

intertek

Total Quality. Assured.



**EMPLOYEE
HANDBOOK**

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Introduction

Intertek recognizes that its employees are its greatest asset. The energy, enthusiasm, and creativity that employees bring into the workplace are key drivers to the Company's success. Intertek feels that equitable and competitive benefits and clear communication of policies and procedures will allow employees to focus on the important business of providing excellent service to our customers.

This handbook summarizes the principal Intertek benefits, obligations, procedures and policies and also provides guidance and information. If you have questions, need further information, or are in doubt as to how these policies and procedures apply to you, please contact your manager or the Human Resource Department.

As an Intertek employee, you are expected to adhere to the policies presented in this handbook. However, these policies and procedures do not comprise an exhaustive list of all conditions of employment. They do not constitute or imply a contract of employment, nor should they be taken as a promise of continued employment. Intertek is an "at-will" employer which means that either the employee or the Company may terminate the employment relationship at any time, for any reason not otherwise prohibited by applicable law, with or without notice. Intertek reserves the right to modify, revoke, suspend, terminate, or change any and all such benefits, obligations, policies, or procedures, in whole or in part, at any time, without notice.

We look forward to a mutually rewarding and productive employment relationship. Please take the time to learn more about our organization by thoroughly reviewing this handbook and again, welcome to Intertek.

Introduction to the Employee Handbook

We are pleased to introduce you to the core benefits, policies, and procedures that you will experience as an Intertek employee!

Our company recognizes that people are our greatest asset and the energy, enthusiasm, and creativity that people bring into the workplace are key elements to the Company's success. We feel that equitable and competitive benefits, policies, and procedures and their clear communication will allow employees to focus on the important business of providing excellent service to our customers!

Our employee handbook summarizes the Company procedures and policies that are important to you while working at Intertek and provides guidance and information to management and staff. It is impossible for any summary to detail every situation that may be encountered. Therefore, if you need further information, or are in doubt as to how any of the policies and procedures applies to you, please contact your supervisor or Human Resources.

While Intertek thoroughly believes in the importance of adhering to the points presented in this handbook, these policies and procedures are not necessarily the sole conditions of employment nor do they constitute or imply a contract of employment. Neither should

they be taken as an agreement for continued employment. Intertek reserves the right to modify, revoke, suspend, terminate, or change any and all such plans, policies, or procedures, in whole or in part, at any time, without notice.

Please take the time to learn more about your organization by thoroughly reviewing this handbook and again, welcome to Intertek!

*** Union agreement may supersede certain policies, benefits and procedures. Unionized employees are to refer to the current Union agreement for details.**

About Intertek

Intertek can trace its history back over 130 years. The Company has grown over the past 100 years through developing new services and expanding its operations to meet the increased global demand for quality and safety of products and services.

We provide services to a wide range of industries including, Aerospace & Automotive, Building Products, Chemicals, Consumer Goods & Retailers, Electrical & Electronic, Energy, Food & Agricultural, Industrial, IT & Telecoms, Medical & Pharmaceutical, Minerals, Petroleum, Toys, Games & Hardlines and Textiles Apparel & Footwear. We concentrate on industry sectors in which we have the critical size to provide our customers with global world-class services which are based on a deep understanding of their current and future needs and challenges.

Our reputation for quality and our close relationships with our customers have enabled us to develop outsourcing partnerships with many globally-renowned companies. They are confident in the knowledge that Intertek will manage and operate their in-house testing facilities or quality processes along the entire supply chain, while reducing their overhead costs.

Our mission to support and add value to our customers is delivered through over 40,000 people across Intertek worldwide. Intertek offers a wealth of career opportunities and challenges. As a truly global company, Intertek enables you to share your skills and knowledge across geographical, cultural and technical borders. We have a strong emphasis on training and professional development and this, together with the strength of our collective leadership, ensures that our people remain motivated to deliver a world class service.

Our Core Purpose

"To bring quality and safety to life"

Our Vision

"To become the world's most trusted partner for Quality Assurance"

Our Mission

"Our mission is to exceed our customer's expectations with innovative and bespoke Assurance, Testing, and Certification services for their operations and supply chain. Globally. 24/7."

Our Customer Promise

"Our Innovative, Assurance, Testing, Inspection and Certification solutions delivered 24/7 with precision, pace and passion, enabling you to power ahead safely."network, we enable our customers to dedicate their primary energies to their core business activities. We offer comprehensive programs and services which draw on our industry specific knowledge and technical expertise."

Our Values

We are a global family that values diversity.

We always do the right thing. With precision, pace and passion. We trust each other and have fun winning together.

We own and shape our future.

We create sustainable growth. For all.

Nature of Employment

Each employee of Intertek USA or Intertek USA's Affiliated, parent or subsidiary companies, is an employee-at-will, which means that an employee may resign at any time and Intertek may terminate an employee at any time with or without cause. This at-will employment relationship may not be changed by any written document, oral statements or representations, or by conduct, unless such change is specifically acknowledged in writing by an authorized officer of Intertek. The term "Affiliate" means Intertek USA and any other entity that, directly or indirectly through one or more intermediaries, controls, is controlled by, or us under common control with Intertek USA. Without limiting the above, Affiliates of Intertek USA include all companies owned directly or indirectly by Intertek Group plc.

Cooperation & Communication

Intertek values teamwork. Cooperation is essential both within and between departments, locations, and business lines and employees are encouraged to assist their co-workers with the same energy and enthusiasm as their external customers. Willingness to work together as part of a team is a key contributor to job satisfaction and business success.

Communication is also essential in accomplishing personal and business goals. Intertek promotes an open-door policy in which employees are encouraged to discuss any issues or concerns with their managers. Managers are responsible for addressing concerns and bringing timely resolution to employee issues. If an employee is dissatisfied with the timeliness or appropriateness of a manager's response, the employee should discuss these concerns or issues with the next level of management or the Human Resource Department.

Code of Employee-Employer Relations

Intertek is firmly committed to the fundamental principles and mutual rights and obligations that make up the employment relationship between the Company and its employees. In a continuing effort to implement reasonable and effective personnel policies and practices, Intertek pledges:

- To employ individuals on the basis of their qualifications with assurance of equal opportunity and treatment regardless of race, religion, creed, citizenship status, color, age, sex, sexual orientation, marital status, national origin, mental or physical disability, genetic makeup or veteran's status or any other basis protected by federal, state, territorial, or local law.
- To compensate employees based on merit and to provide employee benefits which are compatible with the industry.
- To establish and maintain safe and healthy working conditions.
- To welcome reasonable, constructive suggestions which relate to methods, procedures, working conditions and the nature of the work performed.
- To establish open channels of communication with supervisors, managers, and Human Resources.
- To permit each employee discretion and responsibility consistent with a well-coordinated and effective operation.

The Company asks that employees bring energy, enthusiasm and a willingness to cooperate and collaborate to work each day and expects employees:

- To give a productive day's work to the best of their abilities and skills;
- To arrive at the workplace and begin work on time;
- To demonstrate a considerate, friendly and constructive attitude towards fellow employees, customers, and the public;
- To adhere to the policies adopted by Intertek;

- To not discuss Company confidential or customer confidential information and/or activities;
- To comply with all applicable laws and regulations;
- To not engage in behavior while working or while attending a Company-sponsored event that could compromise the integrity or damage the reputation of the Company

While acting in the best interest of the employees and the business, Intertek maintains the right to make managerial decisions including, but not limited to, the following:

- To determine the goals, programs, and direction of the Company;
- To determine and change methods by which operations are to be carried out;
- To establish, change, or discontinue its policies, practices, rules and regulations;
- To determine and change the size and qualifications of the work force;
- To assign duties to employees in accordance with Company needs and requirements;
- To transfer employees within departments or into other departments and other employee classifications;
- To determine and change hours of work;
- To provide performance reviews and criteria in order to evaluate employee performance;
- To reassign, supervise, discipline or dismiss employees; and,
- To carry out any other activities as required by the needs of the business.

Equal Employment Opportunity and Affirmative Action

Intertek is committed to providing equal employment opportunity to all applicants and employees without regard to ancestry, age (40 and above), creed, color, citizenship status, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity or gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin, race, religion, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation or any other status, classification, or activity protected by law with respect to recruitment, hiring, upgrades, training, promotion and other terms and conditions of employment.

Intertek will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, women, protected veterans and disabled persons are introduced into our workforce and considered for promotional opportunities. Furthermore, written Affirmative Action programs are established to aid in achieving representation in the workforce of all groups as they are represented among similarly qualified members of the labor force from which employees are selected. The results of the Affirmative Action programs shall be reviewed at least annually and the programs modified as may be necessary to achieve stated objectives.

Diversity

In recognition of the broad diversity of cultures represented across our global customer base, Intertek upholds workforce diversity as an essential part of the company's ability to maintain long-term growth and success. Intertek promotes changing workforce demographics and we believe that our ability to respect and manage employee differences is essential to building diverse, high-performing work teams which enhance Intertek's competitive advantage in the marketplace.

Reasonable Accommodations INDIVIDUALS WITH DISABILITIES

Intertek complies with federal and state laws concerning the employment of persons with disabilities, and does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. These laws protect applicants or employees who have physical or mental impairments that qualify, under either federal or applicable state, territorial, or local law, as disabilities. Intertek is committed to providing reasonable accommodations to qualified employees with disabilities. The goal of such accommodation is to assist the employee in performing the essential functions of the job.

Any employee who believes that he or she requires a reasonable accommodation should contact the Human Resources Department. All inquiries will be kept in confidence to the greatest extent possible and information regarding a disability will be released only on a narrow, need-to-know basis, as necessary to provide a reasonable accommodation. Intertek will engage in an interactive process with the employee to identify a reasonable accommodation that does not create undue hardship for the Company. Intertek reserves the right to verify the impairment or medical condition and limitations or restrictions through medical documentation and/or a second opinion and determine alternative accommodations. Employees can submit a request form to their manager or HR to commence the interactive process. The request form can be found on the [General Employee Resources](#) page of the intranet.

PREGNANCY ACCOMMODATIONS

Intertek will not discriminate against employees because of pregnancy based on gender and pregnancy-related disabilities, with respect to terms and conditions of employment, refuse to hire an applicant because of pregnancy or discharge an employee because of pregnancy. Additionally, Intertek will not treat a female employee whom we know, or should know, is affected by pregnancy in a manner less favorable than the way we treat non-pregnant employees with similar work abilities or inabilities.

Intertek will make reasonable accommodations available for female employees affected by pregnancy (which is defined to include pregnancy, childbirth or medical conditions related to pregnancy or childbirth) when such employees request an accommodation based on the advice of their physician, even if the employee's pregnancy is "normal," so long as the requested accommodation does not impose an undue hardship on the business operations of the Company. Employees can submit a request form to their manager or HR to commence the interactive process. The request form can be found on the [General Employee Resources](#) page of the intranet.

ACCOMMODATION OF RELIGIOUS BELIEFS

Intertek complies with federal and state laws prohibiting discrimination in employment based on the religious beliefs of employees and applicants, and does not discriminate based on religious beliefs in any aspect of employment. Intertek takes seriously its obligation to provide reasonable accommodations to the sincerely held religious beliefs of its employees, including the obligation to accommodate religious observances and religious dress, unless doing so creates an undue hardship or a safety hazard. Generally, requests for accommodations for time off for religious observances will be addressed through use of paid time off. Any employee who believes he or she requires a reasonable accommodation should contact the Human Resources Department. Intertek will engage individuals in an interactive process with the employee and management to identify a reasonable accommodation that does not create undue hardship to the Company. Employees can submit a request form to their manager or HR to commence the interactive process. The request form can be found on the [General Employee Resources](#) page of the intranet.

Immigration

Intertek complies with U.S. Immigration laws and hires only those legally authorized to work in the United States. Individuals must have valid work authorization to be employed by Intertek.

In compliance with the Immigration and Nationality Act, Immigration Reform and Control Act of 1986, Immigration Act of 1990, the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, and

other related laws, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. The form must be completed within three (3) business days of the date employment begins. Failure to do so will affect continued employment with Intertek.

When an employee's work authorization expires or an immigrant/non-immigrant status changes, the employee must inform HR and present valid updated or new employment authorization for continued employment. When an employee is rehired, Intertek will re-verify employment eligibility.

Intertek also participates in the E-Verify program which requires the Company to validate employee identification and employment eligibility with the Social Security Administration (SSA) and the Department of Homeland Security (DHS) databases, based on the information new employees provide when they complete the Form I-9. If, after completing the E-Verify validation process, the Government cannot confirm that an employee is authorized to work and issues a Final Non-Confirmation to Intertek, or if an employee fails to take action to resolve any verification issues within the applicable deadlines, employment will be terminated.

Nepotism

In keeping with good business practice and to guarantee equal employment opportunities to all, employment decisions made by a manager (including hire, promotion, merit, reassignment, hours, scheduling, etc.) that impact the manager's immediate family members must be approved by the Vice President for the manager's business unit and by the Human Resources Executive.

Immediate family for purposes of this policy applies to individuals who are related by blood, marriage or adoption and is defined as: spouse, mother, father, step-parent, son, daughter, step-children, brother, sister, half-siblings, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, and legal guardian or other person who stands in place of a parent. For purposes of this policy, "spouse" means those employees having a legal marital, civil union, or other similar relationship, as well as employees involved in a relationship which, in the Company's judgment, is characterized by the permanence, duration and stability normally associated with marriage. For purposes of this policy, it is lawful to ask an applicant to state whether he or she has a relative as defined in this policy who is presently employed by the Company, but such information may not be used as a basis for an employment decision except as stated herein.

The following guidelines will be used:

- Immediate family members may only be hired by the Company after securing approval from the Vice President for the Business Line and the Human Resources Executive.
- Immediate family members will not be hired into a department into which they will directly or indirectly supervise or be supervised by another family member, or into a position where they will be responsible for approving work, time, or compensation for a family member.
- Immediate family members will not be placed in positions in which they work with or have access to sensitive confidential information regarding other immediate family members.

- If employees become related or fall under the definition of immediate family members after employment, reasonable time will be provided to find a solution for any potential conflicts of interest. If a solution is not possible, the Company may require the transfer of one or both the related employees as a condition of continued employment. Transfer is conditioned upon availability of open positions for which an individual is qualified.

Notwithstanding this policy, the Vice President for the Business Line and the Human Resources Executive retain the right to refuse to appoint a person to a position in the same department, business line or facility, where his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security or morale, or involves a potential conflict of interest.

Intertek strives to avoid a conflict of interest, or appearance of a conflict of interest, although all parties should recognize that easy accommodation of the situation may not always be possible.

Workplace Relationships

Intertek does not generally prohibit romantic relationships between Intertek employees. However, in certain circumstances such relationships can create the risks of: conflict of interest; jeopardizing equal employment opportunity; improper influence with respect to employment decisions; and harassment claims. For these and other reasons, a romantic relationship between an employee and his/her direct or indirect supervisor is strictly prohibited.

A managerial employee and non-managerial employee who are involved in a relationship, but who do not work in the same department or reporting line, are required to disclose the relationship to the Human Resources Department to permit monitoring of any current or future, potential or actual conflicts of interest. In addition, the two employees may be required to sign a relationship agreement.

Employees who are not in a direct or indirect reporting line who become involved in a romantic relationship should disclose

the relationship to the Human Resources Department. Intertek will then evaluate the situation, whether one or both employees should be transferred, and any other option for eliminating a potential conflict of interest while maintaining operational integrity. In addition, the two employees involved may be required to sign a relationship agreement.

