming practices), sex/gender (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity and/or gender expression (including, without limitation, transgender, transsexualism, non-binary, gender non-conforming), marital status, sexual orientation,

age (40 and over), national origin (including language use and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), citizenship, immigration status, ancestry, military or veteran status, physical handicap, disability (physical and mental, including HIV and AIDS), medical condition (including cancer or a record or history of cancer), genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, or based on any other consideration made unlawful by federal, state, or local laws (collectively, "Protected Characteristics").

Additionally, employees may not use Trident's Technology Resources to sign "guest books" at websites or to post information to any websites, including posting messages to Internet news groups or discussion groups. These actions will generate junk electronic mail and may expose the Company to liability or unwanted attention because of comments employees may make. The Company strongly encourages employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts at home.

Trident monitors both the amount of time spent using on-line services and the sites visited by individual employees. The Company reserves the right to limit such access by any means available to it, including revoking access altogether.

IX. Software Use

All software in use on the Company's Technology Resources is officially licensed software. Software that has not been duly paid for and licensed appropriately may not be installed or used. No employee may load any software on the Company's computers, by any means of transmission, unless authorized in writing in advance.

X. Confidential Information

Trident prioritizes the protection of trade secrets and other confidential and proprietary information of both the Company and third parties ("Confidential Information"). Employees must use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the Company's Technology Resources.

Confidential Information should not be accessed through the Company's Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee) you may not copy, use, or

distribute this information. If you have received this message in error, please advise Trident Maritime Systems, LLC immediately at 703 236 1599 or return it promptly by mail."

XI. Security

Trident has installed a variety of programs and devices to ensure the safety and security of the Company's Technology Resources. Any employee found tampering or disabling any of the Company's security devices will be subject to discipline, up to and including termination of employment.

8.3 Telephone System

The Company's telephone system is for business use only. Employees are expected to keep personal calls to a minimum. If they must make or receive a personal call, they should keep their conversation brief.

Employee should avoid the use of speakerphones whenever possible. If they must use them, they should be courteous to those around them and if they have an enclosed office, shut the door.

8.4 Company Vehicle Policy

Only authorized employees may use Company vehicles, and they may do so only on Company business.

Employees must immediately report any accidents, mechanical problems, or other problems to their Supervisor or HR.

Employees may not use Company vehicles while under the influence of drugs or alcohol or while otherwise impaired.

Employees must have a valid Driver's License to use Company cars, and they must drive in a safe and courteous manner. If an employee receives any tickets for parking violations or moving violations, they are responsible for taking care of them and will not be reimbursed by the Company.

9. LEAVE AND TIME OFF

9.1 Approval of Certain Types of Leave

Trident complies with all State and Federally mandated leaves of absence.

Employees should submit an advance written request for leave to their Supervisor and HR. Each type of leave of absence may be subject to specific requirements of the employee, their physician, or other parties.

No **PTO** benefits will accrue if the leave of absence exceeds 30 days. Failure to return as scheduled from a leave of absence may be considered a voluntary termination of employment by an employee.

9.2 Family and Medical Leave Act (FMLA)

Employees may be eligible for a FMLA Leave of absence, and should contact HR and their supervisor about this type of leave. Employees must meet three criteria in order to be eligible. They must: have worked for Trident for at least 12 months; have at least 1,250 hours of service in the 12 months before taking leave; and work at a location where Trident has at least 50 employees within 75 miles of their worksite.

Under the FMLA, eligible employees can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, Trident will continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, employees will be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Trident will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Employees must give 30-days' advance notice of the need for FMLA leave to their supervisor and HR. If it is not possible to give 30-days' notice, they must notify their supervisor or HR as soon as possible.

Employees do not have to share a medical diagnosis, but must provide enough information to HR so it can determine if the leave qualifies for FMLA protection. Sufficient information could include documentation informing Trident that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform HR if the need for leave is for a reason for which FMLA leave was previously taken or certified. If the certification or recertification paperwork is insufficient, Trident will provide a written notice indicating what additional information is required.

Once Trident becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, HR will notify the employee if he or she is eligible for FMLA leave and, if eligible, also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, HR will provide a reason for ineligibility. HR will notify employees if their leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

9.3 Bereavement Leave

Trident will grant leave to enable an employee to attend the funeral of any immediate or non-immediate family member, spend time with family and friends and to attend to the required business matters, if necessary under the following conditions.

Immediate Family Bereavement leave will be granted for up to 3 work days for immediate family including the employee's spouse, domestic partner, mother, father, mother-in-law, father-in-law, child, sister, brother, grandparents, grandchildren, or person in the same residence as part of the same household as the employee.

Non-Immediate Family Bereavement leave for all other family members will be confined to the day of the funeral only, provided it is a normally scheduled workday.

