



"From our family to yours"

EMPLOYMENT HANDBOOK

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About Us

Founded by family and fueled by admiration for the industry, Camtu's Alaska Wild Seafoods' core mission is to provide the highest quality of seafood to customers and dedicate more to the hard-working fishermen fleet of Alaska.

Camtu's Alaska Wild Seafoods was established in 2014 by a fishing family who had a dream to share Alaska's treasures with the world. In 1995, it began as a migrant family's search for opportunity and a new life in Alaska. They fell in love with the fishing community and the beauty of Alaskan seafood. They knew immediately that it had to be shared with the world. From seafood plant workers, to their own fishing boats, to direct marketing, their passion and dreams continued to grow. Today, they are an established wholesale operation that produces one of the most sought-after seafoods in the world, to customers all over the world.

We are a processor and distributor of wild, Alaskan seafood from the Prince William Sound and the mouth of the Copper River. We produce wholesale fresh and frozen headed/gutted products, and also green roe for all five species of Alaskan salmon. Our fish are all domestically processed in town and handled with great care from our dedicated fishing boats, through our plant, and into the marketplace.

Our plant is located in Cordova, Alaska, a town that is famous for its distinct Alaskan Copper River salmon. Resting on the base of a mountain and at the edge of the sea, Cordova, Alaska is a unique fishing town that is enriched with culture, hard work, and passion for the seafood industry. Our operations begin in mid-May until mid-September, when the town triples in size from the influx of fishermen, seafood workers, and tourists to welcome the new fishing season.

We believe in high quality seafood, the devoted fishermen, and the hardworking seafood workers. With our collective efforts, we are excited to share to the world what the Alaskan seas have to offer.

Welcome New Team Member!

Dear valued team member,

We are excited to extend to you a warm welcome to the Camtu's Alaska Wild Seafoods team! It is our hope that your employment here will be both rewarding and enjoyable.

In order to assist you in your success here, please take the time to read this handbook. The handbook was developed to describe the expectations we have for all of our employees and what you can expect from us. It is an outline of our company policies and therefore, may not answer all of your questions. If you find that you have further questions, please contact our office. Our administrative team will be happy to assist.

It is important to us here at CAWS to maintain a solid workforce and a reliable team. Our success is based on the personal attention and contributions of our employees. We thank you in advance for bringing a positive contribution to our efforts. Here, we work like family and deeply value the friendship we build with everyone that crosses our paths throughout the years.

Sincerely,



Camtu Ho
President & CEO
Camtu's Alaska Wild Seafoods



Thai Vu
Vice President
Camtu's Alaska Wild Seafoods

Introduction

This handbook is written to acquaint you with Alaska Wild Seafood Partners, LLC (doing business as “Camtu’s Alaska Wild Seafoods”, herein abbreviated as “CAWS”) and provide you with information about working conditions, structure, benefits, and some of the policies affecting your employment. All team members should read and understand the provisions within this handbook. It describes many of your responsibilities as a team member and bunkhouse tenant. Furthermore, this book outlines the programs and policies developed by CAWS to assist team members during their stay in Cordova. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As CAWS continues to grow, the need may arise to revise, add, or remove policies described in the handbook. CAWS therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time, or to deviate from the provisions in this handbook, as it deems appropriate, in its sole and absolute discretion. CAWS will try to notify employees of changes as they occur.

This handbook IS a summary of our organization’s employment policies and procedures. It revokes and supersedes any prior summaries or statements of employment policies and procedures and will control in case of any inconsistency with other written materials (except individual employment agreements) or unwritten practices.

This handbook IS an evolving document which may be revised and updated from time to time. We will try to keep you advised of changes in policies and procedures covered in this Employee Handbook through notices on bulletin boards, employee meetings, and/or circulation of revised pages or a later edition.

This handbook IS NOT your only source of information on employment-related issues. Although this Employee Handbook should be the best place to start in finding answers to questions, you may, from time to time, have questions that it does not answer. In those situations, please seek assistance from our office staff during available hours.

This handbook IS NOT the official contract of employment but WILL contain clauses in which the Employment Agreement references. Upon hire, an onboarding packet was presented to you for completion before your arrival into Cordova, Alaska and/or before the season begins. One of the document items was the “Employment Agreement.” The “Employment Agreement” references policies and procedures from this handbook that are crucial to your employment and end of season benefits.

Employment Information

The Premises

Camtu's Alaska Wild Seafoods has one main seafood processing plant located in Cordova, Alaska. We do not have any other operating locations at this time. The main work areas include the offload dock, the bunkhouse, the production plant, the FV CAMTU tender vessel (which tenders the Prince William Sound on the ocean), and the office. The official facility address is 129 Harbor Loop Road, Cordova, Alaska.



The Camtu's Alaska Wild Seafoods' premises includes our main building which comprises the office, cafeteria, kitchen, the plant's maintenance shop, and the employee entrance to the plant. Attached to the main building is the production plant, which includes a walk-in freezer, walk-in cooler, case-up room, one active production line, two ice-makers, box storage, and a loading yard. On the south side of the main building is our employee housing unit, typically called the "Bunkhouse." The Bunkhouse is within comfortable walking distance (approximately 2 minutes) to/from the plant, office, and cafeteria. Our plant is located directly in the main town and within walkabout distance to many local amenities.

Office & Cafeteria Building

Our office and cafeteria building are located on 129 Harbor Loop Road through the two double glass front doors. They share the same building. After entering through the front doors, the cafeteria is directly to your left. The set of stairs directly in front of you goes up to our office.

The cafeteria offers a variety of food and beverages to enjoy. Snacks and hot meals for breakfast, lunch, and dinner are served daily. Mealtimes will vary on certain days, depending on whether there is production or not. Non-production meal schedules will be posted on the wall.

The office is available for onboarding paperwork services, rain gear checkout, timecards, employee mail/packages, and more. This is where paychecks and pay stubs will be distributed.

Housing & Living

For Bunkhouse team members, we provide housing for your stay during the season. Housing is fully free for those that complete their employment agreement term. Please refer to the "Reimbursement Policy" and your initial employment agreement for more information.

The rooms in our housing unit range from 4 beds up to 6 beds. Each person is also offered a locker. It is your responsibility to supply your own padlock. Our housing unit offers couples rooms, but they are limited. Please speak with your hiring manager to see if there are couples rooms available. The bunkhouse offers separate bathrooms for men and women, equipped with toilets, private showers, and hot water. Wifi is provided free of charge.

Our facility has a limited number of beds. Therefore, beds are distributed out on a first-come, first-serve basis when tickets are booked and submitted. The sooner you book your tickets, the higher chance of being confirmed a bed.

For Bunkhouse team members, the company provides the following living amenities:

- Laundry Services
- Internet
- Food
- Housing / Beds
- Mattress and Pillows
- Bedding
- Lockers

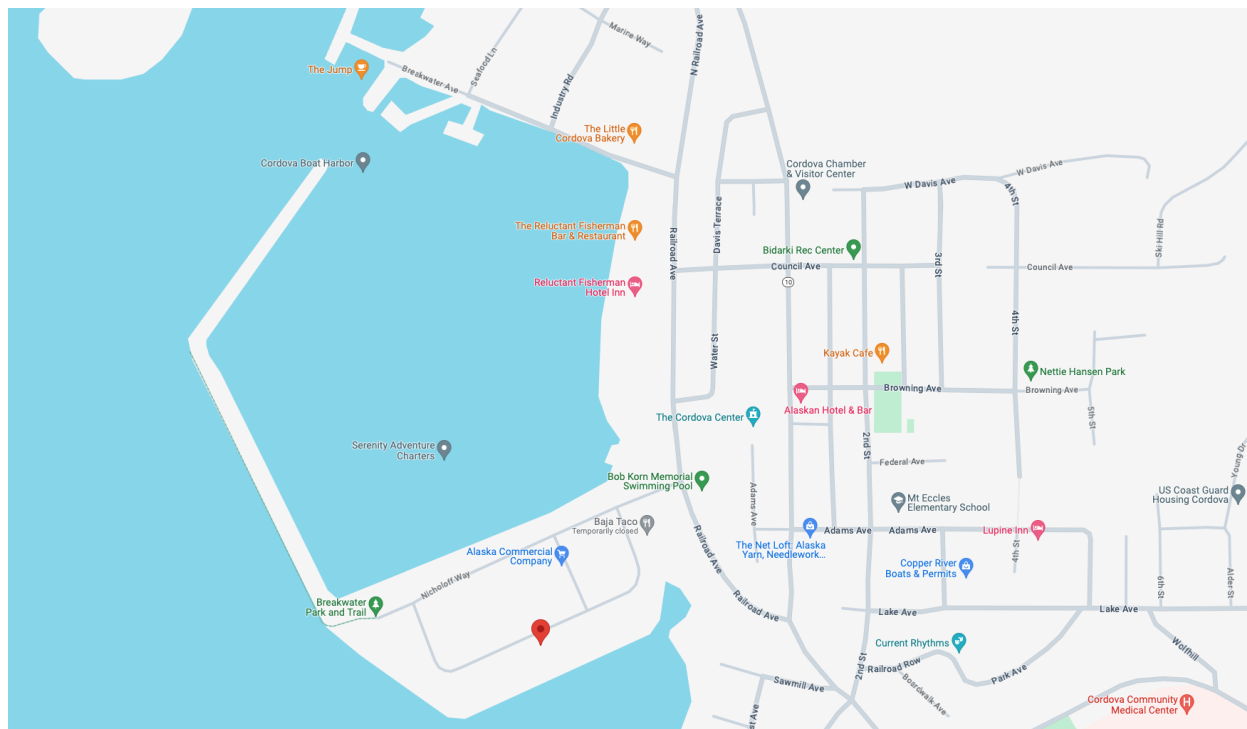
As for packing, the following list is a good starting point for your stay:

