

PHULPHILLMENT.COM

**PENNSYLVANIA SUPPLEMENT TO
EMPLOYEE HANDBOOK**

March 2026

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GENERAL INFORMATION

About This Pennsylvania Supplement

The Company is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Pennsylvania employees will receive the Company's Employee Handbook and the Pennsylvania State Supplement to the Employee Handbook.

This State Supplement applies only to Pennsylvania employees. It is intended as a resource containing specific provisions derived under Pennsylvania law that apply to the employee's employment. It should be read together with the Employee Handbook and, to the extent that the policies in this State Supplement are different from or more generous than those in the Employee Handbook, the policies in this State Supplement will apply.

This State Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the Chief Executive Officer ("CEO") of the Company has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing signed by the CEO.

If employees have any questions about these policies, they should contact Human Resources.

PAY PRACTICES

Meal Breaks

The Company requires all employees to take a 30-minute meal break when they are scheduled to work six consecutive hours. Meal breaks will not be scheduled before or during the first hour of work. An exception to this policy may apply when the nature of an employee's position allows them ample opportunity to rest or take an appropriate break.

An uninterrupted 30-minute meal break will be unpaid for nonexempt employees. All nonexempt employees must record their meal breaks.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify Human Resources.

Meal Breaks for Minors

The Company requires all employees who are under the age of 18 to take a 30-minute meal break when scheduled to work six or more consecutive hours. The meal break will not be scheduled before or during the first hour of work. An uninterrupted, 30-minute meal break will be unpaid for nonexempt employees. All nonexempt employees must record their meal breaks.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify Human Resources.

Paid Time Off

This policy applies to employees who work in Pennsylvania. We provide our employees with paid time off (PTO) from work. PTO may be taken for vacation, sick and safe time, medical appointments, or any other purpose (e.g., rest, relaxation, and personal pursuits, and so on). All employees are eligible to receive and use PTO as described in this policy.

For purposes of this policy, an employee's first full or partial calendar year of employment is referred to as year zero, e.g., if an employee is hired on March 15th, then year zero runs from March 15th through December 31st.

Grant of PTO

Year Zero Grant

All employees will be granted 24 hours of PTO on the 120th day of employment, except for employees who are hired between September 1st and December 31st. Any unused PTO at the completion of an employee's year zero (and specifically as of December 31st) will not carryover from year to year and any unused hours will be forfeited.

Hourly/Non-exempt Employees

For all employees hired during April of 2026, Phulphillment.com will honor years of service for work performed at Warren Industries.

Starting with the January 1st of a non-exempt employee's year one, they will receive a grant of PTO according to the following schedule:

Years of Service	Annual Amount
January of year 1	Hired January 1 through March 31 of Year 0 = 48 hours Hired April 1 through September 30 of Year 0 = 40 hours (If hired in September this will replace year 0 grant). Hired October 1 through December 31 of Year 0 = 24 hours on 90th day instead of receiving the year 0 grant
2 years to completion of 5 years	48 hours/6 days
6 years of service plus	80 hours/10 days

Salaried/Exempt Employees

For all employees hired during April of 2026, Phulphillment.com will honor years of service for work performed at Warren Industries.

Starting with the January 1st of an exempt employee’s year one, exempt employees will receive a grant of PTO based upon when they started working for the company.

Starting with the January 1st of an employee’s year one, they will receive a grant of PTO according to the following schedule:

Years of Service	Annual Amount
January of year 1	Hired January 1 to March 31 of Year 0 = 80 hours Hired April 1 to June 30 of year 0 = 65 hours Hired July 1 to September 30 of Year 0 = 50 hours (If hired in September this will replace year 0 grant). Hired October 1 to December 31 of Year 0 = 40 hours on 90 th day instead of year 0 grant.
2 years to completion of 9 years	80 hours/10 days
10 years of service plus	120 hours/15 days

Changes to the PTO grant amounts as indicated on the schedules above become effective in January of an employee’s eligible employment anniversary year with the company.

Carryover of PTO:

Any unused PTO as of December 31st of each year will carryover from year to year except as specified above for employees in year zero.

PTO request procedures:

Unless PTO is being used in conjunction with FMLA leave, another protected leave, emergencies, and in order to balance business and personal needs, all requested PTO days must be authorized by your manager. We request that all PTO requests that are not being used for such purposes, be submitted at least two weeks in advance for PTO lasting longer than five work days and for any PTO request in excess of ten workdays, such request should ideally be submitted four weeks in advance of the time off. The more advance notice that is provided, the greater the likelihood that the request can be granted. Requests will be reviewed and approved at the company’s discretion based on a number of factors, including business needs and staffing requirements. We reserve the right to deny requests to use PTO for such reasons and/or to cancel previously approved PTO requests. The company reserves the right to require an employee to use

PTO, including during periods of furlough or other shutdowns as well as during leaves of absence to the extent permitted by applicable law.

If you are using PTO for a sick leave related purpose and the need for PTO use is foreseeable, you must provide reasonable advance notice – either orally or in writing – to your manager of an absence from work. If the use of PTO for a sick related purpose is unforeseeable, you must provide notice – either orally or in writing – to your manager of the need to use PTO at least 2 hours prior to the start of your shift, unless such notice cannot be provided and then notice must be provided as soon as practicable.

PTO may be used in an initial increment of two hours to cover all or just part of a work day.

If a company-observed holiday should fall during a time when you are using PTO, that day will be paid outside of your PTO and not be considered a PTO day for purposes of deducting time from your PTO bank.

Verification/Certification of Absences:

The company reserves the right to request verification/certification of absences to the extent permitted by applicable law. Any verification information requested by the company should be submitted via email to human resources, and not to an employee’s manager.

PTO pay:

PTO is not considered “hours worked” and is not counted for the purpose of your overtime hours of work or overtime premiums.

The rate of pay for PTO will be paid at your base hourly rate or base salary.

Integration with other benefits:

It is your responsibility to apply for any applicable benefits for which you may be eligible as a result of the illness or disability. Your PTO benefits will be fully integrated with other benefits available to you, as permitted by applicable law.

Separation of employment:

If your employment ends in your year zero, you will not be paid for any unused PTO. Thereafter, if your employment with the company ends, we will pay you for your unused PTO at your base rate of pay or base hourly rate, unless indicated above.