Employees requesting bereavement leave must notify their supervisor as soon as possible. The supervisor may require proof of the relationship to the deceased. Bereavement leave will be paid only for scheduled work time lost and will **not** be counted in computing overtime. Employees will not receive pay in lieu of paid time off.

9.4 Disability Coverage

The Company provides short-term disability insurance (SDI) to eligible employees who suffer an injury or an illness outside of work that prevents them from working. This means employees will receive a **percentage** of their salary for a specific period of time. The state-operated plan may pay employees directly if he or she is out of work due to the illness or injury of certain family members or to bond with a new child. This protection is provided through employee contributions (the SDI deduction on your payroll check stub).

Under the state plan, workers may receive up to 8 weeks of paid benefits within a 12-month period. Applications for S.D.I. benefits are available from HR. Decisions regarding eligibility for SDI are made by the state, not by the Company.

9.5 Additional Leave Allowances for California Employees

As required by California State law, Trident will grant additional leave to employees who work in California. Please contact HR to get the specific requirements for applying for these types of leave, which include but are not limited to:

- **California Family Rights Act**
- **Court Process Leave and Leave to Seek Court Relief**
- **Medical Leave for Victims of Domestic Violence, Sexual Assault, or Stalking**
- **School Visitation Leave (involving suspensions, school activities, and day care activities)**
- **Pregnancy Disability Leave**
- **New Parent Leave (for locations not eligible for FMLA)**
- **Voting Leave**
- **Leave for Volunteer Emergency Rescue Personnel**
- **Bone Marrow and Organ Donor Leave (paid)**
- **Civil Air Patrol**
- **Literacy Leave**

9.6 Leave of Absence other than Family and Medical Leave

If an employee is not eligible for Family and Medical Leave or has exhausted their Family and Medical Leave entitlement, the Company may provide them with an unpaid medical leave of absence due to illness or injury. Unless otherwise required by law, Trident will make reasonable efforts to return employees to the same or similar job and at the same rate of pay held prior to their leave of absence, subject to operational and business requirements that may exist. If employees do not return from work on the originally-scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation, they may be deemed to have voluntarily terminated their employment with the Company.

In addition, if an employee fails to notify the Company of their availability for work when it occurs, fails to return to work when called by the Company unless otherwise excused by the Company, or does not show up to work beyond the maximum time allowed, they may also be deemed a voluntary termination of their employment with Trident.

9.7 Continuation of Health Insurance While on a Medical Leave of Absence

Trident will continue to pay for the employee's health and dental insurance benefits while they are on an approved medical leave of absence up to a period of 6 months.

Employees must pay their portion of the medical and dental premiums back to Trident within 90 days upon return from approved leave of absence.

9.8 Jury or Subpoenaed Witness Leave

Employees must immediately notify their supervisor if they are summoned for jury duty. Paid time off from work will be granted as necessary in compliance with applicable law. If a minimum of ½ work day remains after any day of jury selection or jury duty, employees will need to contact their supervisor to determine whether to report for work that day or not.

Paid jury leave is considered as hours worked for the purposes of **overtime** calculations.

Employees are allowed unpaid time off if summoned to appear in court as a witness, except that Exempt employees will be paid their normal salaries during any workweek in which they appear as a witness and also perform services for the Company, regardless of the amount of time spent performing those services.

Fees Paid by the Court

Upon their return to work, the employee must turn in to the Company any money paid for jury, except any travel pay received. Employees are responsible for reporting all taxable wages.

9.9 Military Leave/Return from Active Duty

Trident will provide military leave of absence and reinstatement for qualifying employees.

Employees who serve less than 91 days must be restored to the position for which they qualified and which they would have attained had their employment not been interrupted.

Employees who serve more than 90 days have the same rights, and additionally are entitled to be treated as though he or she had never left for purposes of rights and benefits based upon length of service. This means that the employee must be considered for promotions, and the time spent in the military will be credited for seniority, successive within-grade increases, probation, career tenure, annual leave accrual rate, and severance pay.

9.10 Holiday Leave

Trident provides holiday pay to eligible full-time employees. Scheduled holidays vary from year to year and by location. When a holiday falls on a Saturday or Sunday, it will be observed on the preceding Friday or the following Monday.

Full-Time employees whose regular workweek is 30 or more hours, but less than 40 hours, will be eligible for 75% pay.

To receive holiday pay, non-exempt employees must be eligible to receive a paycheck during the pay period in which the holiday falls. Employees who are hired, terminated, or on leave of absence must work the complete scheduled shift the day before and the day after a holiday to receive holiday pay. Paid time off days are considered as days worked with regard to holiday pay providing the time was scheduled in advance of the holiday.

If the employee does not have paid time off remaining and requests the time off in advance and it is approved, then holiday pay will be paid.

Employees on any unpaid leave of absence are not eligible for holiday pay unless required by law.