- Warm clothing (appropriate for wet, cold climate and enough for your 5-months stay); clothes will get dirty while working; i.e., sweaters, sweatpants, socks, warm hats, etc.
- Waterproof boots for work (common brand here is Xtra-Tuffs)
- Padlocks with number code or key for your locker.
- Rain or waterproof jacket(s).
- Toiletries and sundries such as face wash, shampoo, conditioner, body wash, lotions, moisturizers, etc....
- Oral care such as mouth wash, toothpaste, toothbrush, floss, etc....
- Bath Towels
- Entertainment for the bunkhouse (i.e., laptop, books, cellphones, video games, etc.)
- Chargers
- Laundry bag
- Medications (vitamins, pain relievers)
- Feminine hygiene products
- Hair styling tools (brush, hair ties)
- Shaving supplies
- Flip flops for shower stalls.
- Others, unlisted

While we work to ensure our facilities are as secure as possible, we strongly advise against bringing an excess of valuable items into the Bunkhouse. By minimizing the number of non-essential, high-value items you bring into shared living spaces, you can significantly reduce the risk of potential loss or damage.

We understand that everyone has personal items that are important to them, but please consider the necessity and the value of these items before bringing them into the bunkhouse. Our priority is always your well-being and comfort, and part of this is ensuring that your personal items are safe.

Surrounding Amenities



The Camtu's Alaska Wild Seafoods' premises is located directly in town, making it a comfortable walking distance to local amenities such as grocery stores, banks, coffee shops, restaurants, and more.

The list of local establishments are as follows:

Main Banks

- Wells Fargo
- First National Bank of Alaska

Main Grocery

- Nichols Front Door Store
- AC Value Center

Gear Stores

- LFS
- AC Value Center
- Cordova Gear

Food & Drink

- Baja Taco
- Harborside Pizza
- OK Restaurant
- The Reluctant Fisherman
- The Powder House Bar & Grill
- And More

Local Health Centers

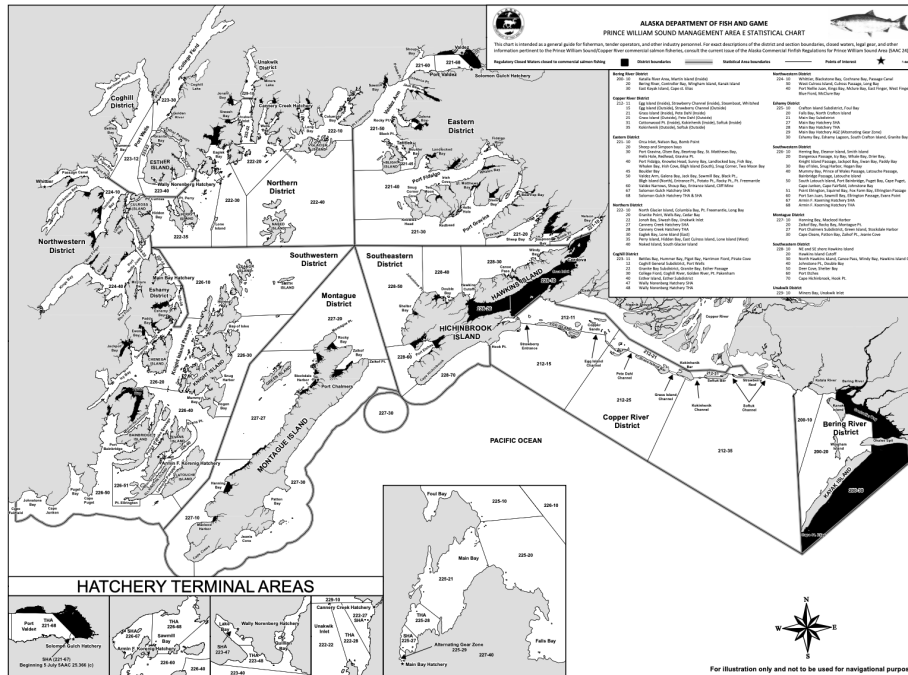
- Cordova Community Medical Center
- Ilanka Community Health Center

For the full list of businesses, visit the local Chamber of Commerce's directory at:
www.cordovachamber.com/business-directory/

Industry Background

Industry Disclaimer: While we strive to provide our employees with full work schedules, nothing is guaranteed as this industry is dependent on the strength of fish returns and weather. This industry depends on Mother Nature, but Mother Nature is often unpredictable. It must be understood that no hours are guaranteed.

This particular salmon management and fishing zone is known as “Area E.”



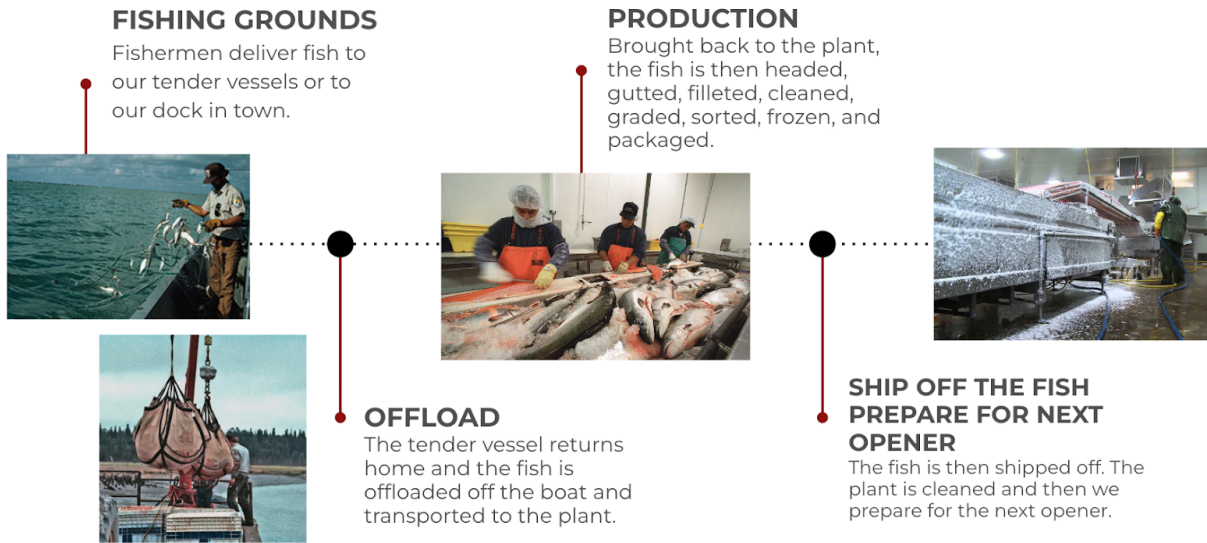
The Area E season typically runs from approximately mid-May through the end of September. Area E includes two fishing areas known as the “Copper River District” and the “Prince William Sound” (PWS). The Copper River district opens first and is one of the first fresh ports into the market after the long winter. Prince William Sound opens about 2 weeks after, around the end of May or the first week of June.

