



2021 GROW Program

The RITALKA, Inc. 2021 GROW Program is a program aimed at attracting and retaining valuable and talented employees to RITALKA during these difficult recruiting times. The Program offers a number of incentives for both current and new employees.

Program Duration: All incentives listed below will remain in effect for the foreseeable future, but none are intended to be permanent incentives. All or select incentives may be cancelled in whole by the RITALKA CEO following 30 days' notice.

Individual Duration: All or selected incentives may be cancelled in whole or in part for specific individuals by the RITALKA CEO, a company President, or Plant Manager.

Incentives:

\$1,000 Sign-on Bonus**
Effective Date: May 1 st (retroactive)
Eligibility: Full Time New Hires
Description: <ul style="list-style-type: none"> - \$250 will be payable at the end of the 1st week* - \$250 will be payable at the end of the 10th week* - \$500 will be payable on the 6th month anniversary * - Not available for part-time employees unless approved by CEO. - Not available for re-hires unless approved by CEO. - Must be employed on the date of receipt of each payout. - Must have at least 95% attendance record.

401(k) Mid-Year Match
Effective Date: June 30, 2021 (retroactive)
Eligibility: Current Employees enrolled in the RITALKA 401k Plan
Description: <ul style="list-style-type: none"> - 25% match of employee contribution of up to \$1,000 (\$250 match cap) based on January – June 2021 contributions. - Match will be paid to 401k account with August 13th payroll. - Match will vest on December 31, 2021 if you are still employed. If you terminate for any reason prior to January 1, 2022 this match will not vest and it will be withdrawn from your 401k account.

Referral Policy
Effective Date: Immediately
Eligibility: Current Employees
Description: This policy is no longer in effect

*Paid out and included in the subsequent payroll

**If this program is cancelled, RITALKA will honor future payments for those eligible employees who are part-way through the program.

Part Time Employment

Effective Date: Immediately

Eligibility: Current Employees and New Hires

Description:

- Willing to accept employees working fewer than 40 hours per week at President and Facility Manager’s discretion.
- Sign-on Bonus will be provided at CEO’s sole discretion.
- Not eligible for benefits
- Not eligible for double time overtime

Enhanced Training

Effective Date: Immediately

Eligibility: Current Employees and New Hires

Description:

- RITALKA will leverage internal training for welders, CNC, Robotics, etc.
- RITALKA will work with local Vo-Tech schools if available.
- Training programs must be pre-approved by President and Facility Manager.

Flexible Hours

Effective Date: August 9, 2021

Eligibility: All Employees

Description:

- Willing to consider start and end times that differ from location’s set schedule.
- Schedules must be established and adhered to.
- For the safety of employees, all schedules must ensure that at least three (3) employees are working in the same area of the same facility at all times. If this is not possible, we cannot accommodate that specific flexible schedule.
- Saturday morning work will be considered.
- All flexible schedules must be pre-approved by President and Facility Manager.

Flexible Work Week

Effective Date: August 9, 2021

Eligibility: Nonexempt Employees

Description:

- Will permit the following schedules for full-time employees:
 - o Four days per week, ten hours per day (4 x 10)
 - o Five days per week, eight hours per day (5 x 8)
- No mandatory overtime.
- All holiday pay will be paid out at 8 hours per day on the date of the holiday. Employees will not be required to, but may, make up any short hours that fall on a holiday week.

Double Time Overtime
Effective Date: August 9, 2021
Eligibility: Nonexempt Employees
Description: <ul style="list-style-type: none"> - Overtime will be paid at a rate of double time for all hours over 40 each week. - No mandatory overtime. - For those that desire overtime, RITALKA will guarantee 5 hours of overtime every week. - RITALKA Pay and Hours Worked Policy applies.

COVID PTO Thank-you
Effective Date: September 1, 2021 (to allow those near 200 hours to use down their PTO)
Eligibility: Current Employees
Description: <ul style="list-style-type: none"> - To say “thank you”, RITALKA is providing all current employees with a one-time addition to their PTO bank as follows: <ul style="list-style-type: none"> o 1 year employment = 2 hours PTO o 2 years employment = 4 hours PTO o 3 years employment = 6 hours PTO o 4+ years employment = 8 hours PTO - Must be employed on September 1, 2021 to receive.

Exempt Employee Incentive
Effective Date: November 1, 2021 (to allow those near 200 hours to use down their PTO)
Eligibility: Current Exempt Employees
Description: <ul style="list-style-type: none"> - To say “thank you”, RITALKA is providing all current employees with a one-time addition to their PTO bank as follows: - Because exempt employees are not eligible for double time overtime, RITALKA is offering exempt employees an additional 8 hours of PTO. - Employees must be employed in an exempt status on August 1, 2021 and still employed in an exempt status on November 1, 2021 to receive the 8 hours of PTO added to their PTO bank.