Paid holidays are considered as hours worked for the purposes of overtime calculations.

9.11 Paid Time Off (PTO)

Full-time employees are eligible to receive Paid Time Off (PTO). PTO is flexible time off from work that can be used for vacation, personal time, or illness. PTO must be scheduled in advance and approved by supervisors, with at least 24 hours' notice, except in cases of illness or emergency.

Trident strongly encourages employees to take advantage of their PTO eligibility throughout the year to maintain a healthy work-home balance. This policy does not include holidays, jury duty, bereavement leave, or business personal leave.

It is supervisors' responsibility to closely monitor and manage employees' PTO. Supervisors may dictate how and when employees take their PTO and require them to use accrued time for any absence.

Please note that this policy may be changed at any time by Trident's CEO or COO.

Availability

PTO eligibility is based on the length of service. PTO that is accrued in the current year is advanced to the employee each year on 1 January – but employees still need to accrue it during the year.

PTO for regular full-time employees is accrued during the calendar year of employment under the following schedule:

Calendar Year	Advanced Hours	Monthly Hours Accrued
1 st through 4 th	96	8.00
5 th through 10 th	136	11.33
10 Years and over	176	14.66

Leave accrual is based on straight time hours worked. If an employee works 2080 straight-time hours in a year, he or she accrues the earned leave time up to the maximum limit. If an employee wants to request PTO in excess of what they have accrued, they must gain approval from their supervisor, the Managing Director, HR, and the CEO or COO.

Full-Time Reduced Schedule Employees

Full-Time employees whose regular workweek is 30 or more hours, but less than 40 hours, are eligible for 75% PTO.

Scheduling PTO

PTO should not interfere with Trident's operations and employees need to make a good effort to provide supervisors with as much time as possible to consider PTO requests, with a minimum of 24 hours' notice. The PTO schedule for vacation planning purposes is normally developed during the first quarter of the calendar year. In determining the PTO schedule, preference is based on length of service with the longer service employees having first choice in the event of a scheduling conflict. Employees communicating early with their supervisors about planned vacations helps ensure all PTO is taken in a reasonable amount of time. Exempt employees are required to save required PTO days during a scheduled shutdown, non-exempt can take it without pay.

New Hires – First Fractional Year

PTO during the employee's first fractional year is available upon 90 days of employment. If an employee needs to take PTO within their first 90 days, their request must be approved by both their manager and HR. This schedule establishes the number of hours new employees are eligible for based on their hire date:

Date of Hire	Advanced Hours
January 1 st – March 31 st	96
April 1 st – June 30 th	72
July 1 st – September 30 th	48
October 1 st – December 30 th	Not eligible

Carry Over

PTO time is not cumulative. Trident expects all employees to take their PTO within the Year (by December 31). If an employee is unable to take scheduled leave due to Company-imposed priorities and the leave cannot be rescheduled for later in the year, up to 250 hours of leave may be carried over to the first quarter of the following year upon approval from a Managing Director, HR, and the CEO or COO. There is no statutory requirement that unused PTO time be paid to employees

during their employment as at the end of the year, or at any other time. The only time PTO payout occurs is when an employee leaves the company.

Pay Provisions

All payments for PTO are made at the employee's base pay rate (including any shift premium). PTO is associated with work and does not accrue during any leave of absence (unless required by law).

Required Use of PTO before Unpaid Leave

Employees are required to take accrued and unused PTO before taking unpaid leave or unpaid absences. Family and Medical Leave (under both state and Federal law) is included in this requirement, unless the employee is receiving wage replacement through a disability leave plan or is on Pregnancy Disability Leave.

PTO must be taken during the calendar year or forfeited unless mandated by law, or the Trident CEO or COO have authorized PTO to be carried over.

Terminations

Employees whose employment terminates will be paid for accrued, unused paid time off on a pro rata basis. If the separated employee has used the current year's advance leave hours in excess of accrued leave hours, then the unaccrued hours will be deducted from the employee's final pay if permitted by applicable state law.

10. PERFORMANCE

10.1 Performance Evaluations

Employees may receive performance reviews from their supervisor. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties, or recurring performance problems.

The performance evaluation may review factors such as quality and quantity of work the employee performs, their knowledge of the job, initiative, and other job related factors. Performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives for future work performance. Performance evaluations do not guarantee increases in salary or promotion.

10.2 Position Descriptions

Each Trident job classification has a formal job description, which outlines an individual's job responsibilities and reporting relationships. The job description is used for wage and salary administration, training, and performance evaluation.

10.3 Progressive Discipline

Trident administers equitable and consistent discipline for unsatisfactory performance or conduct in the workplace.

The Company's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The primary purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

While Trident may use progressive discipline at its discretion, employment with Trident is at will and both the employee and Trident have the right to terminate employment at will, with or without cause or advance notice.