Depending on the strength of the salmon runs, the season could run until the beginning of October. King and Sockeye salmon season runs from May through June, and trickles out through the season. Chum salmon season runs from June through July. Pink salmon season runs from July through August. Coho salmon season runs from August through September. Peak season is typically from June through August.

| SEASON SUMMARY | | | | |
|-----------------|---------------|-------------|------------------|-----------|
| May | June | July | August | September |
| Start of Season | Peak Season | Peak Season | Peak, but Varied | Varied |
| CR Opens | PWS Opens | Varied | Varied | Varied |
| King, Sockeye | Sockeye, Chum | Chum, Pink | Chum, Pink | Coho |

The fishery management office issues out public “announcements” that dictate the areas that are open for fishing and also the duration of fishing. The duration of these fishing periods can range from 12 hours, 24 hours, 36 hours, and up to 84 hours long. These periods of fishing are called “openers.” Once these openers are announced, the fishermen will make preparations to go out and fish. While the fishermen are out on the ocean, their catch will be delivered to our company chartered tender vessels. As we await for the harvest to return back to town, we make preparations in the plant which include cleaning, sanitizing, shoveling ice, and more.

Once the opener period closes, we wait to hear from our tender vessels and the Fleet Manager to determine how many pounds are returning and the estimated time of arrival of the vessels to the dock. Once all ETAs have been received, final pounds are confirmed, and in consideration with the airline and barge schedule, management will determine the production start time. Once finalized, the production and dock schedule will be communicated out to each team member via text message.



The tender arrival times to the dock and the freight schedules can be at very odd hours of the day. This may be in the middle of the night. Therefore, it is crucial to be alert and prepared to work at all hours of the day.

Arriving Groups

At this time, we only have one available season, which runs from the middle of May through the end of September. Although we have one season, we section arriving groups into two groups: Group A and Group B.

The two arriving groups are scheduled as follows:

| ARRIVING GROUPS | |
|--|--|
| Group A | Group B |
| May Arrivals, Staying through September | June (or Later) Arrivals, Staying through September |
| CR Opens | PWS Opens |
| King, Sockeye | Sockeye, Chum |

Group A is for applicants that wish to arrive and complete the entire season of the term. The arrival window for Group A typically averages between May 9th and May 11th, however, it will differ every year. The arrival window dates will be provided in the email containing your onboarding process for the season.

Group B is for applicants that cannot make it in May, but can arrive in June or later. Or, Group B is provided as an option for applicants if Group A is full.

Departments

We have four available departments for work and hire:

- **PRODUCTION:** If you are working in the Production Department, you will be engaged in the management and/or offload and processing of all five species of Alaskan Salmon finfish and Salmon Roe. The salmon are purchased from fishing vessels, offloaded from salmon tender vessels, and processed and packaged at the plant. Typical tasks at the production plant include offloading, heading, gutting, grading, sorting, packaging, operating machinery, feeding salmon into machinery, filet, ice manufacturing, roe production, and other duties as assigned.
- **OFFICE:** If you are working in the Office Department, you will be engaged with activities such as customer service, front desk receptionist, accounts payables, accounts receivables, human resources, fleet accounts, and other general office duties as assigned.
- **KITCHEN:** The kitchen is a volunteer position for approved production employees that wish to cook and provide food for other fellow team members. This includes planning, prepping, cooking, and serving meals and snacks.
- **TENDER CREW:** If you are working in the tender crew department, you will be working onboard the company tender vessel that will depart from the port of Cordova and tender the Copper River and Prince William Sound. Here, you will be working out on the ocean. Your duties include performing vessel deckhand operations such as tying and fueling up fishing vessels, generating fish tickets, and providing customer service to fishermen out at sea.
- **ADMINISTRATIVE:** If you are working in the administrative department, your duties include the planning and management of the production, office, kitchen, and tender crew departments, maintain fleet relationships, and in addition, oversee the business decisions and operations of the company.

Employment Classification

The Company reserves the right to modify an employee's classification at any time, based on changes in job duties or other factors. If an employee's classification changes, the Company will provide the employee with written notice of the change and any resulting changes to pay or benefits.

It is important for employees to understand their employment classification, as it determines their eligibility for certain benefits and protections. If an employee has questions or concerns about their classification or eligibility for benefits, please speak with the office manager.

All available employment classifications are as follows:

- **Seasonal, Full-Time, Local:** This classification is paid by an hourly rate and is eligible for the overtime rate. These employees are hired for a single season (or more) under an employment agreement to work approximately 1,500 hours (more or less, depending on mother nature, weather, and workload) until the season's closure. This is not a guarantee of hours. These employees live in town and therefore do not need to pay the bi-weekly meal/housing rate. This classification is not eligible for Bunkhouse benefits such as airline ticket and housing/meal reimbursements but are eligible for the Local benefits.
- **Seasonal, Full-Time, Bunkhouse:** This classification is paid by an hourly rate and is eligible for the overtime rate. These employees are hired for a single season (or more) under an employment agreement to work approximately 1,500 hours (more or less, depending on mother nature, weather, and workload) until the season's closure. This is not a guarantee of hours. These employees live in the Bunkhouse and therefore do need to pay the bi-weekly food/housing rate.

This classification is not eligible for Local benefits but are eligible for the Bunkhouse benefits such as airline ticket reimbursements

- **Seasonal, Full-Time, Tender:** This classification is paid by piecework wages, or in industry terms, "Daily Tender Rate." More information and detail can be found on the initial Crewmember Contract. These employees are hired under a Crewmember contract to work approximately 60 to 90 days until the season's closure (more or less, depending on mother nature, weather, and fishery announcements). These employees live on the company tender vessel without meal or housing deductions. Since these employees work out at sea, they fall under a different meal budget for the tender. Therefore, they do not qualify for meals from the cafeteria. This classification is not eligible for Local or Bunkhouse benefits, but are eligible for the \$25 per day bonus at the completion of the Crewmember Contract.
- **Seasonal, Part-Time:** This classification is paid by an hourly rate but is not eligible for the weekly overtime calculation. Only local employees are eligible for the part-time position. Part-time employees are not permitted to stay in the Bunkhouse unit. Part-time positions are on an "on-call" list and will be called to work when the workload is required, since hours are prioritized for full-time employees. Hours are not guaranteed for employees within the part-time classification.
- **Executive Administrative, Local:** This classification is excluded from overtime rates and pay under specific provisions of federal and state wage and hour laws. This classification is paid by an annual salary. These employees are considered full-time and primarily executive managers and/or administrators in managing the operations of the business. These employees are scheduled to work the full calendar year, with exception to vacation days.

For more information on overtime, please refer to the "Overtime" section within this handbook. For more information on benefits, please refer to the "Employee Benefits" section within this handbook.

Airline Tickets

All applicants are responsible for purchasing their arriving tickets to the place of work. This is part of our commitment to fostering transparency, equality, and fairness among all team members. This policy allows employees to have flexibility and control over their travel choices and arrangements. The cost of the arriving ticket, its booking, and any changes or cancellations are the responsibility of the employee. Please be aware that the company does not reimburse or compensate for these expenses. We advise all employees to consider this when planning their travel and to ensure they are fully informed about the terms and conditions of their ticket purchase.

We understand the financial commitment this may represent for some employees, and we encourage everyone to seek the best possible travel arrangements that suit their needs and budget. We also advise employees to consider purchasing travel insurance to cover any unexpected changes or cancellations. Employees are expected to arrive at the Point of Hire in a timely manner, in line with the agreed-upon start dates and times. Any delays or changes to travel arrangements should be communicated to the management as soon as possible. We appreciate your understanding and adherence to this policy. It is part of our ongoing efforts to foster a fair and equal work environment for all our team members.

Per our company's "Reimbursement Policy", eligible airline costs will be reimbursed at the end of the season. However, clear documentation of the itinerary and receipt must be provided to the office. Failure to provide the office with supporting documentation can forfeit your airline reimbursement. Please review our "Reimbursement Policy" for more information.

If you are facing financial hardship and need assistance getting to the place of work, please review our "Airline Ticket Loan Policy" section for more information.

Boots & Gear

In our commitment to ensuring the health and safety of all employees, we require that each team member supply their own work boots. This policy not only ensures that each individual can select footwear that offers them the maximum level of comfort and fit, but it also minimizes health and safety risks from recycling boots through many users. We encourage everyone to invest in high-quality, durable work boots that provide good support and protection from the wet and cold work environment.

If you are facing financial hardship and need assistance with getting boots for work, please review our "Boot Loan Policy" section for more information.

There are marine supply stores in Cordova if you would like to purchase them in town. The stores here are called "LFS" or "AC Value Center." The main brand of boots here are "XTRA-TUFFS." We may have your size available to borrow but it is not guaranteed.

As for gear, Camtu's Alaska Wild Seafoods offers bibs and jackets for check-out at the office. However, you are welcome to bring your own gear for sizing, warmth, comfortability, and preference. There are marine supply stores in Cordova if you would like to purchase them in town. The stores here are called "LFS" or "AC Value Center."