If during any of these situations a conflict of interest exists which cannot be eliminated, one or both of the employees may be separated from employment.

No Child Labor

The Department of Labor administers and enforces the federal child labor law; many states also have laws regarding child labor. Generally speaking, federal law sets the minimum age for employment, restricts the hours employees under 18 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. These laws are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety.

Therefore, Intertek's policy is to not employ any person under the age of 18.

Outside Employment and Activities

Additional employment outside of Intertek is permissible if it does not interfere, compete or conflict with Intertek interests, and provided it does not hinder the employee's ability to meet the responsibilities and demands of his or her required work for Intertek. Employees are required to obtain approval in advance from the employee's manager before engaging in outside employment.

Intertek encourages outside involvement in community, industry and charitable activities, including directorships in non-profit community organizations, as long as they do not cause conflicts of interest or create demands that interfere with the job. Employees are required to disclose any such directorships or similar management or policy-making roles to their Manager in advance of accepting the role.

Intertek will, at all times, honor and comply with any applicable law that recognizes any employee's right to engage in specific activities off Intertek premises and outside of work areas.

Pre-Employment Screening

Offers of employment will be contingent upon successful completion of a pre-employment drug/alcohol screen and a background check, to the extent, and in the manner permitted or mandated by applicable state, territorial, and federal law. Background checks may include verification of education, employment history, job qualifications, credit history, conviction record, and motor vehicle history. A conviction record is not an automatic bar to employment.

All screens will be administered in accordance with federal and state laws, and employees (or post-offer "applicants") adversely affected by any screen shall be afforded all rights provided by applicable law. Additional details regarding drug and/or alcohol screens and background checks can be found under the Drug Free Workplace Policy and the Employment Records section respectively within this Employee Handbook.

In addition, with respect to any drug or alcohol screening, Intertek will comply with all applicable state and federal law concerning the confidentiality of such screening, and its results.

Anti-Harassment

Intertek is committed to maintaining a workplace that is free of harassment. Harassment of any form, including sexual harassment, will not be tolerated. Harassment can occur in the workplace or in other settings which are part of the scope of employment with the Company.

HARASSMENT DEFINED

Harassment is any physical or verbal conduct directed at a person because of his/her ancestry, age (40 and above), creed, color, citizenship status, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity or gender expression, marital status, medical condition (genetic characteristics, cancer or a record or

history of cancer), military or veteran status, national origin, race, religion, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation or any other classification, status, or activity protected by federal or applicable state law. Harassment based on gender can be sexual or non-sexual in nature.

Examples of actions that may rise to the level of harassment are:

- An employee who is teased, harassed and/or made fun of by one or more employees because of gender or other characteristics, so much so that it creates an intimidating and hostile work environment.
- Creating an intimidating work environment or demonstrating favoritism.
- Religious harassment stemming from jokes, teasing or coercion about religious beliefs, practices or clothing.
- Gender harassment involving conduct, behaviors and conversations that demean someone because of gender.
- Age harassment involving negative treatment on the basis of age, including exclusion, restrictions or coercing someone to retire.
- Racial harassment involving offensive stereotyping through words, jokes and gestures.
- Harassment stemming from bias against one's national origin, such as when a person's gestures, comments, symbols, customs, or accent are under attack.

SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting said individual; or,

- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Sexual harassment is behavior that occurs because of the victim's sex, and is unwelcome, personally offensive, offensive to a reasonable person, and severe or pervasive, such that it alters the terms and conditions of employment and so creates a hostile work environment. Examples of sexual harassment include, but are not limited to the following:
- An employee who is told by a supervisor that refusing to submit to advances or engage in sexual activity will result in termination;
- An employee who is terminated or demoted from employment as a result of refusing to submit to a supervisor's sexual advances;
- An employee who is promoted or given a raise, as a result of submitting to a supervisor's sexual advances; or,
- An employee is subjected repeatedly to sexual advances, jokes or comments.

THOSE COVERED BY THIS POLICY

This policy covers all U.S. employees of the company. Intertek will not tolerate harassment of employees or third parties by any of its employees. In addition, Intertek will not tolerate harassment at work of its employees by any person who is not an employee, such as a customer, independent contractor, vendor or visitor. Harassment will not be tolerated at any of Intertek's work locations or in any other work-related settings such as business trips or social events. Employees have the responsibility to conduct themselves in an appropriate manner and are encouraged to promptly report all information regarding harassment by following the process outlined in the following sections.

REPORTING

Any employee who believes that he or she has been subjected to discrimination, harassment, or other prohibited behavior by his/her supervisor, any member of management, co-worker, third-party vendors or in the course of conducting the Company's business, should contact his/her supervisor or manager

or human resources representative. Policy violations may also be reported by calling the Intertek Hotline at 1-800-461-9330 or online at www.IntertekHotline.com. Any supervisor, manager or human resources representative who is aware of a complaint must notify Human Resources to ensure that it is promptly reported, thoroughly and fairly investigated and treated as confidentially as possible. All employees and all levels of management are expected to provide assistance and support for this policy to assure complete compliance. Failure to cooperate will result in discipline up to and including termination of employment. As noted above, retaliatory treatment of any employee reporting discrimination, harassment, or other prohibited behavior is strictly prohibited and should be reported immediately to his/her supervisor, manager or human resources representative, or the Intertek Hotline.

Employees in California can complain of harassment or discrimination to the Department of Fair Housing and Employment at www.dfeh.ca.gov, 800-884-1684 or by email at contact.center@dfeh.ca.gov.

Intertek may impose any corrective action as the Company deems appropriate, at any time, if it is determined that harassment has occurred. While this policy is designed to address harassment, the policy is not intended to limit Intertek's authority to discipline or take remedial action for any workplace conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of harassment.

ZERO TOLERANCE FOR RETALIATION

Every employee is encouraged to come forward without fear of reprisal, as Intertek's equal employment opportunity and affirmative action policies prohibit any and all forms of retaliation against anyone who in good faith complains that these policies are not being followed, or who otherwise participates in a Company or agency investigation into such complaints, even if sufficient evidence is not found to substantiate the complaint. If you believe that you have been subjected to retaliation, your complaint should be directed to one of the individuals identified below.

After receiving a complaint involving a violation of the Intertek's equal opportunity or affirmative action policy, the Company will investigate and take corrective action, as appropriate. Complaints and investigations will be kept confidential to the maximum extent possible. No one, regardless of position or length of service, is exempt from these policies. In the event any violation of this policy is confirmed, appropriate action of discipline will be issued, up to and including termination.

The name, address and phone number of Federal and State agencies responsible for handling complaints of harassment are posted at each Intertek branch per state and federal regulations, or are available from the Human Resource Department.

SPECIAL NOTE FOR EMPLOYEES IN THE U.S. VIRGIN ISLANDS - REGARDING COMPLAINTS OF DISCRIMINATION AND/OR HARASSMENT:

Employees who believe that their complaints have not been adequately resolved within Intertek may file claims with the Virgin Islands Department of Labor on St. Croix at 2203 Church Street, Christiansted, St. Croix, 00820 -4612 ; Tel:(340) 773-1994 ; Fax No.: (340) 773-1858; the Virgin Islands Department of Labor on St. Thomas at 54A-B Kronprindsens Gade, St. Thomas, Virgin Islands 00802 - Tel: (340)776- 3700; Fax No.: (340) 774-5908; the Virgin Islands Civil Rights Commission at (340) 774-5666; or the United States Equal Employment Opportunity Commission at 525 F.D. Roosevelt Ave.; Plaza Las Americas, Suite 1202; San Juan, Puerto Rico 00918-8001; (787) 771-1464; Fax (787) 771-1485.

Introductory Period

Beginning a new position is both exciting and demanding. It is important that every employee make sure the new position meets expectations and that the Company is confident that the new employee is going to be successful in his or her new role.

In order to allow time to ensure mutual expectations are realized, every new or rehired employee is afforded an introductory period of 90 days following the date of hire. This introductory period constitutes an integral extension of the selection process, and Intertek

uses this period to observe an employee's work habits and capabilities. Throughout this period, the employee may receive feedback on job performance and adherence to work rules either verbally or in a written performance review.

Any significant absence during the initial 90 days will automatically extend the introductory period by the length of the absence. If the Company determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance and provide the necessary feedback, the introductory period may be extended for a specified period of time.

The introductory period does not alter the at-will relationship between an employee and Intertek. The 90 day introductory period does not guarantee 90 days of employment and employment may be terminated at-will at any time, subject to applicable law. All employees, even those who successfully complete the introductory period, remain at-will employees and their employment may be terminated at any time for any reason by either the employee or Intertek, subject to applicable law.

Performance Appraisals – My 10X Journey

Intertek's goal is to develop employees and promote individual as well as team excellence. This is accomplished by setting objectives, reviewing progress, acknowledging results, and providing informal and formal feedback on an ongoing basis.

Supervisors are expected to conduct formal performance appraisals every year for their employees. The performance appraisal should address job expectations, desired achievements and objectives, and development planning. The review is an opportunity to link individual employee performance with organizational performance goals and to facilitate communication between employees and management. Throughout the year, employees and supervisors should meet to discuss progress towards achievement of objectives and the employee's development plan. At the end of each performance appraisal period supervisors and employees formally meet to have a meaningful discussion on results,

strengths, opportunities, progress and growth plans. Employees are encouraged to actively participate in this process and communicate their needs and career aspirations. The employee will be asked to comment on the appraisal and acknowledge it by signing a form. The employee will be given a copy of the appraisal and a copy will be placed in their employment file.

Employment Classification

In order to help you fully understand your employment status, Intertek has defined the following employment classifications. If you are unclear about your specific classification, please ask your manager or the Human Resource Department.

Each employee is designated as Non-Exempt or Exempt based upon specific provisions of federal and state wage and hour laws, as well as those applicable to employees in the Virgin Islands and Puerto Rico. Intertek will at all times comply with the laws of each individual workplace jurisdiction with respect to employees in such workplaces. Exempt or Non-Exempt classification may be changed upon written notification by the Human Resource Department.

- Non-Exempt Employees are entitled to overtime pay under the overtime provisions of federal and state wage and hour laws.
- Exempt Employees are excluded from overtime provisions of federal and state wage and hour laws, and are not eligible to receive overtime pay.

In addition to the legal classifications above, each employee is assigned to one of the following:

- **Regular Full-Time Employees** are employees that are regularly scheduled to work an average of 40 or more hours per week and are not in a temporary status.
- **Regular Part-Time Employees** are employees that are regularly scheduled to work less than 40 hours per week and are not in temporary status.

- **Casual Employees** are employees that are not regularly scheduled for work and are not in a temporary status. Casual employees generally work on a project by project basis, or in an "on-call" capacity.
- **Temporary Employees** are employees hired to perform temporary work assignments, typically for less than a six month period of time.
- **Interns** are employees who are hired to perform temporary work assignments, and who are also enrolled in a post-secondary educational institution at the time of the assignment. Intern work assignments are typically for a semester, trimester, or summer between semesters. These assignments are also normally less than six months.

Other staffing classifications or arrangements may be added by the Human Resource Department in an effort to remain flexible as business needs dictate. The classification of an employee will not be affected by a change in scheduled hours which are of a temporary or intermittent nature.

Eligibility for various benefit programs can be found throughout the Employment Handbook.

Time and Attendance

Employees are expected to be punctual and maintain consistent attendance.

The Company has established work hours and time-off options which meet the needs of both employees and customers.

HOURS OF WORK

Intertek will comply with all applicable state laws related to hours of work. Subject to such laws, however, the number of hours worked in a work week will generally differ depending on Employment Category. Work schedules may vary based on applicable state law and local business requirements. With reference to these criteria, local management will determine the schedule(s) for their location.

TIME ENTRY

All employees are required to accurately and timely submit their timesheets in order to be paid in the regular payroll cycle. Employees who fail to submit their time as instructed by management and/or the Payroll Department will be subject to discipline, up to and including termination for repeat occurrences.

BREAKS

Scheduled work and meal breaks are determined by local management and will vary by location, subject to all applicable state, territorial, and federal laws. All non-exempt employees are required to keep track and record hours worked and breaks taken in accordance with applicable state laws.

PUNCTUALITY

Intertek operates in a highly competitive service industry. Much of the Company's success depends on the cooperation, teamwork, and availability of its employees. The tardiness of one employee can affect the entire team, becoming a burden in even the shortest durations. Therefore employees are expected to arrive to work on time. Employees who are late for work or who leave early may be subject to corrective action up to and including termination.

ABSENTEEISM

Employees who take an unscheduled absence for any reason must notify their direct supervisor of the absence no later than one hour prior to the start of their shift. For

unscheduled absences that continue beyond one (1) day, the employee must notify their supervisor each day of the absence no later than one (1) hour before the shift starts. Early notification allows the supervisor to make alternative arrangements to cover work assignments. An unscheduled absence of three (3) or more days without notice (no call, no show) may be treated as a resignation (i.e. job abandonment) by the employee, unless otherwise subject to protection by state or federal law.

If an employee's unscheduled absence from work exceeds three (3) working days, written documentation signed by the employee's doctor or health care provider must be provided to the Human Resource Department on the day of return. This documentation must confirm the necessity for such absence and must state that the employee is able to return to work. For chronic or 'patterned absence', an employee may also be required to submit such documentation. A patterned absence is defined as an unscheduled absence that consistently occurs on Mondays and/or Fridays; before and/or after an employee's day off; before and/or after a holiday; or, on the same day(s) each week, or taken on a day when a vacation request was denied.

Employees may be considered excessively absent from work if they have greater than three (3) unscheduled absences in a rolling three (3) month period. Employees who exhibit chronic, patterned or excessive absences within a three (3) month period will be subject to corrective action, up to and including termination.

MEDICAL AND PERSONAL APPOINTMENTS

Medical and/or personal appointments should be scheduled if practical outside normal working hours. Otherwise, they should be scheduled if possible either first thing in the morning or late in the afternoon for minimal interruption of the work day.

Time off that is approved by the employee's supervisor at least twenty-four (24) hours prior to the requested time off is considered a scheduled absence and will be recorded accordingly. Time off that is not pre-approved is considered an unscheduled absence. In certain

defined situations, medical appointments may meet the requirements for leave under the Family and Medical Leave Act (FMLA). Refer to the FMLA policy for additional information. Intertek will comply with applicable law in each state or other jurisdiction.

Compensation Philosophy

Intertek's compensation philosophy provides competitive compensation opportunities and various rewards based on performance. Employees may be rewarded for their work through base pay and/or variable compensation programs. Pay increases ensure that compensation remains competitive, while variable pay provides incentives that vary due to the nature of the position held with Intertek in an effort to align rewards with performance. For details regarding compensation, contact the Human Resource Department.

Intertek's compensation structure is based on competitive market data. Market data is gathered from reputable published sources and is based on wage information of competitors and companies that are competing for the same talent. An employee's compensation is typically reviewed annually, and may be adjusted based on the performance of Intertek and individual performance, competitive factors such as market conditions, and/or change in duties and responsibilities of the employee's job.

Variable Compensation

The Company may, at its discretion, choose to sponsor a bonus plan or provide a bonus as part of an employee's variable compensation package. There are limitations on which positions may or may not be eligible to receive a bonus. Except as may otherwise be required under applicable state or territorial law, or by written agreement with the employee, any employee on a bonus or incentive plan must be actively employed with the Company through the end of the calendar year and at the time of the bonus payout to be eligible to receive payment.

For employees who receive commissions as part of their compensation packages, such commission payments are governed by the terms of the written commission agreement.