Disciplinary action may call for any or all of the following three steps – verbal warning, written warning, or termination of employment – depending on the severity of the problem and/or the number of occurrences.

11. EMPLOYEE CONCERNS & OPEN COMMUNICATIONS

11.1 Fair Workplace Practices

If an employee believes a work condition or treatment is unjust, unfair, a hindrance to effective operation or creates a problem, they should discuss it with management.

Misunderstandings or conflicts can arise in any organization and most incidents resolve themselves naturally. However, should a situation persist that the employee believes is detrimental to themselves or to the Company, the employee is encouraged to discuss the problem with their supervisor, request a meeting with the next line of management or on-site General Manager, or take their concern directly to HR.

The Company encourages employees to come forward with concerns immediately so it may take appropriate action to resolve the issue as soon as possible. Trident has an ethics hotline, Lighthouse Services, through which employees can bring concerns directly to senior management. **The Lighthouse phone number is 844-450-0007.** All complaints will be handled as discretely as possible. When the investigation is complete, the Company will take the appropriate action, if any.

This policy does not apply to claims involving perceived violations of the Company's equal employment opportunity or workplace harassment policies. Such claims should be reported immediately to HR.

The Company will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If any employee believes that they are being subjected to any kind of negative treatment because they made or were questioned about a complaint, they should report the conduct to HR.

11.2 Open Door Communications

A major part of a successful operation is two-way communication between and among all employees. Trident will communicate philosophies, goals, and objectives to employees. At the same time, employees should share how they feel about events

happening within Trident. The company values employee input to solve problems. Each employee should feel free to express their ideas, their likes or dislikes, and Trident encourages that conduct.

12. STANDARDS OF CONDUCT

12.1 Workplace Behavior

Employees must conduct themselves in a responsible, professional, and ethical manner. They must report any unethical or dishonest behavior to their supervisor.

Trident will address violations of these rules of conduct and any other violations of Company policy on an individual basis. Pursuant to the Company's at-will employment policy, the Company reserves the right to impose whatever form of discipline it chooses, or none at all. Disciplinary action may include, but is not limited to, oral or written warnings, suspension, demotion, or involuntary termination.

12.2 Punctuality and Attendance

Punctual attendance is mandatory. In cases of absence for any reason, employees must notify their supervisor as soon as possible. Poor attendance, absence without notification, or habitual tardiness might be subject to appropriate disciplinary action, up to and including termination. If an employee cannot arrive to work on time, they must call their supervisor or HR.

Absenteeism & Tardiness Control

Absenteeism is disruptive; it results in a breakdown of work accomplishment, lowers morale, reduces efficiency and is a serious cost burden to the Company. Even for unpaid absences, the Company must still pay for the benefits of the absent employee and must hire a greater number of employees than necessary to fill in for absent employees.

While Trident recognizes that a certain amount of absence due to illness or emergency situations may occur and is often beyond the control of an employee, the Company must have a reasonable degree of regularity in the attendance of its employees to remain competitive. This program is not in any manner intended to apply to the conscientious employee who occasionally must miss work or who suffers a period of illness. The program has one purpose only: To provide a means for correcting the attendance of an employee who has been unexcused, excessively absent or tardy. Unsatisfactory attendance and tardiness will result in disciplinary action, up to and including termination.

Voluntary Termination

Voluntary termination results when an employee voluntarily resigns their employment, or fails to report for three consecutively scheduled work days without notice or approval.

12.3 Employee Appearance and Dress

Employees must dress appropriately for their position and job duties, and should be neat and clean at all times. Trident places specific restrictions on appropriate dress of some employees for safety reasons, but the company will try to reasonably accommodate an employee's special dress or grooming needs that are the result of religion, ethnicity, race, or disability.

12.4 Employee Privacy

Trident will investigate and interview employees in the course of implementing and enforcing company policies. Trident will conduct searches of employees' persons, vehicles, work stations and locations, furniture, clothing, purses, briefcases, luggage, lockers, toolboxes, personal items and other possessions, mail addressed to employees at work, documents, computer, e-mail, voicemail, Internet and telephone communications and databases, and any and all other articles or information within their possession or control, while employees are on duty, on Employer or customer property or while operating or being transported in a commercial motor vehicle or any other vehicle used, at that or any other time, in the service of the Employer.

An employee's interference, non-cooperation, or refusal to submit to such investigations, interviews, searches and seizures, or to required tests, may lead to disciplinary action up to and including discharge. Trident employees should have no expectation of privacy while performing duties while on Trident, vendor, or customer premises (including parking lots), on project or work sites, or while in a Trident vehicle or personal vehicle used in the service of Trident.