Other provided gear and safety equipment include:

- Waterproof Gloves
- Protective Sleeves
- Hairnets
- Face Masks
- Face Shields
- Hard Hats
- Aprons
- Earplugs
- Face shields

If you opt for alternative options for gear as a personal preference, this will be at your own expense. As plant gear is already provided by the company, we do not offer Gear Loans for personal purchase at the local stores. Dock Crew team members are an exception to this.

Employee Benefits

The employee benefits offered at Camtu's Alaska Wild Seafoods are classified into two categories, dependent on your employment classification. Part-time employees are not eligible for either type of bonuses. Bonuses are offered only for full-time employees.

| BONUS GROUPS | | |
|--|--|--|
| Local | Bunkhouse | Tender |
| 1) Free hot meals on production/work days* 2) Eligible for local rates 3) Christmas Profit Share Bonus 4) No deductions for meals/housing 5) Referral bonuses*** | 1) Round trip travel expenses covered between from Point of Hire** and Cordova 2) Free housing 3) Free meals (breakfast, lunch, dinner), everyday 4) Referral bonuses*** | 1) Round trip travel expenses covered between from Point of Hire** and Cordova 2) Free housing 3) Free meals (breakfast, lunch, dinner), everyday 4) Referral bonuses*** 5) \$25/day bonus, EOS**** |
| <p>Conditional: Due to the nature of this business, flux and flows are a common factor in the seafood industry. The Christmas Bonus is dependent on profit share and some fiscal years may result in lower profits than anticipated. For those reasons, the Profit Share Bonus cannot be guaranteed every year.</p> | <p>Conditional: If your employment is classified as Bunkhouse, these benefits are contingent on you completing your employment agreement for the entire term, not breaking any company policies, and no employment record strikes on file. Please refer to our "Reimbursement Policy" and your initial employment agreement for more information.</p> | <p>Conditional: If your employment is classified as a tender vessel crewmember, these benefits are contingent on you completing your employment agreement term, not breaking any company policies, and no employment record strikes on file. Please refer to our "Reimbursement Policy" and your initial employment agreement for more information.</p> |

* Tender crew-members are on a separate meal budget policy.

** "Point of Hire" is defined as Seattle, Washington or Anchorage, Alaska.

*** Referral bonuses are only valid if they apply and work for at least 3 months.

**** End of Season

Mailing Address Use

If you need a mailing address for receiving paper mail or packages during the season, you have two address options to choose from. Please use the table on the following page to determine which method works best for you. Please read our Address Use Disclaimer before proceeding with your order.

Address Use Disclaimer: The City of Cordova is a rural and remote location. For that reason, the mailing system operates differently than what you may be accustomed to. Incoming mail and packages require specialty transferring and rerouting to get delivered into town. Once it gets into town and delivered to the freight facility, the local staff must sort and process each item individually. Therefore, it is common for a package delivery to be delayed. The average wait times range around 1 or 2 days in addition to the "Estimated Delivery Date" provided in the tracking number from your freight carrier. However, some shipments may require up to a week. It is also important to note that if your tracking says "delivered", it may only be "scanned in" and not available for pick-up yet. Due to the nature of a rural location, Camtu's Alaska Wild Seafoods is not responsible for tracking or locating paper mail and packages. Our driver is able to pick up mail from the post office and bring them back to the plant for pick-up and that is the extent of our authority. We have no control or authority to track lost or stolen mail. We also cannot determine

when mail will arrive. If you have any questions or concerns, please speak directly with the local mail establishments and businesses.

Physical Address Disclaimer: For any paper letters or freight, please ensure to use our PO BOX # or "General Delivery" addresses only, not our physical address. Our local post office does not accept physical addresses. For this reason, your mail may be at risk of being returned. You may only use these mailing addresses during the active salmon season while you are present in Cordova from May through September. CAWS is not responsible for any lost or stolen mail. We are also not responsible for forwarding any mail during any of the off-season months (October through April). You are responsible for updating your mailing address after the season concludes.

| ADDRESS USE | |
|--|--|
| Option 1: May Require 2 to 3 Days Wait Time | Option 2: Requires No Wait Time |
| <p>You may use the company mailing address for receiving mail or packages, however, you must allow for 2 to 3 days for post office runs by our staff. Should you choose this option to receive packages, you agree to the wait times. Once packages arrive, they are brought up to the office for pick-up during office hours.</p> <p>Please use the following address correctly:</p> <p style="text-align: center;">CAMTU'S ALASKA WILD SEAFOODS ATTN: <YOUR NAME> PO BOX 1502 CORDOVA, AK 99574</p> | <p>If you do not wish to wait for mail delivery at the plant by our driver and would like to pick up your own packages from the post office, you can use the following mailing address:</p> <p style="text-align: center;">Please use the following address correctly:</p> <p style="text-align: center;"><YOUR NAME> GENERAL DELIVERY CORDOVA, AK 99574</p> <p>The local post office is within comfortable walking distance from our plant and bunkhouse.</p> |

On Call Availability

In recognition of the unpredictable nature of our industry, we must sometimes ask our team members to operate on an on-call basis. This means that there may be instances when you are required to be ready to work at any given hour of the day, on any day of the week. We fully acknowledge the challenges and demands this may present. However, this level of flexibility is integral to the smooth running of our operations and our ability to provide consistent and maximized hours for all.

Your comprehension and commitment to fulfilling this requirement are greatly appreciated. We urge all employees to ensure they are consistently reachable, especially during these on-call periods. Furthermore, we count on your readiness and willingness to step in when needed. Your dedication plays a significant role in maintaining our operational efficiency, and we thank you for your cooperation and understanding in this matter.

To ensure you have access to all production schedules and work start times, please review the "Required Communication" software.

Required Communication

In order to always be on call, available, and ready to work, it is crucial that you have a functioning cell phone. Our company uses cell phones and the remittance of text messages to keep our team informed.

Cordova is often out of the range of service for many cell service providers. Therefore, we require all incoming team members to download, install, and register for WhatsApp before your arrival into Cordova. These instructions are included in the initial onboarding paperwork. WhatsApp uses only a wifi network and does not require any cell service. This will ensure all of our team members have access to all information, as internet access on the premises is provided free of charge for all.

Before your arrival, you will be added into a WhatsApp Community Group. In this group, we will send updates for production start times, production schedules, memos, announcements, and general work-related information.

If you do not have a functional phone and/or did not follow the WhatsApp instructions before your arrival, you may miss out on work opportunities. We cannot guarantee additional shift assignments and work schedules if we do not have a direct method of communication with you.

Timekeeping Software

At Camtu's Alaska Wild Seafoods, we have implemented a timepunch system that is hands-free and does not require ID cards or memorization. The device records punches using facial recognition. The software that we use to record time is "Lathem Payclock." During the onboarding process, all employees are set up in our PayClock system. This system has a desktop portal and a mobile app that is free to download and use for all team members.



If you would like to have online access to your timesheets, please visit the office with a valid email address. You will receive an email invitation to access your punches and accumulated work hours for the pay period. If you do not see this link, please ensure to check your SPAM/JUNK folder in your email inbox.

Clocking In & Out For Work

Employees should report to work no more than ten minutes prior to their scheduled starting time. The time punch procedure is standard and goes as follows:

- At the start of a shift or the end of a meal break, employees must **CLOCK IN**.
- At the end of a shift or at the start of a meal break, employees must **CLOCK OUT**.

We have provided the timekeeping means to ensure accurate pay for the upcoming payroll period. Timecard misuse, such as failing to properly clock in or clock out, or falsifying time worked, may result in disciplinary action up to and including termination.

Breaks

At Camtu's Alaska Wild Seafoods, there are two types of breaks: rest breaks and meal breaks.

For every 2.5 to 3 hours worked during production, all employees will receive a paid 15 minute rest break. These 15 minute breaks do not require punching out.

Meal breaks range between 30 minutes up to 1 hour, depending on the production schedule. Meal breaks are unpaid. It is mandatory for all employees to clock out for meal breaks. Due to safety reasons, meal breaks are required for all team members. If you are missing punches for a scheduled meal break, the office is authorized to make the corrections on your timesheet for you.

Time Corrections

If you discover a PayClock punch error in your timesheet, you must report it immediately to the office. The office will confirm with the plant supervisor, verify it with supporting documentation, and make the necessary corrections in the software.

It is crucial to have a physical copy of your punches too. Technology can be prone to software glitches and internet malfunctions. For those reasons, we provide a paper copy for each day, next to the PayClock device. This paper timesheet is valid as supporting documentation for any timesheet errors. Please use these provided sheets in order to verify your hours. If your hours are not recorded on any supporting documentation, your request for corrections may be denied and you may lose work time.