Pay Transparency Non-Discrimination Provision

Intertek will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay

or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions may not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the Company, or (c) consistent with Intertek's legal duty to furnish information.

Pay Periods

Employees are paid bi-weekly for a total of twenty-six (26) pay periods per year. Payment is made for all time worked, one week in arrears. Paydays are scheduled every other Friday in accordance with a bi-weekly schedule.

Time Reporting

Employees must submit their hours worked in a timely manner per Company-issued deadlines and using Company-approved systems. Time is reported for the standard work week. Company designated holidays, paid time-off (PTO), vacation, sick leave, leaves of absence, etc. must be recorded using the proper pay codes. Failure to submit time on the approved system and by the deadline may result in delays in payment for that time period, as allowed by law, and/or corrective action for failure to follow instructions and company procedures. All hours worked must be reported and paid. Altering, falsifying, or tampering with time records will result in corrective action, up to and including termination of employment.

Intertek takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay or problems with payroll or direct deposit, the employee should promptly bring the discrepancy to the attention of the Employee Service Center so that corrections can be made. Employees are responsible for entering their hours worked accurately and within the published payroll deadlines, reviewing their paycheck statements and/or their direct deposits to ensure that their pay is correct, and to report issues as they arise.

Non-Exempt employees must record their starting time and ending time for each day, including any unpaid breaks throughout the day. Exempt employees must record any exception time, such as holidays, PTO, vacation, bereavement, etc. Managers must review and approve their employees' time records at the end of each pay period.

Rest Periods and Meal Breaks

Intertek will fully comply with the law of any state or other jurisdiction with respect to any mandatory rest periods or meal breaks. Non-exempt employees are required to accurately report meal and rest breaks in accordance with state law.

Payroll "Deductions"

Deductions from the gross amount earned by an employee will be made only as required or permitted by federal or state law, including, where permitted, for amounts to which the employee has consented in writing. In keeping with Federal guidelines requiring that employers notify employees of any payroll deductions, the list below is provided for reference. Earnings and deductions are detailed on your paycheck statement.

- Federal Income Tax
- FICA (Federal Income Contributions Act): Social Security, Medicare
- State Income Tax, where applicable
- Local taxes, where applicable
- Any other deductions or wage garnishments mandated by applicable state or federal law (e.g., Child Support Orders, IRS)

Examples of other deductions that may be taken, if authorized by the employee in writing and permitted by the law applicable in the state in which he/she is employed, are:

- Health, Dental, and Vision Insurance
- Long-Term Disability Insurance
- Supplemental Life Insurance
- Flexible Spending Account Plans
- Retirement Savings Plan 401(k)

- Repayment of debt owed to the employer, including over-utilization of paid time off, and overpayment of wages

Exempt employees are paid on a salaried basis and are expected to work as many hours as needed to perform the work required, which may include checking emails and taking phone calls when they are on vacation or paid leave. Because of this expectation, an exempt employee's salary is not subject to reduction because of variations in the quality or quantity of the work performed. Intertek prohibits deductions from the weekly pay of exempt employees, except under the following circumstances, on the condition that each such circumstance must provide a permissible ground for deduction according to the limitations and restrictions on any such deductions under applicable state or federal law:

- Deductions from pay, based on work performed on fewer than the otherwise-scheduled number of days in a full work week, may be made in the initial or final weeks of employment.
- Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
- Deductions from pay may be made for absences of one or more full days caused by sickness or disability (including work-related accidents) pursuant to Company FMLA, sick, disability, and/or workers' compensation policies.
- Subject to and consistent with applicable state law, deductions from pay of exempt employees may be made for unpaid disciplinary suspensions of one or more full days imposed for violations of company workplace conduct rules or for penalties imposed in good faith for infractions of safety rules of major significance.

WHAT TO DO IF YOU BELIEVE AN IMPROPER DEDUCTION HAS BEEN MADE

If you are an exempt employee and believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to the Employee Service Center. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Overtime Compensation

Intertek compensates non-exempt employees at 1.5 times their base rate of pay for hours worked over 40 in one work week, unless otherwise mandated by applicable state law. Intertek will comply with the applicable law in the workplace jurisdiction governing its various employees. Subject to such laws, overtime compensation is generally paid when hours actually worked in a week by a non-exempt employee exceed 40. Unless otherwise mandated by applicable state law or stated within a specific policy, paid time-off is not counted as hours worked for purposes of calculating overtime.

All overtime must be approved or authorized in advance by the supervisor. While the Company will not deduct unauthorized overtime from an employee's time worked, employees who work overtime without prior authorization may be subject to disciplinary action, up to and including termination of employment.

Shift Differential

Non-exempt employees may be eligible for a shift differential in addition to their base pay rate. To determine eligibility, consult with your direct supervisor or with the Human Resources Department.

Business Expense Reimbursement

Intertek will reimburse eligible employees for reasonable travel expenses, including the cost of transportation, meals, and lodging, provided such expenses are authorized and in compliance with the reimbursement policy.

Although clearly defined rules cannot be established for every circumstance, it is the responsibility of each employee to exercise good judgment in all situations and to keep the company's best interest in mind. By signing and submitting an expense report, the employee certifies that the report is accurate and that reimbursement is for justifiable business expenses in accordance with company policies.

It is the responsibility of the approving manager to control expenses in a manner that is suitable for both the employee and the company, and to be in compliance with Federal and State laws. In addition, approving managers are responsible for ensuring compliance to this policy and should not approve any expenses that do not comply.

The Business Expense Reimbursement Policy is available on Intertek's intranet or from the Finance Department. Failure to comply with this policy, including the failure to submit expenses in a timely manner, or fraudulent submittal of expenses, may result in non-reimbursement of expenses and/or corrective action up to and including termination of employment.

Company Vehicles

Only approved Intertek employees may drive a company vehicle. A Company vehicle is to be used for daily work purposes. Employees in possession of a company leased vehicle are responsible for maintaining it in a mechanically sound and neat and clean condition. Any defective parts or conditions should be reported immediately to the Procurement Department.

The following conditions must be adhered to in order to retain the privilege of driving a company vehicle.

- Employees must possess a valid driver's license for the state in which they reside.
- Current Certificates of Insurance must be present in the vehicle at all times.
- Seat belts must be worn at all times.
- Employees must not e-mail, "text," or use any other keying function of a cell phone or hand-held electronic device, while the car is in operation, and must follow the Cellular and Satellite Telephone policy in this Handbook with respect to making telephone calls. Certain business units may have more restrictive policies. Employees in those business units are required to follow the more restrictive policy.
- Employees will not place or install personal items or equipment that will deface the vehicle at the time of installation or upon removal.
- If an accident occurs, the process and conditions identified on the Certificate of Insurance must be followed.
- Damage or accidents must be verbally reported immediately to the Company's Risk and Health & Safety Department, and a written report must be submitted within 24 hours. Failure to report damage or accidents within 24 hours must be explained.
- Driving under the influence of drugs and/or alcohol or while utilizing medication that may impair driving ability is strictly prohibited.
- Employees must follow state and local laws regarding automobiles which include, but are not limited to, parking, speed limits, use of seat belts, and use of cell phones.

Intertek reserves the right to remove company vehicle driving privileges and/or issue corrective action at its discretion or if any of the above conditions are not met. In addition, the Company may remove this privilege and/or issue corrective action, up to and including termination of employment, if an employee has an accident and/or receives a citation for a traffic violation that was the cause or partial cause of an accident.

Health & Welfare Benefits

Intertek is pleased to provide a comprehensive and competitive benefits package. While the intent is to continue all current benefits and policies, the Company reserves the right to add, change, or terminate at any time, any benefit, plan, or policy presently in effect.

The following plans are included in Intertek's benefits package:

- Medical & Prescription Drugs Benefits
- Dental Benefits
- Vision Benefits
- Short and Long Term Disability Benefits
- Basic (company-paid) and Supplemental (employee-paid) Life and AD&D insurance
- Flexible Spending Accounts (FSA)
- Employee Assistance Program (EAP)
- 401(k) Retirement Savings Plan, with company matching

Further plan details, including eligibility criteria, are contained within the Administrative and Eligibility Summary Plan Document which is available on the ADP Payroll and Benefit portal, or by request at any time by contacting usa.benefits@intertek.com. Additionally, new employees are provided an Enrollment Guide detailing plan eligibility and how to enroll.

Insurance Continuation of Coverage (COBRA)

In compliance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), an employee and his or her dependents have the right to elect to continue coverage under Intertek's group health, Rx, dental, and/or vision insurance plans at their own expense for up to 18 months following a qualifying event. A qualifying event includes, but is not limited to, a reduction of employment hours or termination of employment for any reason other than gross misconduct. In some instances, continuation of coverage may be longer than 18 months.

Specific details of qualifying events and COBRA benefits are provided at the time of hire and in the Summary Plan Description which may be obtained from the Intertek Employee Network.

Employees should review this information carefully in order to be familiar with the rights provided under the law. Upon separation from employment an employee will be notified by mail of his or her COBRA rights and options and given the appropriate forms to elect/refuse coverage.

Coverage will cease if the COBRA participant fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare.

Holiday Time

Regular Full-Time employees who are in an active employment status are eligible for paid holidays. Regular Part-Time employees, who work at least 30 hours per week, are eligible for paid holidays at a proration of 75%. Holiday Time is effective immediately upon hire. Intertek observes ten (10) paid holidays per year.

Below are the typical holidays of observance, however, the actual days may be modified from year to year depending on the calendar and the business needs. A Holiday Schedule will be determined and published by the Human Resources Department each year.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

In addition to the eight (8) designated holidays, you will be granted two (2) "Floating Holidays". Floating Holidays may not be carried over from year to year, nor will they be paid out at the time of termination or at the end of the calendar year if not used, unless otherwise specified by law.

In general, Exempt and Non-Exempt employees will receive eight (8) hours of holiday pay for a company designated holiday or a floating holiday.

Non-Exempt employees who work a regularly scheduled shift of more than eight (8) hours will receive holiday pay based on the number of hours they are regularly scheduled to work. For example:

- If a non-exempt employee is regularly scheduled to work ten (10) hours on the day a holiday is observed, they will receive ten (10) hours of holiday pay.
- If a non-exempt employee is regularly scheduled to work twelve (12) hours on the day a holiday is observed, they will receive twelve (12) hours of holiday pay.
- If a company-designated holiday falls on a day that the employee was not scheduled to work (i.e. those on shifts 3 days on, 4 days off) they will receive holiday pay for that day in the amount of eight (8) hours.

In addition, if a non-exempt employee is scheduled to work, or is called in to work on a company designated holiday, they will receive holiday pay equal to the number of hours they are regularly scheduled to work plus actual hours worked on the observed holiday. If business needs dictate, an employee may work on the holiday and take an alternate day off, with pre-approval from the manager.

Intertek does not consider holiday time to be "hours worked," therefore holiday time is typically paid as straight-time. However, some business lines continue a "grandfathered" practice of including holiday time in the total weekly hours worked for purposes of overtime calculation. Please contact your Regional HR Manager with any questions.

NOTE: Some employees in designated business lines are not eligible for Holiday Pay due to the nature of their on-call or project-based work schedule. Please reference the applicable Employee Handbook Supplement for details.

Paid Leave

Paid leave refers to compensable time off which may include PTO, Vacation, or Sick Leave. Paid leave benefits are provided to give employees a chance to rest, relax, and obtain a break from daily demands. Intertek encourages employees to use their allotted paid time off each year.

Regular Full-Time Employees are eligible for paid leave as detailed below. Regular Part-Time Employees who work at least 30 hours per week are eligible to receive paid leave as detailed below, at 75% proration.

Employees at Intertek are eligible for either a PTO program or a Vacation & Sick Leave program, dependent upon their business line. Refer to your employment offer letter to determine the program for which you are a participant. To determine the amount of time off for which you are eligible and the specific time off plan details, refer to the applicable Paid Time-Off (PTO) Policy or Vacation & Sick Leave Policy. These documents are available on the USA Human Resources page of the Company intranet.

Paid leave is allotted for the calendar year, January 1 through December 31 annually (with the exception of Intertek-PSI employees). Employees must utilize paid leave in the same calendar year that it is accrued.

Paid leave begins accruing during the first full bi-weekly pay cycle following an eligible employee's hire date. For example, if an employee is hired on Wednesday, June 21 and the next bi-weekly pay cycle will be June 25 through July 8, their time off accrual begins on June 25. For Exempt employees, the annual PTO or Vacation accrual may result in a partial day of PTO or Vacation depending upon partial years of employment or anniversary milestones. In those cases, the partial day of PTO or Vacation will be forfeited.

REQUESTING AND RECORDING PTO OR VACATION & SICK LEAVE

Requests for paid leave must be submitted to management in accordance with the local request and approval process. Requests are approved at management's discretion. Intertek strives to be equitable in considering each employee's request. It is the responsibility of

the employee to know their PTO or Vacation & Sick Leave balance throughout the year.

Employees shall not use more PTO, Vacation or Sick Leave than they are allotted for the calendar year. If employees use more time than allotted, it may result in deduction of the time from the next year's balance, or corrective action, up to and including termination of employment.

When an employee submits a request for time off for a period of five (5) days or more, every effort will be made to include the weekend prior and after; however this scheduling decision is left to management discretion in order to meet business needs and eliminate any scheduling conflicts. If time off of less than five (5) days is requested, any consecutive weekend days are not automatically included.

Time away from work that is not approved by an employee's supervisor/manager at least 24 hours in advance of the absence is considered an unscheduled absence. Chronic, patterned or excessive absences may result in corrective action based on the guidelines of the Intertek Time & Attendance and Corrective Action Policies.

In instances of unscheduled PTO or Vacation & Sick Leave, the employee must notify his/her immediate supervisor of the absence as far in advance of the shift as possible (at least one hour prior to the start of the shift) and at the beginning of each subsequent day of unscheduled absence. Please reference the Time & Attendance Policy for additional details.

For non-exempt employees, PTO or Vacation & Sick Leave may be taken in minimum increments of 15 minutes, and maximum increments that align with the employee's regular schedule or shift. For example, if an employee is regularly scheduled to work a twelve (12) hour shift, a maximum daily increment of twelve (12) hours of PTO or Vacation & Sick Leave may be used. For exempt employees, PTO or Vacation & Sick Leave may only be taken in full day increments. For purposes of time reporting, a full day entry will be considered 8 hours. Exempt employees may periodically check emails and take phone calls when they are on PTO or Vacation or Sick

Leave, and this time is still recordable as PTO or Vacation or Sick Leave.

Employees do not have to use PTO or Vacation time for Company-paid holidays which occur during scheduled paid time off.

UNUSED PTO OR VACATION & SICK LEAVE AT EMPLOYMENT SEPARATION

Employees will be paid for accrued, unused PTO or Vacation time at the time of employment separation. The calculation of payment will be based on full bi-weekly pay cycles of completed employment. For example, if an employee leaves the Company on June 29 and the bi-weekly pay cycle is June 25 through July 8, then he/she will be paid for any time accrued but not used through June 24. If an employee leaves the Company and has used more PTO or Vacation time than he/she accrued at the time of separation, the overused balance may be deducted from their final paycheck, unless otherwise prohibited by law. Unused Sick Leave is not paid out upon separation of employment unless otherwise required under state or local law.

UNUSED PTO OR VACATION & SICK LEAVE AT YEAR-END

Unless prohibited by state or local law, PTO or Vacation & Sick Leave cannot be carried over from one year to the next.