12.5 Social Media

Trident recognizes that Social Networking (such as personal websites, blogs, Facebook, MySpace, Twitter, online group discussions, text messaging, message boards, chat rooms, etc.) are used by many employees on their own time. The Company respects the right employees to maintain a blog or post a comment on social networking sites. However, the Company has a business interest in protecting the Trident name, and other intellectual property.

To protect Trident's identity, integrity and reputation, employees must adhere to the following rules:

1. Employees may not post on a blog or social networking site during their working time or at any time using Trident equipment or property. Trident's electronic communication systems are for business use only.
2. If an employee identifies himself or herself as an employee of Trident on any social networking site, the communication must include a disclaimer that the views expressed are those of the author and do not necessarily reflect the views of Trident Maritime Systems.

3. All rules regarding confidential and trade secret business information apply in full to blogs and social networking sites. Please see the Trade Secret and Confidential Information Agreement for definitions of what constitutes Trade Secret and Confidential Information.
4. Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social networking site. For example, posted material relating to the Company and its employees that is discriminatory is not permitted. The Company's policies prohibiting discrimination, retaliation, and/or harassment based on race, religious creed, color, age, sex, genetic information, sexual orientation, gender identity, gender expression, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by Federal, state, and local laws and ordinances apply equally to employee comments concerning the Company and its employees on social networking sites, even if done on nonworking time. Employees are encouraged to review those sections of the Handbook for further guidance.
5. Employees are prohibited from misappropriating or using without permission the Company's intellectual property on any social networking site or other online forum. Employees are reminded that there are civil and criminal penalties for posting copyrighted material without authorization.

Nothing in this policy should be construed to prohibit an employee from discussing their wages or terms and conditions of their employment in any forum or place they choose.

12.6 Drug and Alcohol Policy

Alcohol

Consumption of alcohol during the work day, including breaks and meal periods, or at any time on Trident premises (including Trident parking lots), within Company vehicles, or at any customer, vendor, or other project or work site is prohibited, except for refreshments served by designated personnel during Company sponsored events conducted for customers and during officially sanctioned Trident employee functions. On those occasions, all employees are expected to act responsibly and to exercise prudence in the amount of alcohol they consume.

Apart from these limited exceptions, the possession, storage, transfer, or consumption of alcoholic beverages, or being under the influence, during the work day, including breaks and meal periods, or at any time on Company premises, within Company vehicles, or personal vehicles used for Company business, or at any customer, vendor, or other project or work site, or in any other location while working, is a violation and will result in possible disciplinary consequences, as well as civil and/or criminal prosecution. Employees are subject to a lawfully adopted alcohol testing policy.

Drugs

Drugs are defined as any behavior modifying product, including marijuana. Employees are prohibited from possessing, storing, transferring, or using such substances, or reporting for work under the influence of drugs, unless Trident receives prior notice from the employee and satisfactory confirmation from a health care provider that the drug has been prescribed to the employee for a current condition. Even in such cases, however, if the drug affects the employee's ability to perform the essential functions of his or her position, or if use of the drug poses a threat to the health and safety of the employee, co-workers, customers, vendors or the public, Trident may restrict or prohibit its use.

Apart from these limited exceptions, the possession, storage, transfer or consumption of such drugs, or being under the influence thereof, during the work day, including breaks and meal periods, or at any time on Company premises, within Company vehicles, or personal vehicles used for Company business, or at any customer, vendor or other project or work site, or in any other location while working, is a violation and may result in disciplinary consequences, as well as civil and/or criminal prosecution. Employees are subject to a lawfully adopted drug testing policy.

As a Federal contractor, Trident also complies with the Federal Drug Free Workplace Act.

Drug-Free Workplace Policy

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on Trident premises, in the Company's vehicles or while engaged in the Company's activities is strictly prohibited.
2. Employees must abide by the prohibitions contained in this policy as a condition of their employment and must notify their supervisor or HR of any criminal drug statute conviction for a violation occurring within the workplace within five (5) days of such conviction. Within ten (10) days of such notification or other actual notice, the Company will advise the contracting agency of such conviction.
3. Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.
4. At the discretion of the Company, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate in an approved drug assistance or rehabilitation program.

Drug-Free Awareness Program

In order to maintain a drug-free workplace, Trident has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, the drug-free workplace policy, the availability of any drug-free

counseling, rehabilitation and employee assistance programs, and disciplinary actions that may be imposed for violations of this policy.

Rehabilitation

Trident will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance may request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of current drug or alcohol use. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the drug-free workplace regulations. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

13. OCCUPATIONAL HEALTH AND SAFETY

13.1 Safety First

All Trident employees must work safely and assist the Company in avoiding workplace conditions or practices which might cause an accident. Employees must immediately report to their supervisors any unsafe condition or practice, or any injury or accident.