Payroll

Payment will be based on the hours logged in the PayClock system and approved timesheets. Pay periods are bi-weekly, meaning every two weeks. The pay periods begin on Mondays and end on Sundays. Payroll is run on the Monday that follows the pay period's end date. Paychecks and pay stubs are ready for pick up by 3:00 PM.

Paper checks are printed as default. If you have chosen your pay method as direct deposit, the payment will require 1 business day to post into your bank account. If payroll is run on a federal holiday, it will require 2 business days. We have no control over the speed of direct deposit postings. It is also your responsibility to provide the office with correct banking information. Should there be any issues with account information, Camtu's Alaska Wild Seafoods is not responsible for the corrections and undoing of the deposit.

Payroll Corrections

Camtu's Alaska Wild Seafoods takes all reasonable steps to assure all team members receive correct pay and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly notify the office of the discrepancy so that corrections can be made as quickly as possible. If the correction involves time corrections, please review the section "Time Corrections" for more information on what will be required.

Once the discrepancy is identified, it will be corrected the same day if caught on payroll day. Otherwise, the correction will be reflected in the next paycheck.

Deductions & Garnishments

There may be several types of common deductions that you can expect on your upcoming paychecks. Please note, you may not see all of the following deductions on your stub, as it may not apply to you.

- **TAXES:** The law requires that Camtu's Alaska Wild Seafoods make certain tax deductions from every employee's paycheck. Among these deductions are applicable federal, state, and local income taxes. We must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." CAWS matches the amount of Social Security taxes paid by each employee. A valid social security number must be provided on your onboarding paperwork during hire.
- **GARNISHMENTS:** Garnishments are pay deductions required by law and usually taken to help pay off a debt or obligation to an organization other than CAWS. This includes child support, state orders, or federal judge orders.
- **HOUSING & MEAL:** This deduction applies to Bunkhouse team members only. There will be a deduction from each paycheck for housing and food. These deductions are made at a flat rate declared on your employment agreement. However, depending on the strength of the salmon runs, the administrative team may waive this deduction during slow periods of the season. This deduction is eligible for full reimbursement at the end of the season. Please refer to the sections "Employee Benefits", "Reimbursement Types", "Reimbursement Policies," and also your initial employment agreement for more information.
- **GEAR LOAN:** In the event that you may require a loan for work boots, the company can provide this under the terms of our "Boot Loan Policy" and "Reimbursement Policy." Repayment for this loan will be made via paycheck deductions. The repayment deduction amount may be a flat amount or a flat percentage rate of your gross income. Our company ensures the deductions will be fair and will not result in any further financial hardship.
- **ARRIVING AIRLINE TICKET LOAN:** In the event you may require us to book your arrival ticket for you, the company can provide this under the terms of our "Airline Ticket Loan Policy" and "Reimbursement Policy." Repayment for this loan will be made via paycheck deductions. The repayment period will typically be over the course of the season, and the deductions will be made in equal amounts across this period. The repayment deduction amount may be a set amount or a flat percentage rate of your gross income. Our company ensures the deductions will be fair and will not result in any further financial hardship.
- **DEPARTURE AIRLINE TICKET:** If you have opted for the company to purchase your departure ticket, you may owe for your portion of the trip. As we cover transportation costs only between the Point of Hire and Cordova, any destination beyond the Point of Hire is your responsibility. Therefore, your portion of the trip may be deducted from your paycheck or applied against your other reimbursement amounts at the end of the season.

These deductions and reimbursement policies are industry standard.

If you have further questions or concerns on why deductions were made from your paycheck or how they were calculated, please visit our office or contact our office manager.

Reimbursement Types

There are several types of reimbursements that you may be eligible to receive. These reimbursements are dependent on your employment type and classification. Therefore, not all may apply to you.

- **AIRLINE TICKET:** This reimbursement type is valid for Bunkhouse team members only. Whether you had purchased your arriving ticket yourself or if an airline ticket loan balance had been deducted from your paychecks throughout the season, you are eligible for receiving up to the full amount of your ticket from the Point of Hire to Cordova.
- **DEPARTURE AIRLINE TICKET:** This reimbursement type is valid for Bunkhouse team members only. If you purchased your departure ticket back to the Point of Hire yourself, our company will reimburse you for the ticket from Cordova back to the Point of Hire. This reimbursement is typically coupled with the Housing & Meal reimbursement bonus at the end of the season.
- **HOUSING & MEAL:** This reimbursement type is valid for Bunkhouse team members only. Throughout your employment here at Camtu's Alaska Wild Seafoods, a flat amount will be deducted from your paychecks to cover housing and meal expenses during your stay. This amount is declared on your initial employment agreement. These deductions accrue throughout the season. At the end of the season, you are eligible for receiving up to the full amount of your housing and meal expenses. This reimbursement is typically coupled with the Airline Ticket reimbursement bonuses at the end of the season.

It is crucial to note that each of these reimbursement types are conditional and may be forfeited. Please refer to our "Reimbursement Policy" section for more information.

Work Schedules

Work schedules vary greatly throughout the season as it fully depends on fishery management announcements, strength of the salmon runs, weather conditions, tender arrival times, and freight schedules. These factors are outside the bounds of control of Camtu's Alaska Wild Seafoods. It is an estimate that one season may range upward to about 1,500 hours. One workday may range up to 20 hours a day, or more. However, these hours are not guaranteed due to the factors that affect the industry.

Work is carried on continuously when available. While there is no minimum guarantee of hours, your employment is required to work during both slow and busy periods, as many hours as requested. Management will advise shift start and end times. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

If you have any questions or concerns regarding your work schedule, please contact your supervisor or stop by our office.

Complaints

At CAWS we are committed to providing a positive and respectful work environment for all team members. However, we understand that there may be times when a complaint or concern is necessary. In such cases, CAWS will take the necessary steps to ensure that all complaints are handled fairly and efficiently. There will be no reprisal, criticism, or penalty levied against an employee who brings forth an issue, complaint, or concern. All complaints will be handled confidentially to the extent possible.

If an employee has a complaint, they should first raise it with the office. The office will submit the complaint to the most fitting manager on duty who will then investigate the complaint and provide a resolution within a reasonable timeframe.

If an employee feels uncomfortable raising a complaint in person, they can also reach out to our office staff by text or email. We understand that speaking up can be difficult, and we want all employees to feel safe and supported when raising any concerns they may have.

We strive for an open and transparent workplace, and encourage all employees to provide feedback on our complaints procedure. We believe that this will help us to identify any areas for improvement and ensure that we continue to meet the needs of our employees.

Promotion & Upward Mobility

Pay rate increases are based on job performance and job-related qualifications or skills. Pay rate increases may be available to employees who have demonstrated exceptional job performance, have acquired additional job-related qualifications, and have contributed to the success of the Company. Decisions to promote will be based on your entire record of employment, including such things as:

| | | |
|---------------|-----------------|------------------------------|
| Attendance | Experience | Length of Service (Number of |
| Attitude | Job Performance | Seasons) |
| Efficiency | Cooperation | Overall Ability |
| Safety Record | Skill | Disciplinary Record |

Pay rate increases may be awarded on a merit basis, meaning that they are based on an employee's job performance and contributions to the Company. Pay rate increases may also be awarded based on market factors or changes in job duties or responsibilities.

The Company reviews pay rates on a regular basis to ensure that they are fair and competitive within the industry. The Company is committed to providing fair and equitable compensation to all employees.

Company Policies

Reimbursement Policy

Bunkhouse employees may be eligible for several reimbursable items as part of their employment benefits. Please review the "Employee Benefits" section for more information on these items. All reimbursable values shall operate under this Reimbursement Policy.

Under the employ of the Bunkhouse classification, team members are subject to deductions on bi-weekly paychecks that can be reimbursable up to the full amount. Once the season, or employment term, or Employment Agreement has been completed successfully, these deductions are paid out to the employee at the end of the season in September. Reimbursement payments may not be advanced or drawn from ahead of time.

A "successful completion of the employment contract" is defined as whether an employee has:

- Stayed and worked for the complete term of the season contract;
- Not violated company policy;
- Not accumulated up to 3 strikes (or more) of company policy violations;
- Maintained the employment relationship with Camtu's Alaska Wild Seafoods.

Upon a violation of the employment agreement, all reimbursable items are forfeited and the employee may no longer be eligible for the full amount back. A "violation of the employment agreement" is effective immediately when the employee has:

- NOT stayed and worked for the complete term of the season contract;
- Committed major violations of company policy;
- Accumulated up to 3 strikes (or more) of company policy violations;

- Not maintained the employment relationship with Camtu's Alaska Wild Seafoods.