BANKED PTO AND/OR SICK LEAVE

Effective upon issue of this Employee Handbook, the Company will no longer allow accrual of Banked PTO and/or Sick Leave. Employees who previously banked PTO and/or Sick Leave under the prior policy will have a right to use their existing banks, but only to supplement the employee's income during an approved and otherwise unpaid leave protected by the Family and Medical Leave Act ("FMLA Leave") or similar state statute. An example of this may be an FMLA Leave to care for a family member with a serious medical condition.

Banked PTO/Sick Leave can only be used to supplement pay during an approved FMLA Leave after 100% of the current year's annualized PTO or Vacation/Sick Leave has been exhausted. Please refer to the Company's Family Medical Leave policy for additional details. Banked PTO/Sick Leave is not paid

out upon separation of employment unless otherwise mandated under state or local law.

UNPAID TIME OFF

Employees cannot choose to take unpaid time off if they still have paid leave available. After paid leave is exhausted, employees may request unpaid time off. Requests will be reviewed based on specific circumstances and will require approval by the Manager and Human Resources, and as consistent with applicable state, local, or federal law.

PAID TIME OFF FOR RE-EMPLOYMENT

If you leave Intertek and are then re-hired, and the gap/break in your employment was more than one (1) year, you will not maintain your seniority from your previous service. If the gap/break in service is less than one (1) year, your prior years of service will be used in calculating your PTO or Vacation & Sick Leave allotment.

New Parent Leave

New Parent Leave is provided to qualified employees at all Intertek locations, subject to and compliant with other or different leave rights that may be provided by state or local law.

Regular Full-Time employees who experience the birth or adoption of a new child may receive up to 24 hours of paid New Parent Leave in addition to any paid or unpaid leave benefits for which they may be eligible. To be eligible for New Parent Leave, the employee must complete a minimum of one (1) year of service and, if applicable, submit their request for FMLA-protected leave along with required supporting documentation.

New Parent Leave is used first as a supplement to STD and/or FMLA-protected leave. After New Parent Leave is exhausted, Sick Leave, banked PTO/Sick Leave, and PTO/Vacation may be used to maintain the employee's current salary while out on leave.

Vacation & Sick Leave Example: An employee and her spouse have just had a baby. The employee is eligible for FMLA-protected leave and for STD benefits. She may use her New Parent Leave, Sick Leave, Vacation, then Banked Sick Leave to make up any shortfall between her disability benefits and her full normal salary.

PTO Example: An employee and his spouse are adopting a child. He is eligible for FMLA-protected leave but does not qualify for Short Term Disability benefits. He may use New Parent Leave, PTO, and then Banked PTO to maintain his current salary while out on FMLA-protected leave. Once those balances reach zero, any remaining FMLA-protected leave will be unpaid.

Break Times for Nursing Mothers

In accordance with the Patient Protection and Affordable Care Act ("PPACA"), an amendment to Section 7 of the Fair Labor Standards Act, Intertek provides reasonable break times for an employee to express breast milk for her nursing child for one year after the child's birth – or for any longer period mandated by applicable state law – each time such employee has need to express milk. Intertek will provide a private location with a locking door, other than a bathroom, for the employee to express breast milk. This location should be dedicated to the nursing mother's use if at all possible. If not possible to have a dedicated space, it must be available whenever needed for this purpose. The federal requirements shall not preempt a state or territorial law that provides greater protections to employees.

Bereavement

In the event of the death of an immediate family member, it is important to be able to focus on family. Regular Full-Time Employees, and Regular Part-Time Employees who work at least 30 hours per week, are eligible for this benefit. Eligible employees may use a maximum of three (3) regularly scheduled work days of leave with pay. For purposes of this policy, and except as may be mandated by applicable state or local law, an "immediate family member" is defined as: spouse, child, parent, sibling, grandparent, grandchild, or in-law of the same category.

For Non-Exempt employees, compensation for bereavement time will be at the regular rate of pay, excluding shift differential and overtime pay. Bereavement time should be determined by the number of hours the employee is ordinarily scheduled to work. For example, if an employee is scheduled to work a ten (10) hour shift, a maximum daily increment of ten (10) hours of bereavement time may be used. For Exempt employees, Bereavement time may be taken in full-day, 8-hour increments.

If additional time is needed, paid time off or unpaid time off may be requested and taken with supervisor approval. Requests will be approved on a case-by-case basis.

Time Off to Vote

Regular Full-Time employees who lack sufficient time outside normal work hours to vote in local, state, territorial, and national elections may take up to two (2) hours of work with pay for this purpose, unless the state in which they work provides for additional time off. If so, such additional time shall be without pay, unless that state or territory mandates otherwise. Likewise, unless the state or territory in which they work requires a shorter period for advance notification, employees requiring time off must notify their supervisor two (2) days before voting day and, where not prohibited by applicable state or territorial law, such employees must present a voter's registration to their supervisor upon return to work after voting.

Jury and Witness Duty

Intertek recognizes every employee's civic obligation to serve on a jury or, where applicable under state or territorial law, to participate in any criminal justice or civil proceeding as may be required by such law. Accordingly, absences caused by an employee's serving on a jury or participating as mandated or subpoenaed in any such criminal or civil proceeding will be excused, and the Company generally will not support requests for deferral. The receipt of a subpoena, jury notice, or other notice to participate in a criminal justice proceeding must be reported immediately to an employee's supervisor, who will forward the request to the Human Resource Department. An employee on leave due to Jury Duty

must provide a written record from the court identifying each date served.

An employee will be paid based on their regular work schedule for Jury Duty subject to applicable state law. Compensation for full-time employees will be at the regular rate of pay, exclusive of shift differential and overtime pay, not to exceed twelve (12) hours. The maximum amount of paid leave is determined by the number of hours the employee is ordinarily scheduled to work. For example, if an employee is scheduled to work a ten (10) hour shift, a maximum daily increment of ten (10) hours of jury duty leave may be used. Intertek provides a maximum of three (3) weeks of paid leave due to Jury Duty. Time off for Jury Duty will not be considered "time worked" for purposes of calculating overtime.

Employees are expected to return to work for the remainder of the day that they are not required to serve, unless applicable state or territorial law provides otherwise. Except where applicable state law otherwise requires that the employer afford paid leave, employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance are not eligible to receive paid leave under the Jury Duty policy. PTO/Vacation must be utilized for these instances, unless paid time off has been exhausted in which case unpaid time may be requested, or, again, unless applicable state law provides otherwise.

Employee Referral Program

Intertek believes that current employees who are successful in their jobs can be a great source to refer new employees. In accordance with this belief, employees are encouraged to refer individuals to fill positions throughout the company. Refer to the online Intertek Career site for open positions.

Employees who successfully refer applicants to the Company will receive a bonus (subject to tax withholding) when:

- The referral indicated the employee as their referral source on their Intertek Employment Application; and
- The referral is hired as a Regular Full-Time employee; and

- The referral who is hired completes ninety (90) days of successful active service; and,
- The employee making the referral is on the active payroll as a regular employee at the time of referral and at the time all other payment conditions are satisfied.

The following restrictions apply to the Employee Referral Program:

- Supervisors and Managers are not eligible for a referral bonus for staff hired in their own department/branch.
- Human Resource staff and employees at the Director level and above are ineligible.
- Referral of a customer, former employee, temporary employee, contract or contract service employee does not qualify.

Once the eligibility criteria have been validated, Human Resources will submit to payroll for processing.

Employee Recognition Program

At Intertek, we recognize that the key ingredient of our success is our employees. That is why we have created different and unique award programs to celebrate your contributions to the Company. The goal of these award programs is to show appreciation for your achievements and motivate you to continue excellence in performance for our customers and dedication to Intertek.

SERVICE AWARDS

The Service Award Program is intended to recognize employees who are celebrating milestone anniversaries with the Company. Employees will receive a Service Award at their five year anniversary with Intertek, and at five year intervals thereafter. Service Awards consist of a recognition plaque, a letter from the Country Manager, and a gift which may be selected by the employee. The gift selections vary depending on the employee's years of service.

RECOGNITION AWARDS

Intertek encourages supervisors to reward exceptional performance with incentive awards that recognize individual achievements. These awards may be granted for a variety of reasons including but not limited to; encouraging "best

practices" at work, process improvements and demonstrating behaviors that reinforce Intertek's core values. Additionally, supervisors may provide informal recognition and nominal awards such as group or team recognition awards at events or staff meetings.

Family and Medical Leave (FML)

Intertek complies with the Federal Family and Medical Leave Act of 1993 (FMLA) and its implementing Regulations, and all applicable state or territorial statutes mandating protected leave in individual states, Puerto Rico, or the Virgin Islands. The function of this policy is to provide employees with a general description of their rights under the FMLA. In the event of any conflict between this policy and applicable federal, state, local or territorial law, that law is controlling over the provisions of this policy. If you have any questions or concerns about this policy, you must contact the Human Resource Department.

The law allows up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

A. Eligibility. Employees must meet all of the following conditions:

1. An employee must have worked for Intertek for at least 12 months or 52 weeks. These need not be consecutive. Separate periods of employment will be counted provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. An employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours

worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FML.

3. The FMLA regulations provide that an employee must work at a site where 50 or more employees are employed by Intertek within 75 miles of the office or worksite. The distance is to be calculated by using available transportation by the most direct route. Intertek has elected to treat all employees as having met this eligibility requirement, regardless of the size or location of their office or worksite.

B. Type of Leave Covered by FMLA. In order to qualify for leave under this policy, an employee must be taking the leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care, with the employee, and to care for the newly placed child.
3. To care for an employee's spouse, child or parent who has a serious health condition (described below).
4. To care for a serious health condition (described below) for the employee himself or herself.

An employee may take leave because of a serious health condition that makes him or her unable to perform the functions of his or her position. A serious health condition is defined as a condition that requires inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care, or a condition that requires continuing care by a licensed health-care provider.

This policy covers illnesses of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three (3) consecutive days of

incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. Chronic conditions requiring periodic health care visits for treatment must take place at least twice per year.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and requests unpaid leave as provided under this policy, Intertek may designate all or some portion of related leave taken as leave under this policy to the extent that the earlier leave meets the necessary qualifications.

For questions about this FMLA policy, please consult with the Human Resource Department.

5. Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on covered active duty (as defined by applicable law) or called to such covered active duty in support of a contingency operation.

If an employee's spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or is already on active duty, the employee may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- A. Short-notice deployment
- B. Military events and activities
- C. Child care and school activities
- D. Financial and legal arrangements
- E. Counseling
- F. Rest and recuperation
- G. Post-deployment activities
- H. Additional activities that arise out of active duty provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of leave under the FMLA is defined the same as for child for other types of leave under the FMLA except that the person does not have to be a minor). This type of leave would be counted toward the employee's 12-week maximum of FMLA-protected leave in a 12-month period.

6. Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

This leave may extend up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

- C. **Amount of Leave.** An employee may take up to 12 weeks for eligible circumstances (1) through (5) above under this policy during any 12-month period. Intertek will measure the 12-month period as a rolling 12-month period measured backward from the date the employee used any leave under this policy. Each time an employee takes leave Intertek will compute the amount of leave taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave. The balance remaining is the amount the employee is entitled to take at that time.

If eligible, an employee may take up to 26 weeks for the eligible circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, Intertek will measure the 12-month period as a rolling 12-month period measured forward. FMLA-protected leave already taken for other eligible circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care,

or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

- D. **Your Status During Leave.** While you are on approved FML, you are considered an inactive employee. During this time you should not be accessing Intertek systems and you are not required to or expected to perform any work for Intertek.
- E. **Your Status After Leave.** If the employee takes a leave under this policy he or she may be asked to provide a Return To Work (RTW) clearance from the health care provider. This requirement will be included in Intertek's response to requests for FMLA-protected leave. Generally an employee who takes FMLA-protected leave will be able to return to the same position or a position with equivalent status, pay, benefits, or other employment terms. The position will be the same or one that entails substantially equivalent skills, effort, responsibility and authority. Intertek may choose to exempt certain key employees from this requirement and not return them to the same or similar position.
- F. **Use of Paid and Unpaid Leave.** If an employee takes FMLA-protected leave the employee will be required to use paid leave concurrently with unpaid FML. You must exhaust all PTO and/or Vacation & Sick Leave while on leave that is not eligible for STD. Once paid leave is exhausted, the remainder of the leave period will consist of unpaid leave.

Holiday pay will not be paid for holidays that occur during a paid or unpaid leave.

In states which offer state-provided disability benefits, you must apply for benefits with the state. You will not be paid for more than 100% of your regular

pay with short term disability and state disability combined.

- G. **Intermittent Leave or a Reduced Work Schedule.** An employee may take FMLA-protected leave in 12 consecutive weeks, use the leave intermittently (take a day or a portion of a day periodically when needed over the year), or under certain circumstances, use the leave to reduce the workweek or workday, resulting in a reduced work schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period). You must report intermittent leave to your supervisor and to the leave administrator every time you take leave. Leave can be taken in increments as small as 15 minutes.
- H. **Certification for The Employee's Serious Health Condition.** Intertek requires medical certification to support a Request for Leave because of a serious health condition. The employee must respond to the Request for Leave within 15 days of receiving it or provide a reasonable explanation for the delay. Failure to provide certification within this time period may result in a denial of continuation of leave. Please contact the leave administrator to complete the appropriate certification process.

Intertek has the right to designate employee absences as FMLA-covered where it has a reasonable basis to conclude the employee was absent due to an FMLA-qualifying event, even if the employee fails to provide the required certification.

Intertek has the right to ask for a second opinion if the Company has reason to doubt the certification. Intertek will select a second doctor and pay for the employee's examination. Intertek may deny FMLA-protected leave to the employee if he or she refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If it's necessary to resolve a conflict between the original

certification and the second opinion, Intertek will require the opinion of a third doctor. Both the employee and Intertek will mutually select the third doctor, and the Company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

- I. Certification for a Family Member's Serious Health Condition.** Intertek will require certification for a family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition form, which may be obtained from the leave administrator.

Intertek has the right to ask for a second opinion if there is reason to doubt the certification. The Company will select a second doctor and pay for the employee's family member's examination. Intertek may deny FMLA-protected leave to the employee if his or her family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If it's necessary to resolve a conflict between the original certification and the second opinion, Intertek will require the opinion of a third doctor. Both the employee and Intertek will mutually select the third doctor, and the Company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

- J. Certification of Qualifying Exigency for Military Family Leave.** Intertek will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay.

Failure to provide certification may result in a denial of continuation leave

- K. Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave.** Intertek will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation leave.
- L. Recertification.** Intertek may request recertification for the serious health condition of an employee or his or her family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the Company receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of leave. Otherwise, Intertek may request recertification for the serious health condition of the employee or his or her family member every six (6) months in connection with a FMLA-protected leave absence. Intertek may provide the employee's health care provider with his or her attendance records and ask whether need for leave is consistent with the employee's serious health condition.
- M. Procedure for Requesting FMLA-protected Leave.** The employee must provide verbal or written notice of the need for FMLA-protected leave to the leave administrator. The leave administrator is Liberty Mutual and may be contacted at 1-800-713-7384 or online at www.MyLibertyConnection.com.