Personal hygiene and clean work areas make for a more pleasant, as well as a safer, place to work. Employees must wash or sanitize their hands before returning to work after visiting the toilet areas and before dispensing any food or beverages. Employees should also keep their work areas and/or work sites as neat and orderly as possible. Please place all litter from lunches, scrap production debris, and other waste in appropriate receptacles.

All employees must follow all OSHA regulations and Company safety rules. Any employee who is furnished safety equipment by the Company will be required to wear such safety equipment at all times while doing the work for which the equipment is furnished. Safety equipment furnished by the Company, which is damaged or worn out in use, will be replaced free of charge, provided the worn or damaged equipment is turned in when the new equipment is issued. Employees who abuse or lose equipment, however, to the extent not prohibited by law may be subject to discipline and/or deductions from pay if the loss was caused by dishonest and/or willful conduct.

13.2 Work-Related Accidents and Illness & Safety

Any employee who has an accident or incurs an injury while on Company premises, or at any other place while on Company business, by law must notify their supervisor immediately. Employees also are expected to report to their supervisor any unsafe situation or condition they observe at the Company. Managers and Safety personnel are responsible for completing accident reports.

13.3 Smoking and Tobacco Products

Trident is committed to provide a safe and healthy environment in compliance with government regulations, and to promote personal health and wellness.

Smoking and/or use of tobacco products is prohibited anywhere on Company property at any time. Tobacco products include but are not limited to: cigarettes, e-cigarettes, cigars, chewing tobacco, illegal substances that can be smoked, smokeless tobacco, snuff, and pipe smoking. Company property includes all land, buildings, structures, parking lots, means of transportation owned by or leased to Trident.

It is the responsibility of every employee to monitor and enforce the tobacco-free work environment. Violations of this policy may result in disciplinary action.

Employees may request assistance to quit using tobacco products. Several options are available for employees to consider, and employees should contact HR.

13.4 Workplace Violence

Trident has a **zero tolerance** for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to disciplinary action up to and including termination.

Possession of weapons on Company premises and at Company-sponsored events shall constitute a threat of violence unless Company authorized as part of an individual's position or if the individual possesses any legally owned firearm, when such firearm is lawfully possessed and locked inside, or locked to, a private motor vehicle in a parking lot and when the employee is lawfully in such area; this exception applies only in those states where employees are legally entitled to keep such firearms locked in their vehicles.

It is every employee's responsibility to assist in maintaining a violence-free work environment. Employees should report any incident which they reasonably believe is threatening or violent to their supervisor or HR.

13.5 Emergency Office Closing

In the event of inclement weather, natural disaster, power outage or unforeseen emergency, management may decide to delay opening or, to open, Company locations for business. It is the employee's responsibility to obtain the information regarding whether their office is closed.

Employees who do not report to work at all during the workday due to inclement weather when their work location is open for business, **or when the facility is closed due to reasons beyond the control of the Company**, may use a vacation or personal day; otherwise, the absence will be considered an unpaid absence.

However, exempt employees who perform work within a week in which there is inclement weather are entitled to their full weekly salary as required by law.

Should a facility be closed after the start of a shift, employees present at the time of the announcement will be paid two (2) hours, or hours worked, whichever is greater.

13.6 Cell Phones and Driving

Employees are prohibited from using cell phones or PDAs for work-related matters while driving. If they must make a work-related call while driving, they must wait until they can pull over safely and stop the car before placing their call. Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be their first priority.

14. BUSINESS ETHICS AND CONFLICTS OF INTEREST

14.1 Business Ethics

Conducting business in an ethical manner is of the utmost importance to Trident. Moreover, the Company strives to comply with any and all applicable laws, regulations and local requirements.

While local customs and traditions differ from place to place, honesty is not subject to criticism in any culture.

How Employees Conduct Business is Important

Trident expects compliance with standards of integrity throughout the organization. Employees who achieve results at the cost of violating laws and regulations may be subject to disciplinary action including termination.

Maintaining Accurate Books and Records

Trident is committed to maintaining a system of internal controls that ensures accuracy in its financial books and records. Employees at all levels must exercise complete integrity and honesty, and compliance with accounting rules and controls. All transactions must be accurately reflected in the Company's books and records. Falsification of books, records, and any off-the-book bank accounts are strictly prohibited.

If any employee has reason to believe that a Trident employee is conducting business contrary to this policy, they must report it immediately to their supervisor or HR.

14.2 Company Confidential Information

Employees must use the Company's Confidential Information for the Company's business purpose only and only in accordance with their proper job duties. During their employment, employees shall not disclose Confidential Information to any outside party including, but not limited to, any business or agent of any business without the

prior written authorization of a Company officer, unless required by law. When the employment relationship terminates, for any reason, Trident employees must return all Confidential Information and all other Company property, documents, materials, tools, or equipment issued to them by the Company, including all copies and information storage versions, except a copy of this Handbook (subject to the non-disclosure restriction in the prior paragraph). The obligation to maintain the confidentiality of such information and not to disclose, use, remove or retain it continues, both during and after employment with Trident, without time limitation. An employee's unauthorized disclosure, use or retention of Confidential Information may result in possible civil and/or criminal prosecution, as well as discipline up to and including termination. If an employee has signed a Non-Disclosure Agreement (NDA) with Trident, the terms of the NDA will prevail over any language within this handbook.