Once the employment relationship between the employee and the company is severed for any reason other than company layoffs, the employee loses all guarantee of the reimbursable amounts.

This policy, along with others, is declared on the initial employment agreement during the hiring process. Your signature indicates your understanding of these company terms and conditions of employment. Failure to read and understand the company terms and conditions is your responsibility.

There will be absolutely no exceptions for reimbursements. These deductions and reimbursement policies are industry standard.

Airline Ticket Loan Policy

This policy is designed to ensure employees can travel as required for work without facing financial hardship.

During the hiring process, if an applicant is enduring financial hardships, our company can offer an Airline Ticket Loan, meaning our company will book the complete airline ticket for you. Please be prepared to provide your hiring representative with the following items necessary in order to complete the booking.:

- 1) Name of your nearest airport,
- 2) A photo of your driver's license,
- 3) The date that you are ready to leave.

Please provide the requested information to our staff in writing. Once this information has been provided, our office staff will book your flight directly to Cordova.

If plans change and you are no longer able to make the flight or come up to work, please contact us as soon as possible in order for us to cancel the ticket. If you miss the flight or are a no-show-no-call, your application will be forfeited and you will lose all future opportunities to work at our company.

Throughout the season, payments will be made towards your Airline Ticket Loan until paid in full. These deductions may be a set amount or a percentage of your gross income. We ensure these loan deductions are fair and will not create any further financial hardship.

At the completion of the season, the eligible amount that the company covers will be reimbursed back to you in full, under our "Reimbursement Policy" section.

If the employment relationship is terminated for reasons other than company layoffs, the outstanding loan balance will be deducted from their final paycheck and will be ineligible for reimbursement, per our company's "Reimbursement Policy."

Note: This policy applies to airline ticket loans only and does not cover any other types of loans or advances.

Boot Loan Policy

This policy is designed to ensure employees have the necessary work boots without facing financial hardship.

If you are in need of work boots but do not have the capabilities to obtain some for work, please visit our office for assistance. The company will help purchase you a pair of work boots under our Boot Loan Policy.

Throughout the season, payments will be made towards your Boot Loan until paid in full. These deductions may be a set amount or a percentage of your gross income. We ensure these loan deductions are fair and will not create any further financial hardship.

If the employment relationship is terminated for reasons other than company layoffs, the outstanding loan balance will be deducted from their final paycheck and will be ineligible for reimbursement, per our company's "Reimbursement Policy."

If an employee leaves the company, the outstanding loan balance will be deducted from their final paycheck.

Note: This policy applies to boot loans only and does not cover any other types of loans or advances.

Relocation Expenses Policy

Our company is committed to fostering a fair work environment, and as part of this commitment, we have established a clear transportation policy to guide employees regarding travel expenses incurred during your relocation to Cordova.

Please be aware that the company does not provide reimbursement for any personal travel expenses incurred beyond your initial Point of Hire location. The Point of Hire is defined as either Seattle, Washington or anywhere within Alaska. This includes, but is not limited to, costs associated with daily commuting, personal trips, shopping expenses, hotel rooms, meals, or any other personal related expenses. Our company solely covers roundtrip airline tickets between the Points of Hire and the place of work under our "Reimbursement Policy."

Our company also cannot book hotel rooms on behalf of the employee, as we often deal with no-show, no-call applicants. The only exception to our Relocation Policy is in the event that a flight booked by our company had been canceled but an employee had made the connecting flight to the Point of Hire. Once a flight is canceled, it may require several days for the rebooking. Once we confirm the cancellation from the airline, lodging will be booked for you.

This policy is implemented to ensure equality across the organization. Each employee is responsible for their own commuting expenses and other personal travel costs. The company acknowledges that this may involve costs and inconveniences for our employees, however this policy is part of our efforts to manage fairness amongst our staff responsibly and effectively.

While we understand the complexities and potential challenges this policy may present, we believe it is necessary for fairness and to reduce any complications. We appreciate your understanding and compliance with this policy. Any exceptions to this policy are subject to management's discretion and must be approved in advance.

We encourage all employees to plan their travel accordingly, considering this policy when making commuting or personal travel arrangements. We value the dedication and commitment of our employees and we continue to explore ways to support them while maintaining our organizational responsibilities.

Return Ticket Policy

At the completion of the season term, our company provides your return ticket back to the Point of Hire of your choice. Our company opts to book the full trip from Cordova directly to your destination of choice. This ensures cost savings for both parties. The return ticket booking can be done in two ways:

- **SELF BOOKING:** You may opt to purchase your return ticket at your own cost. This ensures your control over travel options and preferences. Then, submit the full itinerary and receipt to the office. The office will then reimburse you for the cost between Cordova and the Point of Hire.
- **COMPANY BOOKING:** You may opt for the company to purchase your return ticket at our expense. Our office staff will book the ticket from Cordova directly to your destination of choice. Then, your portion of the ticket owed (Point of Hire and beyond) will be applied against your Housing & Meal reimbursement and/or arrival ticket reimbursement.

However, if the employment relationship between you and the company is terminated for reasons other than a company layoff, you are no longer entitled to receiving a return ticket back to the Point of Hire. Therefore, all costs incurred for your return is solely your responsibility.

Ground Transportation Policy

Upon your arrival into Cordova, our driver(s) will be ready at the airport to shuttle you to the bunkhouse. This shuttle service is free of charge. If you do not see our driver immediately, please wait by the airport's landline phone mounted on the wall, by the door.

Throughout your stay in Cordova, our company van will be available to provide rides to/from work at the dock. Lastly, depending on driver availability, our van can offer rides to other destinations as well. However, this service must be used fairly and reasonably.

At the completion of the season term and agreement, our van will provide you a guaranteed free shuttle back to the airport for your return flight. It is crucial that you are ready and on time to depart from the bunkhouse.

In the event that the employment relationship between you and the company is terminated for reasons other than a company layoff, you are no longer entitled to receiving a guaranteed shuttle ride back to the airport. Therefore, all methods for your return are solely your responsibility. Guaranteed rides in the company van are prioritized for current team members only.

Employee Loans Policy

At our company, we understand that there may be times when employees face financial difficulties. In order to support our employees during these challenging times, we have implemented an Employee Loan Policy.

Under this policy, employees who have been with the company can apply for a short-term, interest-free loan or "advance" for emergencies or financial hardships.

Team members must meet the following requirements in order to be eligible for a loan:

- Must be present in Cordova at the time of the request.
- Must complete the entirety of the season.
- Must have finished at least three continuous seasons.
- Must not have violated any major company policies.
- Must not have an accumulated amount of record strikes on file.

The maximum amount that can be borrowed is subject to management discretion, taking into account the employee's salary and length of service.

Repayment of the loan will be done through payroll deductions over a mutually agreed-upon period. A fully executed Promissory Note will be required before the monetary payout. The frequency and amount of these deductions will be discussed with the employee before the loan is disbursed, ensuring the repayment plan is manageable and fair. The deductions are typically made by a percentage rate of the employee's gross income.

Please note that the granting of a loan is at the company's discretion and will depend on the circumstances. Loans are not guaranteed for every employee or situation. We also encourage employees to consider all options and seek external financial advice before making a decision.

To apply for a loan, please contact our office. Your request will be handled with the utmost confidentiality.

Timekeeping Policy

Accurately recording time worked is the responsibility of every employee. All employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Federal and state laws require CAWS to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. All employees are provided means to a timesheet for this purpose.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to certify the accuracy of all time recorded. Supervisors and office staff review the logged punches before submitting them for payroll processing.

Equal Employment Opportunity

Our company is steadfast in its commitment to providing equal employment opportunities to everyone, regardless of their individual circumstances. We firmly stand by the principle of fairness, where all employment decisions, ranging from hiring, promotion, compensation, benefits, training, termination, and all other employment terms, conditions, and privileges are made without any prejudice.

We do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law. Our commitment extends to every aspect of employment, including those policies concerning discipline, discharge, and any other terms and conditions of employment as well as providing reasonable accommodation to qualified individuals with disabilities.

We believe in fostering a workplace that is inclusive and barrier-free. Diversity and inclusion are not just words to us but principles we live by. We understand that a diverse workforce fuels innovation and helps us better understand and serve our diverse customer base. We believe in not just acknowledging differences but celebrating them.

We strive to create an environment where everyone feels valued, respected, and included, and we encourage applications from all qualified individuals who share our commitment to this vision. We also

believe in continuous learning and evolution, and we welcome feedback and suggestions that can help us make our workplace more inclusive.

As an equal opportunity employer, we are committed to ensuring all individuals are treated with respect and dignity. We expect all employees to support our equal employment opportunity policy and to uphold its principles in their daily tasks and interactions.