When the need for leave is foreseeable, the employee must provide at least 30 days' notice. When an employee becomes aware of a need for leave which may be eligible for protection under FMLA with less than 30 days' notice, he or she must provide notice of the need for leave either the same day or the next business day. When the need for leave which may be eligible for protection under the FMLA is not foreseeable, the employee

must comply with Intertek's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

- N. Designation of FML.** After the employee has submitted all necessary information to the leave administrator, the leave administrator will provide the employee with a written response to the request and with additional information regarding approval or denial of the leave. The FMLA-protected leave will commence from the first date of absence for the covered situation, regardless of when the formal request for leave takes place. Intertek has the right to designate certain absences as FML qualifying absences even if the employee does not make a request to have the absence treated as an FML-covered absence.
- O. Intent to Return to Work from FMLA-protected Leave.** On a basis that does not discriminate against any employee on FMLA-protected leave, Intertek may require the employee to report periodically on their status and intent to return to work. If the employee is able to return to work prior to the scheduled return date, the employee must notify the employee's supervisor and the leave administrator at least five (5) working days prior to the planned return. Employees are expected to return to work when released by their health care provider, or when the family member is released. If an employee is out on medical FMLA-protected leave for the employee's own serious health condition, the employee will be required to provide the leave administrator with a Return To Work (RTW) note from the employee's health care provider. The note must be signed, include the date the employee can return to work and state whether any restrictions exist and the duration of the restrictions. Failure to provide this information will result in the delay or denial of reinstatement.
- P. Failure to Return from Leave.** If the employee fails to return to work after the expiration of the leave, their employment may be subject to termination.

- Q. State Leave Laws.** This policy will not supersede any state or local law which provides greater family, medical or other leave rights, and all rights provided under such laws will be recognized and afforded where applicable. Generally federal and state leaves run simultaneously.
- R. Appeals.** Denial of any leave will be eligible for an appeals process. Contact the leave administrator to initiate the appeals process.
- S. Additional Information.** Contact the Human Resource Department and/or the leave administrator for specific information regarding forms, deadlines, and definitions of the terms in the FMLA policy summarized above.

SPECIAL NOTE FOR CALIFORNIA, MASSACHUSETTS, NEW JERSEY AND MAINE EMPLOYEES: PLEASE SEE THE APPLICABLE ADDENDA TO NEW JERSEY AND MAINE EMPLOYEES CONCERNING VARIOUS LEAVE REQUIREMENTS, PROTECTIONS, AND CONDITIONS IN THOSE STATES.

Leave Due to Employee Illness or Injury (Non-FMLA)

An employee who requires leave for the employee's own serious health condition or disability should first apply for FMLA leave. If an employee either does not qualify for FMLA leave, or has used all FMLA leave, the employee may be considered for additional leave to recover from an illness or an injury. This includes employees who are receiving short term disability benefits, long term disability benefits or workers' compensation. The decision to grant leave and for how long leave will be granted will be made considering all the circumstances, consistent with the Company's obligations to provide leave when it is a reasonable accommodation under the Americans with Disabilities Act and similar state laws, and will include use of the interactive process to determine reasonable accommodation. Requests for leave should be made to your Regional Human Resources Manager. Failure to request additional leave when an employee's FMLA leave has expired, or when an employee is not eligible for FMLA leave, may result in administrative separation of employment.

Personal Leave of Absence

Occasionally, an employee may have a compelling personal situation and may not qualify for any other type of leave. Under these circumstances, an employee may request a personal leave of absence up to a maximum of 30 days. A request for a personal leave of absence should be made to the employee's supervisor and must be approved by the Human Resources Department. Leave requests will be evaluated under all the circumstances, including business needs, length of the request, the employee's performance and length of service, and the utilization and/or exhaustion of other leave prior to the request. In addition, personal leave will not be granted unless the following conditions are met:

- The employee must have completed the 90-day introductory period without any disciplinary action;
- The employee must be considered in good-standing with the Company at the time the leave is requested;
- The employee must fill out a Leave of Absence Request Form and submit it to their supervisor at least ten (10) days prior to the start date of the leave when feasible. The request must include the reason for the leave request, the specific days off needed, and the date the employee will return to work; and,
- The leave cannot be used to work for another employer.

The employee must use 100% of available paid time, such as PTO or Vacation/Sick time, during any personal leave. After paid leave is exhausted, the remainder of time off will be unpaid.

Reinstatement from Personal Leave

Although it is the Company's intention to reinstate the employee at the conclusion of a personal leave, return to employment cannot be guaranteed. At all times, however, Intertek will comply with all applicable state and local laws with respect to reinstatement.

Benefits During Non-Military Leaves of Absence

Under current Company medical, dental

and vision benefit programs, the employee and the Company each pay a portion of the insurance premiums, if the employee has elected to participate in those programs. While an employee is on FMLA leave, disability leave (including leave covered by short term disability benefits or workers compensation benefits), or personal leave, the employee may continue to participate in such plans for at least the remainder of the calendar year. However, the employee must continue to pay the employee share of the premiums. If an employee is receiving pay during the leave, either by using paid time off (PTO or vacation/sick time) or by receiving short term disability benefits, the employee premium share will continue to be paid through payroll deduction. During any period of the leave when the employee is not receiving any form of pay from Intertek, for example, during personal leave or worker's compensation leave, the employee premiums will accrue and will be deducted from the next paycheck(s) that the employee receives upon returning from leave of absence.

Once an employee the employee is no longer eligible to participate in the benefit programs, the employee will be provided with a notice of his or her right to continue coverage at the employee's own expense under COBRA.

For additional information regarding eligibility of benefits during a non-military leave of absence, please reference Intertek's Section 125 Cafeteria Plan Document for the health and welfare plans, and the Intertek Retirement Plan document for the 401(k) plan.

Military Leave

Intertek does not discriminate against a person who: (1) is a member of or applies to be a member of the uniformed services; (2) performs or has performed in the uniform services; (3) applies to perform active duty; (4) has an obligation to perform service in a uniformed service. In general, these individuals may not be denied (1) employment; (2) reemployment; (3) retention employment; (4) promotion; (5) any employee benefit. This policy applies to all employees.

Military leave will be granted to employees for absences to perform any duty, whether

voluntary or involuntary, for “service in the uniformed services”. “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, active training duty, National Guard duty and time for an examination to determine the fitness to perform any such duty. The “uniformed services” include:

- Full-time and reserve components of the Army, Navy, Marine Corps, Air Force and Coast Guard
- The Army National Guard and International Guard
- The commissioned corps of the Public Health Service
- Any other category of persons designated as “uniformed service” by the President in time of war or national emergency
- Any other category of persons designated as “uniformed services” or otherwise protected by applicable state law

Leave for non-federally funded activities of state National Guard members, such as parades or work during national disasters, are not covered by the Military Leave Policy. If an employee wishes to take time off for these activities, PTO/Vacation time may be used and pre-authorization from the employee’s supervisor is required.

NOTICE

The employee or an appropriate officer of the branch of the uniformed service in which the employee will be serving must give advanced written or oral notice of their military service to the Human Resource Department and their supervisor as soon as practically possible.

If the employee would like to return to work upon completion of military service, notice of intent must be given. Except in any instance in which applicable state or territorial law may provide a greater period of time within which notice to return to work must be issued, the following notices to return to work are required with respect to the indicated period of service.

TIME REQUIRED FOR PERIOD OF SERVICE RETURN TO WORK NOTICE

Less than 30 days First full regularly scheduled work period following completion of the service (with an 8-hour period for safe transportation).

More than 30 days 14 days after the completion of service (or if impossible or unreasonable through no fault of your own, the next first full calendar day when application becomes possible).

More than 180 days Not later than 90 days after the completion of service.

You are hospitalized or convalescing, but for less than 181 days At the end of the period that is necessary for you to recover

REEMPLOYMENT/REINSTATEMENT

Eligible employees will be reinstated to their former position without reduction in seniority, status or pay. To be reinstated, the employee must receive a favorable discharge from the military service – or such alternative certificate of completion as may be permitted under applicable state law – and apply for reinstatement within the time frame of the above schedule.

An employee does not retain reemployment rights with Intertek if their total military absences exceed five years. All types of military service will be counted in computation of the five-year period except the following:

- Required training for reservists and National Guard members, including two-week annual training sessions and monthly weekend drills.
- Service from which an employee, due to no fault of the employee, is unable to obtain a release before the expiration of the five-year period
- Service required beyond five years to complete an initial period of obligated service.

- Active duty service (other than for training) performed because of a war or national emergency or in support of a critical or operational mission.
- Any kind of service other than active duty service if reemployment was initiated before December 12, 1994.
- Active duty for training performed by a National Guard member up through December 11, 1994. Duty performed after this date will be counted.

Based on Uniformed Services Employment and Reemployment Rights Act (USERRA) provisions, Intertek may not reemploy an individual when:

- The Company’s circumstances have so changed as to make such reemployment impossible or unreasonable.
- The employee is no longer qualified for the prior position as a result of a disability and reemployment imposes an undue hardship on the Company.
- The employment from which the employee left to serve in the uniformed services is a temporary job and there is no reasonable expectation that the job will continue indefinitely or for a significant period.
- There was a reduction in force in which the position was affected.

Eligible employees may not waive reemployment rights until after completing military service. If it is the employee’s intent not to continue employment with Intertek at that time, a written notice of intent not to return to work must be submitted within 15 days of release from military service. All benefits will be forfeited from the date the employee was released from military service.

COMPENSATION

The Company provides paid military leave for up to two (2) weeks per calendar year. Any military leave beyond two (2) weeks is unpaid leave, unless the employee voluntarily chooses to utilize PTO or Vacation.

BENEFITS DURING MILITARY LEAVE

Medical, Dental, Vision, Life, AD&D, STD and LTD Insurance will continue while the employee is on military leave for 30 days or less. If the employee is on military leave for more than 30 days, these benefits will end at midnight on the 30th day of military leave. Effective the 31st day of military leave, the employee may be elect COBRA. Effective the 31st day of military leave, the employee may to continue coverage under USERRA or COBRA.

Upon completion of military service, the employee's Medical, Dental, Vision, Life, AD&D, STD and LTD Insurance will be reinstated through Intertek and will be effective immediately upon the employee's return to work, provided the employee completes enrollment within 30 days of their return to work.

401(k) – Refer to the Intertek 401(k) Retirement Savings Plan document for information regarding contributions while on Military leave.

PTO/Vacation/Sick Leave – Except as may be otherwise required under applicable state or territorial law, PTO/Vacation/Sick Leave accrual stops if your military leave crosses over into a new calendar year. The accrual resumes upon reemployment in the new calendar year, with no loss of seniority. For example, if the employee was reinstated following two (2) years of service, he or she would earn paid leave according to the accrual schedules stated in the paid leave policies.

Holiday – Except where otherwise mandated by applicable state or territorial law, employees on military leave are not eligible for Holiday pay. Eligibility will resume upon reemployment to Intertek.

For questions or more information regarding this policy, please contact the Human Resource Department.

SPECIAL NOTE FOR EMPLOYEES IN MAINE: PLEASE SEE THE ADDENDA TO THIS HANDBOOK - APPLICABLE, RESPECTIVELY, TO EMPLOYEES IN MAINE - WHICH CONTAINS INFORMATION SPECIFICALLY FOR SUCH EMPLOYEES

EMPLOYEE HANDBOOK

EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT

Training Policy

Intertek believes that it is important to provide opportunities for employees to pursue additional education, training and professional development. All education, training and professional development must be conducted in accordance with the direction of local management and must not conflict with regular business activity. Intertek offers the following opportunities for education, training and professional development.

Company Sponsored Training

Intertek is committed to promoting participation in external and internal workshops and seminars. These opportunities may cover a wide range of topics including, but not limited to, technical, general management, human resources, communication and interpersonal training.

Company sponsored training is accessible to all employees. In some cases, attendance may be required, or may be prescribed by management as part of the performance review or professional development. Training opportunities will be communicated as applicable.

Education Reimbursement Policy

Intertek provides 100% reimbursement for tuition fees and textbooks for pre-approved college level courses related to an employee's job. Annual reimbursement maximums are \$8,000 per year for undergraduate level courses and \$12,000 per year for graduate level coursework. For seminars or workshops, see Company Sponsored Training above. Per IRS regulation, tuition assistance may be a taxable benefit. Additional information regarding taxation may be requested from the Payroll Department.

The following conditions must be met for tuition reimbursement eligibility:

- Employee must be a Regular Full-Time employee in good standing who has completed at least one (1) year of service with Intertek.

- The Company determines at its sole discretion whether a course is job related. "Job-related" is defined as being pertinent to an employee's current position or one within their logical career path. Individual courses which are job-related may be considered for reimbursement.
- Courses must be taken at a recognized accredited institution.
- Class attendance and completion of study assignments must be accomplished outside of employee's regular work hours. Unsatisfactory job performance during enrollment may result in forfeiture of reimbursement.
- Career counseling with the employee's manager and Human Resources is required prior to approval. This will include a discussion of the reimbursement process, school/degree choices, and career progression at Intertek.
- Approval from the employee's manager, Vice President, and Human Resources must be obtained prior to enrolling in the course. Final notification of approval will be provided by Human Resources.
- Local budget constraints may affect decisions regarding tuition reimbursement.
- The employee must earn a "C" or better grade for undergraduate courses and a "B" or better grade for graduate courses to be reimbursed for pre-approved courses.
- An employee may be considered for reimbursement up to six (6) credit hours per school period.
- If an employee is receiving financial aid from any other source, the employee needs to notify Human Resources so that tuition reimbursement may be adjusted accordingly. "Financial Aid" is defined as financial assistance which may include grants, scholarships and student loans or other sources of monies designated by the institution.
- Corrective action issued at any time prior to the course being started or completed can result in immediately disqualification from eligibility to participate in the plan

and can result in denial of reimbursement. Whether corrective action will result in disqualification from eligibility to participate or denial of reimbursement will be determined is the sole discretion of management. Corrective action is defined as any form of written discipline.

- If an employee leaves the Company during the course period, the employee will not be reimbursed for costs.
- Miscellaneous fees and charges other than the actual course tuition or textbooks will not be reimbursed.
- Employees will be required to sign a repayment agreement setting forth these repayment obligations before receiving reimbursement under this program.
- If an employee voluntarily leaves Intertek after being reimbursed for tuition, the employee must repay the tuition reimbursement as defined below:

Length of time between Course Completion and leaving Company	Amount to be Repaid to the Company
0-12 months	75% of Total Reimbursed Expenses
13-24 months	50% of Total Reimbursed Expenses
25-36 months	25% of Total Reimbursed Expenses
36+ months	0% of Total Reimbursed Expenses

EMPLOYEE HANDBOOK

EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT

e-Learning

Intertek offers online training to all employees through the Learning Management System (LMS). The LMS provides employees with “anytime, anywhere” access to a variety of online courses, including supervisory courses and courses in effective communication, stress management, time management and more. You can enhance your knowledge and skills at your own pace and when your busy schedule permits it. For additional details, contact the Human Resource Department.

Advancement and Transfer

Intertek firmly believes in promoting employees from within whenever suitable to fill open positions. We encourage our employees to discuss their career aspirations with their managers often. An employee’s knowledge, skills and ability, individual merit and effort are the factors considered in making the decision to promote or transfer a current employee to a more responsible or different position. An employee must remain in a position or department for a minimum of twelve (12) months before becoming eligible for a transfer. In addition, the employee must also be considered in good standing with the company and not be on any type of performance improvement plan.

JOB POSTING

The online Intertek Careers site has a listing of current open positions. Most positions are posted internally and externally, for at least 5 calendar days, therefore employees are encouraged to frequently check these listings. If interested in a position, the employee must discuss the open position with their manager prior to applying for the opportunity. To apply for a current opening, employees must submit an online application through the Careers site.