Nothing in this Policy prohibits an employee from cooperating with governmental investigations or reporting possible violations of laws or regulations to any governmental agency or entity, as required by law. This Policy does not restrict employees from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a government agency authorized to receive such information.

14.3 Confidential Information Defined

Confidential, trade secret or proprietary information ("Confidential Information") includes but is not limited to discussions, documents and research, notes, memoranda and data (including audio and video tapes and electronic or computer data stored on hard drives, disks or otherwise) regarding strategic plans, operating plans, proposals, estimates, pricing, bidding, projects, marketing, customers and prospective customers and projects, Company services or products, research, development, protected health information, financial information, which employees prepare, compile, have access to, or receive at any time during the course of their employment which is not generally known to the public and has value to the Company.

Confidential information does not include an employee's wage rate or wages, hours, working conditions and general terms and conditions of employment which employees may discuss with other individuals and outside groups.

Conflicts of Interest

Trident expects its employees to devote their full work time, energies, abilities, and attention to the business. Employees should avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Company. Employees who, because of other work or activities, cannot make this commitment may be asked to end their employment with the Company.

A conflict of interest exists when an employee's loyalties or actions are divided between Trident and a competitor, supplier, or customer. Employees who are unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest should

discuss the situation with their supervisor or HR. Any exceptions to this policy must be approved in writing by the CEO or COO.

Nothing in this Policy prevents an employee from discussing terms and conditions of employment or engaging in other concerted activities protected by law.

Some examples of the more common conflicts that should be avoided by all employees include, but are not limited to:

Corporate Opportunities

Employees may not use any Company property, information, resource or position for personal gain or to compete with the Company in any way.

Outside Association with Competitor

Trident prohibits any employee, directly or indirectly, without the prior written consent of an officer of the Company, from owning, managing, operating, controlling, being employed by, becoming employed with, advising, or assisting any business or enterprise which is engaged in providing goods or services that are competitive with any goods or services offered by Trident.

Financial Interest in Trident's Business Partners

Each employee must report any financial interest which they or a member of their immediate family have in an individual or business concern with which Trident may have a business relationship; any connection they or a member of their immediate family have with any such individual or business concern as a result of which they or their immediate relatives may receive remuneration as a director, officer, employee, or agent of the individual or business concern.

Competitive Bidding Process

Employees must comply with all provisions of Trident's competitive bidding purchase policy.

Gifts and Entertainment

Neither an employee nor any member of their immediate family (including spouse, children, parents, or siblings) may accept gifts of more than token value, loans (other than routine loans from established financial institutions), excessive entertainment, or other substantial favors from any outside individual or company which does or is seeking to do business with, or is a competitor of Trident.

Other Common Conflicts of Interest

Employees should disqualify themselves from taking part in, or exerting any influence on, any transaction where personal interests may conflict with those of Trident. Examples of activities that are considered to be detrimental to Trident are:

1. Performing outside work or activities for a competitor.
2. Performing outside work or services for a vendor, which helps that vendor gain preferential treatment over other vendors with the Company.
3. Performing outside technical services or other services, which are competitive with the Company's activities.
4. Transmitting Confidential Information which the Company has developed for its use or for the use of its clients to any unauthorized outside interest unless required by law.
5. Transacting personal business with outsiders under circumstances which might lead the outsider to believe that they are dealing with the Company rather than the individual. For example, transacting personal business using Company letterhead.
6. Using Company business relationships with outside individuals or concerns for personal profit or advantage.
7. Competing with the Company, directly or indirectly, in the development of a business opportunity, or in the purchase or sale of property, property rights or interest.

Reporting Responsibility

Employees should avoid potential conflicts of interest and make such disclosures as Trident may require from time to time, and to review with their management any questionable activities that might be construed to be a conflict of interest. If employees believe they have an actual or potential conflict of interest, they must report it to their supervisor.

Supervisors must review and evaluate potential conflict-of-interest situations and when necessary, refer such situations to higher levels of management. HR and the CEO and COO will be responsible for approving any exceptions to this policy.

Conflict of Interest Verification

All employees are required to read and acknowledge a Conflict of Interest Statement annually. The statement will require disclosures regarding the following, if any:

- A. Any contract, arrangement, understanding, practice or circumstance in which the employee will be or might become entitled to a fee, commission, retainer, royalty, bonus, payment, deferred payment, compensation, loan, or any consideration whatsoever from a business, which is now or which may become a supplier, customer, or party to a contract with the Company.
- B. Any situation in which the employee is a partner in a business enterprise, an owner either in whole or in part of a business, a consultant or advisor for

compensation to a business enterprise or enterprises, or one who renders a professional or consulting service which is now or which may become a supplier, customer, or party to a contract with the Company or which may compete with the Company.