Nondiscrimination

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CAWS will be based on business related criteria like skills, qualifications, abilities, and job performance. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, marital or veteran's status, changes in marital status, pregnancy, parenthood, or any other characteristic protected by applicable local, state, or federal law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the office representatives. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Reasonable Accommodations of Disabilities

CAWS is committed to complying with the federal and state laws and regulations ensuring equal employment opportunity for persons with disabilities. CAWS will make reasonable effort to accommodate individuals with disabilities, as defined under applicable laws.

Depending on the circumstances, reasonable accommodation may include but is not limited to providing applications in alternative accessible formats, aiding in completing applications, restructuring job duties and functions, reassigning qualified employees to vacant positions, and granting reasonable leaves of absence. CAWS makes reasonable accommodations that can be accomplished without undue hardship.

You should contact your supervisor if you have a medical condition that limits your ability to perform your essential job functions. CAWS may require that you provide verification of your condition and its work-related limitations. We will engage in an interactive process with you to identify needed reasonable accommodations. If you have concerns that your supervisor or manager is not providing reasonable accommodations, please contact the Human Resources Department.

Modern Slavery Statement

At Camtu's Alaska Wild Seafoods, we are committed to ensuring that there is no modern slavery or human trafficking in any part of our business or supply chains. We take this commitment seriously and have implemented policies and procedures to ensure that we uphold the highest standards of ethical conduct and integrity.

We recognize that modern slavery is a complex and ongoing issue, and we are dedicated to taking active steps to identify and assess potential risks of modern slavery in our supply chains. We work closely with our suppliers to ensure that they uphold the same standards and take measures to prevent modern slavery in their own operations. We also conduct regular audits of our suppliers to ensure that they comply with our standards and that there are no indications of modern slavery in their operations.

We provide resources to our employees to ensure that they understand the risks of modern slavery and how to identify and report any concerns. Our employee handbook sets out our commitment to preventing modern slavery and the steps that employees can take if they have any concerns. We also provide training to our employees on how to identify and prevent modern slavery in our operations and supply chains.

We are committed to ensuring that our business operates in a manner that promotes human rights and fair labor practices. We believe that the best way to achieve this is to work in partnership with our employees, suppliers, and other business partners to create a safe and supportive working environment for our people. We provide fair and equal employment opportunities to our employees, and we do not tolerate any form of discrimination, harassment, or abuse in our workplace.

We regularly review our policies and procedures to ensure that they align with our commitment to preventing modern slavery and human trafficking. We also engage with external stakeholders, including NGOs and industry groups, to stay informed of emerging best practices and to share our own experiences and learnings.

We understand that eradicating modern slavery is a long-term goal, and we are committed to playing our part in achieving this goal. This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our company's modern slavery and human trafficking statement for the current year.

Religious Accommodation

CAWS will make reasonable efforts to accommodate the religious practices of our employees as required by applicable law. When an employee requests an accommodation, CAWS may consider such alternatives as voluntary substitutions, flexible scheduling, or changes in job assignments. The requested accommodation, however, must be reasonable. We are not required to make any accommodation that would create an undue hardship on the conduct of our operations. Based on the particular facts in each case, we will determine whether a requested accommodation would create an undue hardship. If you have concerns about your supervisor or reasonable accommodation for your religious beliefs, please contact the office.

Hiring of Friends & Relatives

If you have friends and/or acquaintances who are interested in employment with CAWS, they must contact the office and inquire for more information on how to apply. Regardless of connection or association with current team members of CAWS, all must complete the hiring process and procedures. If the applicant successfully meets the minimum criteria for employment, they may be offered an opportunity to continue onto the onboarding process.

Hiring of Relatives

If you have relatives who are interested in working at CAWS, we welcome them to apply as well. Please direct them to the office for more information on how to apply. If the applicant successfully meets the minimum criteria for employment, they may be offered an opportunity to continue onto the onboarding process.

In the event of a record strike or employment termination to your relative(s), the issue will not affect your record or employment.

Background Check

All NEW team members will be required to successfully pass a background check as part of the onboarding process before the season. Team members may be hired; however, it could be revoked if the background check returns with unsatisfactory results. Results will be kept separate and maintained confidential at the office. If the background check returns with results, convictions are not an automatic bar of employment but will ultimately depend on the nature of the crime.

Drug Testing

All potential team members may be required to successfully pass a drug test as part of the onboarding process before the season. Results will be kept separate and maintained confidential at the office. This may be considered a condition of hire by the company and CAWS will bear the expense if your drug test returns back clean.

Immigration Law Compliance

Our company is committed to complying with all applicable immigration laws and regulations. We do not discriminate against any employee or job applicant on the basis of their national origin, citizenship status, or immigration status.

All employees are required to provide documentation to verify their eligibility to work in the United States. 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. Failure to provide this documentation may result in termination of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with CAWS within the past five years, or if their previous I-9 is no longer valid.

It is the responsibility of all employees to inform the company of any changes to their immigration status that may affect their eligibility to work in the United States. Any employee who becomes aware of a potential immigration law violation must immediately report it to their supervisor or the HR department.

We conduct periodic reviews of our immigration law compliance to ensure that we are in compliance with all applicable laws and regulations. Any employee who is found to be in violation of immigration law will be subject to disciplinary action, up to and including termination of employment.

If you have any questions or concerns regarding immigration law compliance, please contact the office.

Personnel Files

Personnel files are an important record of an employee's employment history and performance. It is important to keep these files accurate, up-to-date, and confidential. To ensure the integrity of personnel files, the following policies and procedures have been established:

Employment Applications

CAWS relies on the accuracy of information from your employment application and other data presented throughout the hiring process and ongoing employment. Any misrepresentations, falsifications, or material omissions crucial to your

Access and Changes to File

Employees have the right to access their own personnel files in accordance with applicable laws and regulations. Personnel files include all documents related to an employee's employment, such as job applications, performance evaluations, disciplinary actions, and other employment-related documents.

To access their personnel file, employees must make a request to the office. The request should include the specific documents or information the employee wishes to review. The employer will provide access to the personnel file within a reasonable period of time, not to exceed 30 days.

Access to personnel files may be limited in certain circumstances, such as when disclosure would invade the privacy of another employee or when disclosure would reveal confidential information. In such cases, the employer may redact or withhold certain information from the personnel file.

Employees who believe that their personnel file contains inaccurate or incomplete information may request that the file be corrected or amended. We will investigate the request and make any necessary changes to the personnel file.

Employees should be aware that their personnel file is confidential and should not be disclosed to third parties without their written consent. Any unauthorized disclosure of information contained in the personnel file may result in disciplinary action, up to and including termination of employment.

If employees have any questions or concerns about access to their personnel file, please visit our office during available hours.

Separation from Employment

Separation from employment occurs under circumstances such as a "Lay off/WorkForce Reduction", "Voluntary Quit", "Involuntary Termination", or "End of Season."

When you separate from employment with Camtu's Alaska Wild Seafoods, regardless of the circumstances surrounding your separation, please follow the procedures below:

- Return any company assigned gear to the office.
- Make an appointment with your Bunkhouse manager to thoroughly check out of your assigned bunk.
- Clear out your bunkhouse room. CAWS may not store any personal belongings, nor will the company take any responsibility if the employee stores his/her belongings with a fellow bunkmate.
- Go to the main office and pick up all mail, paystubs, or paychecks.
- Depending on the reason for your separation, please speak with the office for your return ticket back to the Point of Hire.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. When possible, advance notification of these mandatory assignments will be provided. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. As required by law, overtime pay is based on actual hours worked. Time off due to illness or injury, personal reasons, holidays, vacations, or any leave of absence will not be considered hours worked for purposes of computing

overtime. Overtime is paid 1.5 times the regular rate if the workday is greater than 8 hours and/or 40 hours a week.

Housing Policy

As part of our commitment to facilitating a supportive work environment, our company provides housing accommodations to employees not local to Cordova. If you are one of these employees, the following guidelines have been set in place to ensure a harmonious living environment:

- **Maintenance:** As a resident, you are expected to maintain the cleanliness and orderliness of your living space. This includes regular cleaning and proper disposal of waste. Additionally, any damages to the property that extend beyond normal wear and tear are the responsibility of the resident. Should any significant damages occur, they must be reported immediately to the company's housing department for evaluation and repair.
- **Respect for Others:** A key part of living within company-provided accommodations is respecting the rights and privacy of other residents. Noise levels should be kept to a minimum, especially during designated quiet hours. Any disputes or disagreements among residents should be managed respectfully and peacefully, with the aim of reaching a resolution that respects the rights and needs of all parties involved.
- **Prohibited Activities:** All residents are expected to abide by local laws as well as company rules. Illegal activities, disruptive parties, or gatherings that disturb the peace are strictly prohibited. Any resident found to be participating in such activities may be subject to disciplinary action, including potential termination of employment and eviction from the accommodation.
- **Pets:** Unless specifically stated otherwise in your housing agreement, pets are not permitted in company-provided accommodations. This rule is in place to prevent potential allergies, damages, and disturbances to other residents.
- **Termination of Employment:** If your employment with the company is terminated for any reason, you are required to vacate the company-provided accommodations within a specified period. This period will be communicated to you at the time of termination. Any belongings left in the accommodation after this period may be disposed of by the company.