Codes of Conduct

Intertek prides itself on the quality of its work force and firmly believes that the strong ethics and professionalism of all employees relate directly to their well-being and the Company's success. It is the policy of Intertek that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Company and for the benefit and protection of the rights and safety of all. Conduct that interferes with operations, brings discredit to the Company, or is offensive to customers or fellow employees will not be tolerated.

The Company reserves the right to discipline employees for any conduct which it deems unacceptable. This policy does not imply a contract, and is not all-inclusive. It is intended to provide guidance to managers, as well as to employees. Employment is on an at-will basis at Intertek.

The offenses listed below are not all-inclusive but are representative of unacceptable conduct for Intertek employees. Violations of these and other offenses may lead to corrective action, up to and including termination. The Company's treatment of any such violation will be undertaken consistent with applicable federal or state law.

To report any of the following behaviors, contact your manager or the Human Resource Department.

- The use or possession of alcohol and/or illegal drugs on Company property or while performing work for the Company; or the sale or distribution of illegal drugs on Company property
- The use of profanity or abusive language, including significantly raised voice, yelling, etc.
- The possession of firearms or other weapons on Company property (except where such possession is protected by state law, and then only if in full compliance with such law)
- Violation of Intertek Compliance Code

- Insubordination, which includes but is not limited to the refusal by an employee to follow management's instructions concerning job or safety related matters, refusal by an employee to participate in internal investigation or audits, or an employee being disrespectful to managers or other employees
- Assault on a fellow employee, vendor or customer. This includes wrestling, fighting, dangerous practical jokes or throwing objects, or any act of violence.
- Theft, misuse, or destruction of Company property or of other employee's property
- Gambling on Company property
- The violation of Intertek policies
- Falsification of any Company record or report, including but not limited to: application for employment; business or travel reimbursement request or expense report; time sheet; shipping and receiving records, electronic records, or any company records related to business affairs.
- Absenteeism, including unexcused or patterned absences, tardiness or leaving work early without permission
- Incarceration which prevents the performance of job duties
- Posting, removing, defacing company property, bulletin boards, etc.
- Gross negligence and/or carelessness in performing job duties
- Sleeping, loafing, or not performing work during work hours. Sleeping on work premises is not permitted on meal breaks or break times in any working area or any non-working area that may be visible to the public and/or customers
- Dishonesty, which creates a lack of trust and credibility
- Engaging in behavior that could compromise the integrity or damage the reputation of the Company, while working or while attending a Company-sponsored event

All employees have an ethical responsibility, and in some cases legal responsibility, to make Intertek aware of this type of conduct when it is observed. Employees who have knowledge of such behavior or activity, and fail to report it to the company may be subject to corrective action up to and including termination of employment.

The offenses listed are not all-inclusive but are representative of unacceptable conduct for Intertek employees. Violations of these and other offenses may lead to disciplinary action, up to and including termination. The Company's treatment of any such violation will be undertaken consistent with applicable federal or state law.

Employee Confidentiality and Innovation Policy

It is the policy of the Company to make every effort to preserve the confidentiality of all matters relating to its clients and customers and to maintain the confidentiality of its own trade secrets and confidential business information. The Company also wishes to protect its ownership of all innovations and inventions developed by its employees during their employment with the Company. Accordingly, the Company requires that all employees agree to the terms of an Employee Confidentiality and Innovation Agreement.

Corrective Action Policy

It is the responsibility of all employees to observe Company policies and procedures. Managers and supervisors are responsible for enforcing these, in conjunction with the Human Resource Department.

Depending on the severity of the employee's behavior, any of the actions explained below may be utilized, not necessarily in any order. For example, if the employee's behavior caused harm to another employee, the corrective action may be termination of employment without first issuing a verbal or written warning. This policy does not imply a contract, and is not all-inclusive. It is intended to provide guidance to managers, as well as to all employees. Employment is on an at-will basis at Intertek.

LEVELS OF CORRECTIVE ACTION

The three (3) levels of the corrective discipline procedure are stated below. Managers are required to engage the Human Resource Department prior to delivering corrective action to ensure consistency and fairness.

Verbal Warning: The employee is reminded verbally that specific behavior or performance is unacceptable. The action necessary to correct the problem is determined. Depending on the seriousness of the behavior, a reminder may be given before a written warning is issued. Verbal warnings may be written or documented by the supervisor. In some situations, a manager may deem it appropriate to move to a written warning or to immediate termination without any prior verbal or written warning.

Written Warning: A written warning will include a specific statement of the problem, a statement of how it must be resolved, and the period of time allotted for resolution. Copies of the written warning will be distributed to the employee, supervisor and the Human Resource Department. Generally, written warnings follow verbal warnings for repeated problems. However, written warnings may be used as the first level of disciplinary procedure for serious violation of Company policy or serious performance or behavior problems.

Termination of Employment: Management reserves the right to bypass verbal and/or written warnings and proceed to termination of employment depending on the severity of any particular infraction or on its assessment of any accumulation of various infractions over time. The Human Resource Department must approve this action in advance.

Management need not exhaust all levels of the process if the violation is deemed to be of such a nature as to warrant immediate termination or the skipping of one or more steps in the corrective action framework. In addition, these levels of discipline may be combined with other corrective actions, such as required training, performance improvement plans, or suspensions.

Suspension of Employment

If an event or events compel a manager to take immediate action, the employee may be immediately suspended for a specific period after consultation with Human Resources. The manager should weigh the severity of the violation(s) in determining the suspension. This suspension allows management the time to investigate and evaluate the situation and decide what further action, if any, is warranted. The Human Resources Department must be contacted prior to suspending an employee. If an employee is to be placed on suspension the Human Resources Department will assist in determining if the suspension will be paid or unpaid time away from work, depending on the circumstances surrounding the event, any other mitigating factors, and applicable state, local, and federal law.

Complaint Handling

Intertek provides a process for employees to discuss complaints or problems with management and to receive careful consideration and prompt resolution. Employees are encouraged to first seek assistance from their immediate supervisors. If the complaint is not settled satisfactorily, the employee may appeal to the next higher level of management. A complaint may be appealed through succeeding levels of management up to the Vice President. The Vice President will render a final decision after appropriate investigation.

If an employee's complaint involves his or her direct supervisor, the employee is encouraged to discuss it with the next higher level of management. If resolution is not achieved, the employee may discuss the complaint with Human Resources. Employees may ask Human Resources or another manager to be present at a complaint discussion.

Confidentiality will be maintained during and after complaint investigation to the extent possible. Intertek requires that employees fully cooperate during investigations, including answering questions and/or providing a witness statement upon request.

Intertek believes that a successful workplace is one that enables and encourages employees to perform at their best. In any organization, knowledge of any potential business risks is critical to ensuring that they are resolved before they can have an adverse impact upon our business or our employees. These risks may include theft, fraud, disregard for company policies, harassment, time reporting abuse, or anything that threatens the security of the company, its employees or its customers. We encourage you to speak freely to your management or Human Resources staff. However, recognizing that some employees are reluctant to report incidents, Intertek has contracted with an independent agency so that employees can report incidents of concern when they are not comfortable using internal channels.

This agency acts as an unbiased third party which processes complaints, either by phone or web, in a manner which provides assured anonymity for the caller. In turn, the concerns are reported anonymously to Intertek so that the Company may investigate and address the issues raised. Based on this investigation, responses are then reported back to GCS so the employee who made a report can check back to obtain information on the Company's resolution. Below are the details to report an anonymous complaint:

Intertek Hotline – 1-800-461-9330; or Online at www.IntertekHotline.com

Social Media Use at Intertek OVERVIEW

Intertek recognizes that social networking through the use of Internet-based and other electronic social media tools is a valued and integral part of everyday life for many. Use of Facebook, LinkedIn, blogging, wikis and other online social media is commonplace and is changing the way Intertek people work and engage with each other, our customers and our partners. Social computing is an important arena for organizational and individual development, so in the interest of protecting both Intertek and its employees, we have

produced the following guidelines. These guidelines provide helpful, practical advice on the acceptable use of social media to all Intertek staff, whether accessing or using Intertek or personally-owned systems or equipment.

KEY GUIDING PRINCIPLES

1. Where you choose to use social media, it should not affect your work

Ensure that your online activities do not interfere with, or detract from, your job performance or productivity. The lines between work and personal life can become blurred. In general, what you do in your own time is a personal decision. However, activities in or outside of work that affect your job performance, the performance of others, or Intertek business interests are within the scope of, and impact your employment with Intertek.

2. Your social networking conduct should be consistent with the Intertek Code of Ethics.

Each member of Intertek is personally responsible for the content he or she publishes on any form of social media. Be thoughtful about how you present yourself and what you say in online

social networks. You may have identified yourself as a member of Intertek or Intertek as your employer, either directly or as part of a user profile. If so, ensure your profile and related content is consistent with how you wish to present yourself to Intertek's stakeholders, customers, your business contacts, and your colleagues and peers

GUIDELINES

1. Maintain Intertek confidentiality. Do not reveal any information that breaches Intertek's obligations of confidentiality to its stakeholders, or confidential company information. For example:

Do not discuss customer details or share anything that is proprietary

or confidential to Intertek or any content that requires a non-disclosure agreement or is part of a confidential management or internal discussion

2. Present yourself and Intertek truthfully and objectively. Never represent yourself or Intertek in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
3. Be transparent and state that you work at Intertek. Honesty is important in the Social Media environment. If you are writing about Intertek, use your real name, identify that you work for Intertek, and be clear about your role. If you have a vested interest in what you are discussing, be the first to say so. Make it clear that you are expressing your own opinion and not necessarily the opinion of Intertek, especially when making recommendations or referrals of products or individuals.
4. Respect copyright and specify quotes and image sources.
5. Consider carefully the subject you write about.
6. Refrain from posting about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct.
7. Do not use ethnic slurs, personal insults, obscenity, or things that would not be acceptable in the Intertek workplace.
8. Show proper respect for people's privacy and for topics that may be considered objectionable or inflammatory, like politics and religion.
9. Post meaningful, respectful comments - in other words, no spam or remarks that may be interpreted by others as offensive.
10. Respect the law, including those laws governing defamation, discrimination, harassment, copyright and fair use. Always appropriately credit sources of information obtained from others.

11. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities at Intertek.
12. When disagreeing with others' opinions, keep it appropriate and polite. If you find yourself in a situation online that looks as if it's becoming antagonistic, do not get overly defensive and do not disengage from the conversation abruptly. Disengage from the dialogue in a fair and polite manner that reflects well on Intertek.
13. Our work for customers is also governed by confidentiality clauses in our contracts with them and in your terms of employment. Our clients, customers and partners are valuable assets that can be damaged through a thoughtless comment. Even a positive reference can be picked up by a competitor and turned to Intertek's disadvantage. You must not reference any clients, customers or partners without first obtaining their express permission to do so. Remember that information relating to your job with Intertek remains the intellectual property of the Company and employees' confidentiality obligations continue indefinitely, even after employment with the company has ended.
14. Never comment on anything related to litigation to which Intertek is a party, or any party Intertek may be in litigation with, or on high profile or business-sensitive topics that may be considered a crisis situation.
15. What you publish is widely accessible and traceable and will be around for a long time, so consider the content carefully. Additionally, there are many security risks to social networks so you should consider the potential threat of hacking or leaks and be prudent in what you write or post. Even anonymous comments may be traced back to your or Intertek's IP address and may be used in evaluations of

your performance. As a company, we periodically monitor use and traffic on social networking linked to our Company and via our networks.

16. Do not intentionally use the Intertek logo or branded images, unless specifically authorized to do so by your manager.
17. Ask for approval before you reference Intertek partners or vendors.
18. Ensure that your social networking conduct is consistent with all of Intertek's employee policies, for example, workplace discrimination.
19. References to competitors, competitors' services or third parties should be made in a manner that is truthful, not deceptive or misleading or likely to mislead, and be consistent with applicable laws. Intertek is a member of the International Federation of Inspection Agencies (IFIA). The IFIA Compliance Code aims to enhance the status of the profession by ensuring that each IFIA Member abides by high standards of professional conduct throughout its organization to assure its ethical behavior and the integrity of its services. Intertek employees and those dealing with Intertek have access to the confidential Intertek Hotline, which is the appropriate channel to raise any alleged breach of the Intertek Code of Ethics.

PRESERVATION OF EMPLOYEE RIGHTS

The Social Media Use policy will not and should not be construed, and it will not be applied, in any way to interfere with employee exercise of Section 7 rights under the National Labor Relations Act. This policy does not prohibit you from engaging in communication with co-workers regarding or related to the terms and conditions of your employment with Intertek.

Conflict of Interest

Intertek recognizes the right of employees to be involved or engaged in activities outside of their employment and off hours, which are of a private nature and unrelated to the Company's

business. However, these activities must not adversely impact the Company or become a conflict of interest.

Employees must adhere to the following to avoid a conflict of interest or the perception of a conflict of interest:

- No outside work may be done during regular work hours. Company facilities, equipment, labor, or supplies may be not used for personal activities.
- Employees engaged in outside work are obligated to advise their customers that the work that they perform for those customers is outside of their employment scope with Intertek, and therefore they are not representing Intertek while performing such work.
- Employees are not permitted to solicit, obtain, accept, or retain personal benefit from any other employee, supplier, vendor, customer, or any individual or organization doing or seeking business with the Company, without full disclosure. Personal benefit means a gift, gratuity, favor, service, compensation in any form, discount, special treatment, or anything of monetary value exceeding \$25.
- If an employee, spouse, or a member of an employee's immediate family is engaged in a business similar in nature to the Company's, it must be disclosed in writing to the Human Resource Department.

Failure to adhere to the above may result in corrective action up to and including termination of employment.

Gifts, Gratuities, Entertainment and Ethics

Decline any gift if acceptance would raise the slightest suggestion of improper influence or conflict of interest. As a rule, no gifts of significant value from customers or suppliers should be accepted. In addition, no cash or cash equivalents should be accepted. Some situations may constitute exceptions. For example:

- Unsolicited gifts of nominal value (not in excess of \$25) given during the Holidays;
- Unsolicited lunch or dinner meetings properly chargeable as a business expense; or,
- Unsolicited promotional material (pens, coffee mugs, etc.) value not exceeding \$25.

Multiple gifts within the guidelines may be construed as a circumvention of the rules. If in doubt, contact the Human Resources Department or the Regional Compliance Officer to declare the item(s) and request proper guidance.

Be aware of the Federal Acquisition Regulations (FAR) and the Office of Government Ethics Standard (OGE), which set forth rules applying to business courtesies with federal employees.

Professional Appearance

Dress should be appropriate to the job function and work environment. A professional business appearance is expected of all employees whether dressed in business attire or business casual attire. Radical departures from conventional dress or personal grooming, torn or unkempt clothing, and unkempt personal hygiene are not permitted regardless of the nature of the job. Appropriate attire when visiting customers or other business contacts shall be dictated by their standard of dress and/or the situation. In such cases, proper business attire shall be worn, unless not required by the customer. For further clarification, contact your Manager or the Human Resource Department.

Electronic Communications

All Intertek electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in Intertek systems are the property of Intertek and as such are to be used generally for the purpose of the employee's work duties.

Intertek systems are defined as including but not limited to: desktop and laptop computers, servers, terminals, software, printers, modems, hubs, network cards, tape drives, diskette drives, photocopiers, scanners, Internet access, facsimiles, telephone systems, and company-provided cellular phones. Intertek systems also include cloud-based storage set up by employees using Intertek systems or linked to Intertek systems. The use of any software and business equipment for personal reasons is permissible, provided such use is minimal, occurs during non-work time, does not interfere with the employee's work or with Company business, and does not otherwise violate this policy. Employees using Company electronic and telephonic communications systems for personal purposes should have no expectations of privacy in such use and are responsible for the costs of such use (e.g. phone charges, fax charges).