15. DISCRIMINATION AND HARASSMENT

15.1 No Harassment and Non-Discrimination

Trident does not tolerate harassment of job applicants, contractors, or employees by another employee, supervisor, vendor, customer, or any third party. Any form of harassment on the basis of race (including traits typically associated with race such as natural hair texture, and protective hair styles such as braids, locks, and twists), color, creed, religion (including religious dress and grooming practices), sex/gender (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender identity and/or gender expression (including, without limitation, transgender, transsexualism, non-binary, gender non-conforming), marital status, sexual orientation, age (40 and over), national origin (including language use and possession of a driver's license issued to persons unable to prove their presence in the United States as authorized under federal law), citizenship, immigration status, ancestry, military or veteran status, physical handicap, disability (physical and mental, including HIV and AIDS), medical condition (including cancer or a record or history of cancer), genetic characteristic or information, protected medical leaves (e.g., leave under the Family and Medical Leave Act), domestic violence victim status, political affiliation, or based on any other consideration made unlawful by federal, state, or local laws (collectively, "Protected Characteristics") or any other classification protected by Federal, state, or local laws and ordinances is a violation of this policy and will be treated as a disciplinary matter.

Harassment Defined Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails), or physical conduct (including physically threatening another or blocking someone's way) that denigrates or shows hostility, disrespect or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave in a professional and respectful manner at all times.

Sexual Harassment Defined Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender

All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

Reporting Procedures: If employees believe someone has violated this policy, they must promptly bring the matter to the attention of their supervisor or HR administrator. If the employee would prefer not to report this conduct to their supervisor, they should make a written or oral communication to the HR Director or to Lighthouse Services, the Trident Ethics hotline as referenced in Section 11.1 of this handbook. If they make a complaint under this policy and have not received a satisfactory response within five (5) business days, they should contact the HR Director.

Investigation Procedures: Trident will promptly conduct an impartial, thorough, and timely investigation of the facts and circumstances of any claim of harassment. To the extent possible, the Company will endeavor to keep the reporting employee's concerns confidential. During the investigation, these steps will occur:

1. Employee reports the incident to supervisor, HR, or Lighthouse Services including names of all parties and witnesses involved, date(s) it occurred, location(s) it occurred, and a detailed explanation of the incident.
2. If it was reported to a supervisor, the supervisor will immediately share the report with HR and/or the CEO and COO.
3. If it was reported to Lighthouse Services, the CEO or the Compliance Officer will share the report with HR.
4. HR will interview the victim, the alleged harasser, and any parties or witnesses as necessary.
5. HR will document the Company's findings regarding the complaint.
6. HR will document recommended follow-up actions and remedies.
7. HR will inform the complainant of the Company's findings if it is not a confidential complaint.

Upon completion of the investigation, the Company will take corrective measures against any person who has violated any discrimination or harassment policies. These measures may include, but are not limited to: counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom Trident determines has violated this policy will be subject to discipline, up to and including termination.

No Retaliation Trident prohibits any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of their supervisor or HR. Anyone, regardless of position or title, whom Trident determines has violated this policy against retaliation will be subject to discipline, up to and including termination.

Trident cannot remedy claimed harassment or retaliation unless employees bring these claims to the attention of management. Failure to report claims of harassment and/or retaliation prevents the Company from taking steps to remedy the problem.

HR implements this policy and will respond to inquiries and complaints from management and employees regarding discrimination, sexual harassment, or other forms of harassment. HR will also provide information, education, and training to employees and management in regard to this policy.

16. ENDING EMPLOYMENT

16.1 Separation from Employment

Employees may be separated from employment voluntarily, involuntarily, or by retirement. If possible, employees who separate voluntarily or retire, are asked to

provide sufficient notice of resignation or a minimum of two (2) weeks to allow for adequate transition of the affected department. Notice of resignation should be in writing addressed to HR; and the letter of resignation will be made a part of the employee's personnel file.

Upon termination or resignation, employees must return all Company property, keys, and confidential information. Employees will receive information relating to their employee benefit plans and the continuance of those, if applicable, as well as the disposition of any money in the 401(k) Retirement Savings Plan. The employee's final paycheck will be distributed on the final day of employment in California and on the next payday at all other locations.

In most situations, an ***exit interview*** will be arranged with HR in advance of or on the last date of employment in order to discuss final pay and benefits, collect Company property, and give the employee a chance to discuss any special circumstances surrounding their resignation and an opportunity to make recommendations concerning the position they are vacating.