The Company reserves the right to monitor, limit or discontinue personal use of electronic and/or telephonic communication systems, including cloud-based storage linked to Intertek systems at its discretion or if it determines that an employee has abused this policy.

All equipment provided by Intertek is solely owned by Intertek, unless otherwise advised in writing by a senior manager. Intertek systems must not be removed from Intertek premises without the express permission of a senior manager or the IT Department. The software used by Intertek has been licensed to Intertek from the manufacturers. Use of improperly licensed software is strictly prohibited. Further, unauthorized loading of software, shareware, freeware, games, or any illegal software onto any Intertek system is prohibited. Intertek regularly audits all computers and servers by the use of specialized software.

To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with Intertek's business interests, authorized Company representatives may monitor the use of such systems at any time. This may include listening to stored voicemail messages, reviewing call logs, and monitoring and viewing

incoming, outgoing and stored emails, text messages and text message logs, including voicemails, emails and text messages located on cloud-based storage set up with or linked to an Intertek system. Users should have no expectation of privacy in the use of any information transmitted by, received from or stored in Intertek systems, including cloud-based storage set up with or linked to an Intertek system.

Employees are not permitted to use a code, access a file, or retrieve any communication stored on Intertek systems unless permission has been granted by an authorized Company representative. All pass codes, including pass codes for cloud-based storage set up with or linked to an Intertek system are the property of Intertek. By using an Intertek system, you consent to Intertek changing the password for that system and for any storage linked to an Intertek system. No employee may use a pass code/password or voice mail access code that has not been issued to him or her or that is unknown to Intertek. Improper use of Intertek systems will not be tolerated. Examples of improper use include, but are not limited to:

- Spreading materials that are offensive, obscene, defamatory, discriminatory, political, or religious in nature, or which is intended to annoy, harass, or intimidate another person
- Solicitations for personal gain
- Representing personal opinions as those of the Company
- Registration of Intertek email addresses for personal use
- Forwarding or storing unsolicited email (spam) or chain letters, visiting Internet sites that contain obscene, hateful, or objectionable materials, and downloading or viewing any sexually explicit images from the Internet
- Downloading images or programs from the Internet, unless such download is required to perform a valid business objective and the employee has received approval from their manager

- Downloading stream video and/or music from the Internet
- Connecting personal computing devices to Intertek networks
- Deploying personal Internet websites on Company systems
- Downloading or playing games

At the time of hire as a condition of employment and continuing employment, employees will be required to sign the Intertek IT Acceptable Use Policy and Intertek Cell Phone Policy. Employees who violate this policy are subject to corrective action, up to and including termination.

Cellular and Satellite Telephones

Intertek may provide cellular or satellite telephones ("mobile phones") to employees as needed in the Company's judgment. The Company provides these phones to employees as a tool to increase service both internally and externally to our customers and vendors.

All mobile phones issued by Intertek are the property of the Company and subject to general rules regarding Company property and reimbursement for expenses. Intertek reserves the right to monitor mobile phone communications. Including voicemails, call and text logs, text messages, emails and any cloud-based storage set up with or linked to a mobile phone. Employees who utilize company-issued mobile phones consent to this monitoring by virtue of utilizing the phones.

Employees must follow all state and local laws regarding mobile phones use. When using the Company's mobile phones, employees are to maintain safety as a first priority. Utilization of Company mobile phone should not endanger the employee, passengers of the employee or other third parties.

Whenever possible, employees should use hands-free models or attachments. Intertek prohibits non- hands-free employee use of Company or personal mobile phones or similar devices while driving for business purposes. Certain business units may have more restrictive policies and employees in those

business units are required to follow the more restrictive policy.

Intertek recognizes that a mobile phone is a convenient device in cases of personal emergencies. The Company allows personal telephone calls on its Company cellular phones in emergency situations and in non-emergency situations as long as such use is minimal and does not interfere with an employee's work. The Company also reserves the right to charge employees for personal calls before the allotted plan minutes are exceeded to the extent that such calls exceed the minimal use standard.

Solicitation and Distribution

To ensure the efficient operation of our business and to prevent annoyance to employees, it is necessary to control solicitations and distribution of non-work-related material. Employees are prohibited from distributing literature or printed materials of any kind in work areas at all times, and in non-work areas when either the employee doing the distribution or the employee receiving the distribution is supposed to be working. Employees may not solicit other employees to buy merchandise, provide financial contributions or for any other cause not sponsored by the Company during any time when either the employee doing the soliciting or the employee being solicited is supposed to be working.

Visitors

Non-authorized persons are not permitted on Intertek property and will be denied access.

All persons entering an Intertek site/office other than employees must follow the site visitor policy and report to the receptionist who will notify the person being visited. This applies to family members (e.g., spouse, child) as well. The employee being visited has the sole responsibility for the person or persons visiting.

The front desk staff will maintain a log of visitors which can be used to contact visitors in the event of incoming calls during their presence in the office. This control will provide a safer work environment with fewer interruptions.

Intertek Code of Ethics

Intertek's Mission and Values statement declares that we act with integrity, honesty and respect. One of our primary business objectives is to help our customers meet quality standards for virtually any market in the world and protect them against risk by ensuring compliance with local, national and international laws. The accuracy and validity of reports and certificates that we provide to our customers and maintaining the trust and confidence of our customers, their customers and others impacted by our work, are therefore important factors which contribute to our success.

Intertek's Code of Ethics sets out the principles and rules that govern our business conduct. It helps anyone representing the Company to understand what is expected of them and ensures that we always act responsibly and with integrity. The principles of the Code of Ethics, which is incorporated by reference into this Employee Handbook, can be found in its entirety at: www.intertek.com/investors/corporate-governance. Each employee is required to review and certify their acceptance and understanding of the Code of Ethics at the time of hire on a periodic basis as the Company requires as a condition of employment. It is the responsibility of each Intertek employee to understand and apply the Intertek Code of Ethics in their own job role, their part of the business and location. For questions regarding the Code of Ethics, please contact your manager or Regional Compliance Officer.

Failure to comply with the Code of Ethics may expose Intertek, its employees, customers or others to serious harm and may also damage the business and reputation we have all worked hard to earn. We could also be exposed to financial penalties and even imprisonment of individuals in serious cases of misconduct. Any infraction of these policies will subject the employee to disciplinary action, up to and including termination of employment. "Acting under instructions" from another employee will not be accepted as a defense. Any employee engaging in work-related criminal activity will be terminated and may be reported to the appropriate authorities. Any cost of defense will be borne by the employee.

Intertek Hotline

Intertek is committed to maintain a culture where issues of integrity and professional ethics can be raised and discussed openly. This is why we provide hotline facilities for all employees, contractors, and others representing Intertek, to enable confidential reporting of suspected misconduct or breaches of the Code of Ethics:

Intertek Hotline: www.IntertekHotline.com or +1 (800) 461-9330

Independently operated by Convercent, a third-party service provider, reported concerns will be kept secure and confidential. Our reputation is built on the integrity and know-how of our people, so we do not tolerate unethical behavior by our employees, contractors, agents or anyone acting on our behalf.

Additional Code of Ethics Guidance

The following is not intended to cover all potential situations, rather it is to provide general guidance regarding situations you may encounter. Intertek expects employees to report any breaches or suspected breaches of the Intertek Code of Ethics to their manager, Regional Compliance Officer, or the Intertek Hotline (www.IntertekHotline.com).

OUR COMMITMENT TO INTEGRITY

Our responsibility is to conduct all business according to the highest professional and ethical standards and practices. Intertek's work shall be carried out in an independent and impartial manner, using appropriate methods and procedures and in accordance with local and international laws.

Intertek does not tolerate corruption and bribery. Intertek prohibits anyone acting on behalf of the Company from offering, making, or paying a bribe, even if the bribe would be permissible under the laws of the country. There are two United States (U.S.) laws for U.S. companies doing business in foreign countries and a third law that applies across Intertek because our parent company, Intertek Group plc, is subject to British regulations: U.S. Foreign Corrupt Practices Act (FCPA); Organization for Economic Cooperation and Development (OECD) Convention on Combating Bribery

of Foreign Public Officials in International Business Transactions signed in Paris, France on December 17, 1997; and, United Kingdom (U.K.) Bribery Act. It is important that Intertek's employees, contractors, agents, joint venture partners and distributors as well as those third parties conducting business with Intertek, fully understand Intertek's zero tolerance of corruption.

Intertek's Anti-Bribery Guidance, including Gifts, Hospitality and Entertaining Policy, is available from your manager, Regional Compliance Officer, or at www.intertek.com/investors/corporate-governance.

What Intertek expects of you:

- Carry out all work in an independent and impartial manner, in accordance with local and international laws.
- Never falsify or misrepresent your own qualifications, manipulate reports or test results, or misrepresent financial data or records in the course of conducting Intertek business.
- Do not offer money, gifts or hospitality indirectly or directly to influence (or which may appear to influence) a business decision.
- Do not offer payments, gifts or hospitality to government officials without the express approval of Intertek's Group Head of Legal.
- Ensure any gift or hospitality complies with Intertek's Gifts, Hospitality and Entertaining Policy, never exceeds the prescribe value limit and is properly documented.
- Do not use third parties to pay bribes to win business.
- You should not be involved in business decisions where you have (or might be perceived to have) a conflict of interest.
- You should not be involved in decisions involving the recruiting, managing or appraising of a friend or relative without prior approval from your manager or Regional Compliance Officer.

- You should not, on behalf of Intertek, contract with businesses in which your friends or family are involved, without obtaining the prior approval of your manager and Regional Compliance Officer.
- Do not make a donation to a political or religious organization on behalf of Intertek.
- Always seek the necessary approvals as set out in the Code of Ethics before making a charitable contribution.
- Do not make a charitable contribution because you are seeking to win or retain business.
- You should not use confidential information you have obtained through your employment with Intertek for personal gain.
- Do not buy or sell shares in Intertek or in any other company if you have non-public or confidential information about those shares.

OUR RELATIONSHIP WITH CUSTOMERS, PARTNERS AND THE MARKETPLACE

What Intertek expects of you:

- Property entrusted by customers must be protected against misuse or loss. Proprietary information regarding Intertek clients or work performed is considered client confidential and only can be released upon approval from the client or in response to a proper court order or process.
- Do not reach agreements either formally or informally with competitors over matters such as pricing or elements of pricing (such as discounts or rebates), bid processes, whether to compete in certain markets or pitch for certain customer's business.
- Do not discuss confidential or commercially sensitive information with competitors.
- If a competitor raises pricing, terms and conditions, costs, marketing plans,

marketing surveys and studies, service capabilities, and any other proprietary or confidential information, even lightly or with apparent innocence, you should object, stop the conversation immediately, and tell the competitor firmly that under no circumstances can you discuss these matters. Immediately report any incident associated with a prohibited subject to your Regional Compliance Officer.

- Do not use improper means to acquire a competitor's trade secrets or other confidential information.
- Do not use confidential information obtained from your previous employment for the benefit of Intertek.
- Be aware of, and comply with, all applicable export/import and customs laws.
- Be aware of boycotts or sanctions concerning countries where Intertek operates. U.S. law forbids U.S.-controlled companies or U.S. persons to transact business with certain nations or Specially Designated Nationals (SDN). The embargoes are enforced by the Office of Foreign Asset Control (OFAC). For information regarding sanctioned countries and SDNs, please refer to the Intertek intranet (<https://intranet.intertek.com/Functions/Compliance/Intertek-Group-Policy---Countries-Subject-to-International-Sanctions/>) and the U.S. OFAC website (<https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>).

OUR OBLIGATION TO PROTECT OUR ASSETS, CONFIDENTIAL INFORMATION, SHAREHOLDERS AND REPUTATION

What Intertek expects of you:

- Do not speak to the media, financial community or the public on behalf of Intertek unless you have permission to do so.
- Any authorized communications made on behalf of Intertek must be true, accurate and not misleading.

- Do not misuse somebody else's personal or confidential information or intellectual property.
- Protect Intertek's confidential or sensitive information, assets and resources. Unauthorized removal of Company property is treated as theft. Company property includes, but is not limited to, client lists, files, reference materials, reports, supplies, computer software, data processing systems, and databases.
- Do comply with local data protection and privacy laws.

Interactions with Government Representatives and Agencies

Requests by government representatives must be referred to the Regional Compliance Officer, except for requests that (a) are directly related to a contract for the requesting agency, (b) are part of normal financial audits associated with the performance of a government contract, or (c) that seek assistance with respect to non-proprietary technical, operational, or scientific issues of a general nature. Similarly, if an employee's responsibilities do not include contact with regulatory agencies, she or he is not to contact or respond to inquiries from such agencies on behalf of the Company without first consulting their manager or Regional Compliance Officer.

Intertek will cooperate fully with all authorized regulatory inspections, investigations, and examinations. In the event of contact by a government official with respect to such matters, identification should be requested and full name, agency and telephone number obtained. Then the manager and Regional Compliance Officer must be contacted for guidance.

Government representatives may call on employees at home, outside of normal working hours. If this occurs, the choice to enter into a discussion with the government representative rests with the individual and is not required by law. Should the individual wish to decline an immediate interview, it is acceptable to arrange for a meeting in normal business hours, at the place of work and in the presence of counsel. To make these arrangements, contact management and the Regional Compliance Officer as soon as possible.

Whenever contact is initiated with federal, state, or local government representatives, Intertek expects employees to be truthful and accurate in all statements made or reports submitted.

Safety Policy

Safety is a top priority at Intertek. A safe and healthy work environment is important for employees, clients and visitors alike. The success of the Safety Policy depends on individual and team commitment to the guidelines established both within the departments and throughout each Intertek location. Employees must:

- Be aware of and adhere to the safety practices and policies at all times;
- Obey safety rules posted throughout the workplace or any designated job site;
- Use any protective equipment required/ provided for the job;
- Exercise caution at all times throughout the work day;
- IMMEDIATELY report any unsafe conditions, injuries and/or incidents to the appropriate manager;
- Be conscious of the fact that ALL treatment of injuries must ONLY be performed by qualified first aid and/or medical personnel; and,
- Use common sense.
- Understand the tasks you are performing and any risks and consequences of failing to abide by safe and healthful practices.

Safety procedures and work practices are viewed as Intertek work rules. If an employee violates accident prevention or occupational health work practices, they may be subject to corrective action, up to and including termination. Employees are expected to report all injuries or environmental accidents or other incidents, no matter how slight, to your supervisor and the safety department immediately.

Employees are responsible for their safety and the safety of their co-workers. Each employee has the right to:

- Review copies of appropriate health, safety, and environmental standards, regulations, and requirements;

- Review copies of all internal health, safety, and environmental policies and procedures;
- Receive appropriate on-the-job training;
- Request information on safety and health hazards in the workplace, precautions that should be taken, and procedures to follow if injured or exposed to a harmful substance;
- Have access to relevant exposure and medical records;
- Request an agency inspection to investigate hazardous conditions and/or violations of established standards; and
- Observe any monitoring or measuring of chemical and/or physical hazards and review resulting data.

Each employee also has the right to stop work if confronted with an imminently dangerous situation. Consult with your Supervisor before undertaking a task which you perceive to present a new or previously unknown hazard. No employee is expected to undertake any imminently dangerous task or expose themselves to an environment which is immediately dangerous to life and health.

Workers' Compensation

A major objective at Intertek is to provide employees with an injury- and illness-free work environment. In the event that a work-related injury occurs, Workers' Compensation (WC) insurance coverage is provided and paid for by Intertek.

WC insurance is designed to replace a percentage of lost wages, provide for medical treatment, and when necessary, vocational and physical rehabilitation. Our WC carrier (or designated claims administrator), and not Intertek, will determine the employee's entitlement to WC benefits. The applicable WC act determines the nature and extent of WC benefits to be provided.

Employees who experience a work-related injury or illness must report the incident immediately to their supervisor. A formal injury/injury investigation will be completed

per SOP requirements. Failure to do so may result in a delay or denial of WC benefits. In some instances, a drug test may be required following a work-related injury. Employees who sustain a job-related injury and/or illness are allowed to seek off site medical treatment. In some states, the WC law allows Intertek to direct the injured employee to a specific pre-selected medical provider. In other states, the employee is allowed to choose the medical provider. Questions should be directed to the Workers' Compensation Manager.

The WC insurance carrier has the right to investigate all reported claims by speaking with the injured employee and any witnesses identified during the investigative process. If the injury is found to be work-related, the WC insurance carrier will administer and direct the claim handling process.

If the medical provider determines that the employee is unable to work as a result of the work-related injury and/or illness, the employee is allowed to use a maximum of 40 hours of accrued PTO or Sick Leave, if available, to cover the "waiting period" before WC lost wage benefits are provided. The statutory "waiting period" is the time between the first day of disability and the first day wage loss benefits begin. The "waiting period" varies from state-to-state.

If the injury or illness is found not to be work-related, the claim will be denied. In such cases, the medical bills will be forwarded to the employee's elected health care insurance provider. During the course of an accepted WC claim, the employee will be required to submit medical documentation reporting on his or her status, in the form of Work Status Reports. These reports are to be submitted to the employee's manager any time there is a change in the employee's disability status (i.e. lost time from work or a return-to-work). In the event the medical provider presents work restrictions, the employee will work with his or her manager and with the Human Resources Manager to determine if light/modified duty is available, in accordance with the work restrictions. A return to work on light/modified duty allows the employee to continue working while at the same time recovering from the effects of his or her injury. The employee's manager will forward

the Work Status Reports to the employee's Supervisor and Human Resources. In some instances, a return-to-work drug test may be required.

Site Security and Workplace Violence

Intertek is committed to ensuring that it makes all reasonable efforts to protect its employees from workplace violence. All Intertek employees are expected to maintain a working environment free from violence, threats of violence, intimidation and coercion, and to take steps necessary to minimize the risk of workplace violence. All employees including managers and supervisors are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Intertek has adopted a zero tolerance policy for workplace violence. Intertek does not tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring.

All employees, including supervisors and managers, are required to adhere to work practices that are designed to make the workplace more secure, and not engage in verbal threats or physical actions that create a security hazard for others in the workplace. All employees should review Intertek's complete Workplace Violence Policy, which may be obtained on the Company intranet.

BUILDING SECURITY

An important component of reducing the risk of workplace violence is following rules for building security. Intertek's building security rules are also designed to protect the confidentiality of client and customer information, and Intertek's trade secrets and business information.

All employees are required to know and follow the site security rules below:

- Unauthorized persons are not permitted on Intertek property without a valid business purpose. At all locations, all guests including visiting Intertek employees, vendors, applicants, clients and potential clients must sign-in and out at the designated area (i.e. reception desk).

- At all locations, all visitors including clients must be accompanied by an employee to the area they are visiting.
- At all locations, all individuals making deliveries are required to sign in, provide their name and the company for which they work, and proof of identification, unless there is separate shipping and receiving department at the facility.
- In locations where Company identification badges are required, badges must be worn at all times.
- Photographic, audio or other recordings are not permitted on Company or client premises, unless as required as part of the job function or test protocol. Unauthorized taking of photographs (using camera, cell phone, computer or other device) is prohibited.
- Remain alert. Employees must report any suspicious persons, vehicles or activities to their immediate supervisor.

NO WEAPONS POLICY

Another essential component of Intertek's Workplace Violence Policy is the prohibition on possession of weapons on Company property, at Company events, or on Company business. Unless state or local law provides otherwise, all applicants, prospective employees, employees, contractors, subcontractors, clients and guests are prohibited from using, possessing or concealing weapons of any kind while on the premises of the Company (before, after, or during work hours), while engaged in the business of the Company or while at Company related functions or activities. The policy does apply to weapons in an employee's locked vehicle in the Company's parking lot.

This policy does not apply to law enforcement personnel or, if possession of a weapon on Company property, at a Company function, or while on Company business is permitted by state or local law, which prohibits enforcement of this policy.

REPORTING AND RESPONDING TO INCIDENTS OF WORKPLACE VIOLENCE

If an employee believes there is an imminent threat of physical harm to him or her, or to another employee, he or she should call "911" to obtain assistance from law enforcement personnel, immediately report the situation to local management, and remove him or herself from immediate danger, if possible.

An employee who witnesses a violation of this policy or a threatened or actual verbal or physical assault in the workplace or at a Company-function should report it immediately to local management, the Human Resource Department, or the Health, Safety & Environmental Manager. An employee may also call the Intertek Hotline at 1-800-461-9330; or online at www.IntertekHotline.com. The Intertek Hotline should not be used in an emergency situation. Employees who use it should ensure that they provide enough information to enable a timely and reasonable response to the complaint.

All reports of actual or threatened workplace violence will be promptly and thoroughly investigated. Intertek will not retaliate against employees who, in good faith, report workplace violence.

DISCIPLINE FOR VIOLATION OF POLICY

Employees who violate this policy will be subject to discipline, up to and including termination of employment.

FEDERAL, STATE, OR LOCAL LAWS

To the extent that this policy may conflict with federal, state, or local law, the Company will abide by the applicable federal, state, or local law.

Drug-Free Workplace Policy GENERAL OVERVIEW

Intertek recognizes that when employees abuse drugs and/or alcohol they are less productive, less dependable, and a critical threat to the safety, security and welfare of employees, customers, vendors and the general public.

It is the policy of Intertek to maintain a workplace free from the use and abuse of drugs and alcohol. Intertek requires all employees and applicants to consent and comply with the terms of the drug, alcohol and substance abuse policy as a condition of employment. If questions arise regarding this policy, contact the Human Resource Department. After a conditional offer of employment has been made, applicants are required to consent to and take a pre-employment drug screen.

Intertek reserves the right to inspect company vehicles, premises, property (including offices, desks, lockers and other repositories) and personal effects (such as lunch boxes/bags, purses, gym bags, backpacks, handbags, briefcases, packages or coats) with or without notice.

LEGALIZATION OF MARIJUANA FOR MEDICAL/ RECREATIONAL USE IN CERTAIN STATES

Several states have legalized the use of marijuana for medical and/or recreational use. However, Intertek legally maintains a drug-free workplace policy and conducts drug testing in all states, even where recreational marijuana use is legal. In those states where marijuana use is legal, an employee who tests positive for marijuana may not face criminal charges, but can still be terminated from employment, or an applicant may have an employment offer rescinded.

It remains the policy of Intertek to maintain a workplace free from the use and abuse of drugs and alcohol. Employees who violate this policy shall be subject to corrective action, up to and including termination of employment.

POLICY PROHIBITIONS

Employees are strictly prohibited from engaging in the following conduct:

- Using, consuming, being under the influence of, testing positive for, or otherwise having in one's system, illegal drugs;
- Using, possessing, or being under the influence of illegal drugs or alcohol during work hours, or being under the

influence of prescription medication which adversely affects the employee's ability to perform the employee's duties during work hours;

- Bringing and/or storing illegal drugs, alcohol, or drug in the workplace. This includes desks, lockers, company vehicles, personal vehicles and other repositories.
- Transporting, distributing or attempting to distribute, manufacture, sell or dispense illegal drugs;
- Abusing prescription drugs which includes exceeding the recommended prescribed dosage or using others' prescribed medications;
- Switching, tampering with or adulterating any specimen or sample collected under this policy, or attempting to do so;
- Refusing to cooperate with the terms of this policy, which includes submitting to questioning, drug testing, alcohol testing, medical or physical tests or examinations, when requested or conducted by the Company or its designee. A refusal to test includes conduct obstructing testing, such as failing to sign necessary paperwork, failing to report to the collection site at the appointed time, submitting an adulterated or diluted sample, or failing to be reasonably available for testing;
- Failing to consent to, participate in and abide by the terms and recommendations of any EAP program to which Intertek makes a referral, including but not limited to, failing to follow recommendations, if any, regarding behavior modification and abstinence. These failures are a violation of this policy, as is any failure to be available for any prescribed continuing or follow-up sessions;
- Failing to advise a supervisor or manager of the use of a prescription or over-the-counter drug which may alter the employee's ability to perform the essential functions of his or her job;
- Failing to notify his or her supervisor before going to work if he or she believes that he or she is under the influence of

illegal drugs or alcohol, or prescription medication that impairs the ability to perform the employee's duties; or,

- Failing to notify a supervisor or the Human Resource Department of a conviction or plea of guilty relative to any criminal drug or alcohol-related offense in writing no later than five (5) calendar days after the event, unless such conviction or plea of guilty has been expunged.

Employees who violate this policy shall be subject to corrective action, up to and including termination of employment. An employee's decision to seek professional assistance for an alcohol or drug-related problem does not bar the employee from job and performance-related corrective action or termination of employment.

SUBSTANCE ABUSE TESTING GUIDELINES

- **Random** - Where random substance abuse testing is not prohibited by applicable federal, state, territorial or local law, the selection process is managed by a third-party vendor.
- **Reasonable Suspicion** - Reasonable suspicion testing may be conducted where the Company has a reasonable basis to believe the employee is working under the influence of illegal drugs or alcohol or prescription drugs that impair the employee's ability to perform the employee's job duties. That reasonable basis may be based on evidence provided by third parties, and/or on observing characteristics, actions, or behavior exhibited by the. All reasonable suspicion testing is under the control of the Human Resources Department or the local manager with approval from the Human Resource Department.
- **Return to Work** - Intertek reserves the right to have an employee tested before returning to work after an illness or injury. The purpose for this testing is to determine whether a controlled substance is present in the employee's system and if the substance increases the risk of injury to the employee.

- **Pre-Employment** - After a conditional offer of employment is made and before beginning employment, the candidate will submit to a drug and substance test.
- **Post-Accident** - A drug test may be conducted when an accident occurs in the workplace.

Tobacco-Free Workplace Policy

To help provide a healthy work environment for employees, clients and visitors, tobacco use is prohibited inside any building or area of all Intertek facilities. Tobacco use is defined as use of cigarettes, other tobacco products such as e-cigarettes, and other smokeless tobacco products. This includes but is not limited to offices, laboratories, file storage areas, general storage locations, hallways, sample retain, and staging and general storage areas.

Tobacco use is permitted only outside the building in designated areas. These designated areas have approved containers to hold smoked cigarettes to reduce the risk of fire caused by the tossing of a lit cigarette. The use of receptacles will also preserve the outside appearance of the building. Violation of this policy may result in corrective action, up to and including termination of employment.

Personal Property

Intertek is not responsible for the security of employees' personal property; rather the burden falls to the employee. Therefore, it is the employees' responsibility to secure and protect all personal property that they bring to the workplace.

Inclement Weather

It is the policy of Intertek to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the Company may determine to close the facility. In the event that the Company decides to close a facility, or if a facility is located in an area declared to be in a "state of emergency," to ensure the safety of our employees the following guidelines should be followed.

Employees should call the local office number

and a message will be provided if the facility is officially closed. When this occurs, employees may be asked to work from home, if they are able. Employees should code their hours as regular hours.

If an employee is not able to work from home, and does not have PTO or Vacation available, Non- Exempt employees will not record any time worked (i.e. unpaid time), and Exempt employees should contact your Manager or Human Resources for guidance.

If a facility remains officially open on an inclement weather day, and an employee elects not to report to work, the employee may request approval from their supervisor to work from home, use PTO or Vacation time, or if they do not have any PTO or Vacation available, they will not record any time worked (i.e. unpaid time).

Regardless of whether or not the facility remains open or closed on an inclement weather day, it is each employee's decision to determine if they can safely arrive at the workplace under the conditions present. If an employee elects not to work on a given day, the Company requires employees to contact their supervisor advising of their status for the day, at least one hour prior to the start of their shift.

Employment and Medical Files

Employment files are the property of Intertek and will remain with the Company if and when the employee terminates employment. The Human Resource Department is responsible for maintenance of these files. All information in the employment files are confidential and made available to authorized employees only on a "need-to-know" basis.

Medical records are confidential and maintained separately from employment records, with access only afforded to authorized employees in accordance with the privacy requirements of applicable federal and state laws.

An employee is entitled to review the employee's own employment and/or medical files. To do so, a written request must be made to the Human Resource Department. Within ten (10) working days of the request (or within any lesser period mandated by state or territorial law), the files will be made available to the employee to view or copies of documents in the file that are not company-confidential may be mailed to the employee's home address on file.

Employment Applications and Resumes

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

Background and Reference Checks

Intertek reserves the right to process background checks both as a condition of pre-employment and at any time during the course of employment, and will do so only in compliance with applicable state and federal law. In order to comply with the Fair Credit Reporting Act (FCRA), Intertek has put in place strict procedures and guidelines to process background checks for applicants and employees. Any false information or omission of information will jeopardize an employee's

position with respect to employment, up to and including rescinding an offer of employment, or termination of employment. For detailed information on this process contact the Human Resources Department.

All reference requests and/or inquiries from other employers for current or former Intertek employees must be referred to the Human Resource Department. Personal or professional references may not be given by anyone other than the Human Resource Department.

The Company has a neutral-reference policy. Responses to telephone inquiries will confirm only dates of employment and most recent job title. In addition, responses to written inquiries will include salary information if accompanied by a written authorization from the employee.

Changes in Personal Information

If an employee has a change in personal data, such as address, telephone number or number of dependents, that will affect benefits and/or payroll, it is his or her responsibility to promptly update their information by contacting the Employee Service Center.

Separation from Employment

While we hope that an employee's career with Intertek is long and rewarding, there will be times when the Company and employee will part ways. Below Intertek makes every effort to anticipate the questions that may arise from such a separation.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment. An employee who resigns should do so in writing and identify the last date he or she will work. To remain in good standing and be considered eligible for rehire, Intertek requires two weeks' notice. The supervisor should forward the resignation notice to the Human Resource Department.

Intertek reserves the right to accept a resignation immediately, or at any time prior to expiration of the notice period, and to separate the employee from employment without permitting the employee to work through the notice period.

Employees are not permitted to utilize PTO or Vacation/Sick time as part of the notice period. Unused PTO or Vacation time will be paid out at the time of employment separation as per the Paid Time-Off Policy.

EXIT INTERVIEW

When an employee resigns or is separated from Intertek, an exit interview may be scheduled with the Human Resource Department. Topics such as health insurance continuation (COBRA), life and disability insurance conversion, 401(k), references, settlement of any outstanding credit card or travel balances, and return of Company property including keys and equipment can be discussed at that time.

Unemployment Compensation

An employee who separates from Intertek may be eligible for unemployment benefits. Unemployment benefits are determined by the state agency and individuals are urged to contact their local state unemployment office to register for work and to research unemployment benefits options. An employee who is terminated for misconduct, attendance violations or absenteeism may be disqualified from receiving unemployment benefits in accordance with applicable state law.