Please be aware that the company reserves the right to inspect company-provided accommodations at any time to ensure compliance with these rules and to maintain a safe, comfortable living environment for all residents. Non-compliance with these guidelines may result in disciplinary action, up to and including termination of employment and eviction from the accommodation.

Electronic Communication Systems Policy

All employees are expected to use our electronic communication systems, including but not limited to email, instant messaging, and internet use, responsibly and professionally. Here are some guidelines to follow:

- **Confidentiality:** Do not disclose confidential information through electronic communication. Always ensure the receiver of the information is authorized to receive it.
- **Professionalism:** Use appropriate language in all electronic communications. Avoid offensive or inappropriate content.
- **Compliance:** Ensure all communications comply with local, state, and federal laws, as well as company policies.
- **Security:** Do not click on suspicious links or download untrusted attachments. Report any suspicious activities to the IT department immediately.
- **Personal Use:** Limited use of electronic communication systems for personal matters is acceptable, provided it does not interfere with work responsibilities.

Please note that the company reserves the right to monitor all electronic communication to ensure compliance with this policy.

Employee Conduct & Work Rules

General Standards of Conduct

To assure smooth operations and a positive work environment, CAWS expects employees to carry themselves in ways that will protect the interests and safety of all employees and the organization. Employees are expected to follow all reasonable health, safety and living standards set by CAWS, and employees shall, in no circumstances, commit any action which endangers the safety of fellow coworkers. Employees must keep their living quarters neat & clean; refrain from using abusive language; and refrain from harassing or discriminating against another employee.

Unauthorized Conduct & Behaviors

The following are examples of unauthorized conduct are expressly prohibited, and usually result in discharge:

- Use or possession on company premises of any illegal drugs or substances;
- Use or possession on company premises of any firearms; (or any item deemed by CAWS to constitute a dangerous weapon)
- Intoxication on or about the company work premises;
- Prolonged, unexcused absences from duties;
- Harassing or discriminating against any employee;
- Fighting;
- Destruction of property belonging to other employees or CAWS.

This list is not all exclusive. Other misconduct or performance problems may result in discharge. It is not possible to list all the behaviors that are considered unacceptable in the workplace. The following are examples of other behaviors that may result in disciplinary action, up to and including termination of employment.

- Dishonesty.
- Violation of the company controlled substances and or alcohol policies.
- Violation of the company bunkhouse policies.
- Falsification of company records, such as time cards, pay records, and identity and employment eligibility documents.
- Failure to follow established safety and quality control measures.
- Absenteeism or any absence without notice and/or unauthorized absence from work station during the workday with or without supervisor's authorization.
- Unauthorized removal of company equipment or property.
- Theft.
- Willful or grossly negligent damage to company property and/or having knowledge of and failing to report willful or grossly negligent damage.
- Threat of, or actual physical violence.
- Verbal or physical abuse based on race, religion, color, creed, sex, sexual orientation, age, or any other legally protected characteristic.
- Sleeping while on the job.
- Smoking in unauthorized areas.
- Unlawful wagering or gambling as defined by Alaska statute (AS 11.66.200).

- Accumulation of three written warnings for related and/or unrelated infractions.
- Possession of dangerous weapons on the job or on company property.
- Insubordination or other disrespectful conduct.
- Unauthorized use of telephones, computer system, mail system, or other employer-owned equipment.
- Unauthorized disclosure of business “secrets” or confidential information.
- Unsatisfactory job performance.

Please remember this list is also non-exhaustive. Other behaviors may result in discipline up to and including discharge. Whether discipline less than discharge is used will be determined by the company based on its assessment of relevant circumstances.

Drug & Alcohol-Free Workplace

CAWS specifically prohibits the following, and will discipline an employee up to and including discharge for any of the following:

- Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia unauthorized controlled substances on CAWS premises or during CAWS established working hours.
- Use, possession, manufacture, distribution, dispensation or sale of alcohol at the job site, during working hours, on CAWS business, or in CAWS supplied vehicles. Exception: Manufacturer sealed containers of alcohol may be transported during non working hours, by authorized staff, in the trunk or other area of CAWS vehicles making it inaccessible while the vehicle is being driven. Alcohol may also be possessed and consumed during non working hours in sleeping quarters within the CAWS bunkhouse.
- Storing in a sleeping quarter, or locker, desk or automobile, or other repository on CAWS premises any illegal drug, drug paraphernalia, or any controlled substance whose use is unauthorized.
- Refusing to submit to an inspection of any sleeping quarter, locker, desk, automobile, or other repository that is requested by management.
- Being under the influence of an unauthorized controlled substance, illegal drug, or alcohol (over .04 blood alcohol concentration level) in the plant, on CAWS business, in CAWS supplied vehicles, or during working hours.
- Use of alcohol off CAWS property adversely affects the employee’s work performance, his/her or others’ safety at work, or the company’s reputation in the community.
- Possession, use, manufacture, distribution, dispensation, or sale of drugs off CAWS property that adversely affects the employee’s work performance, his/her own or others’ safety at work, or CAWS reputation in the community.
- Adulteration or switching of any sample submitted for drug or alcohol testing.
- Refusing to consent to or to submit a breath, saliva, urine or blood sample for testing when requested by CAWS.
- Conviction under any criminal drug statute.
- Failure to notify CAWS of conviction under any criminal drug statute within five (5) days of the conviction.
- Failure to keep prescribed medication in its original container with a label that states the name of the drug, the frequency of dosage, the date prescribed, name of prescribing physician and the name of the employee.
- Refusing to sign a statement agreeing to comply with CAWS’s Drug Free Workplace policy.
- Refusing to complete a consent form prior to drug/alcohol testing.

Anti-Harassment Policy

Camtus Alaska Wild Seafoods is committed to providing a harassment-free work environment for all of its employees. To this end, CAWS prohibits harassment that is sexual in nature, as well as harassment that is based upon race, color, religion, sexual orientation, national origin, age, disability, or other characteristics protected by applicable local, state and federal laws. Such harassment demeans individuals, negatively impacts morale, and undermines the effective, efficient operation of our business. CAWS employees must not engage in prohibited harassment. Persons harassing others on any protected basis will be dealt with promptly.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, physical or visual conduct of a sexual nature when:

- submission to such conduct is made a condition of an individual's employment; or
- submission to or rejection of such conduct is used as a basis for making employment decisions affecting the individual; or
- such conduct -- intentionally or unintentionally -- unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

Harassment based on other protected characteristics generally includes unsolicited and offensive remarks, gestures, physical contact, display or circulation of written materials, pictures or cartoons, photographs, or other offensive matter/conduct that is based upon or directed toward a particular race, color, religion, gender, national origin, sexual orientation, age, disability or other basis protected by law. Anyone who is aware of any instance of sexual or other harassment must report the matter IMMEDIATELY to any member of the Human Resources department – either on site or at headquarters. All complaints of harassment will be investigated promptly and, upon completion of the investigation, the appropriate parties will be notified of the findings. Any supervisor, employee, or other individual affiliated with CAWS who has been found to have harassed another individual will be subject to appropriate corrective action, up to and including termination of employment.

No employee who in good faith complains of harassment will suffer retaliation for reporting such harassment. Employees who feel they have been retaliated against must also immediately report such concerns to Human Resources.

CAWS expects that all employees and affiliates at all times act responsibly to maintain a pleasant, cooperative working environment, free from discrimination and harassment of any kind, which allows each employee to perform to his/her maximum potential.

CAWS is committed to ensuring a harassment-free workplace. Those with questions regarding this anti-harassment policy should contact a member of the Human Resources department.

Attendance & Punctuality

Prompt, reliable attendance is required. It is important for you to show up to work on time when scheduled. As production lines are time sensitive to make shipment times on freight for the barge and airlines. CAWS recognizes that illness or other circumstances beyond your control may cause you to be absent from work, time to time. Whenever you know in advance that you are going to be late or absent, you must notify your supervisor. If you are unable to reach your supervisor, you must speak with a manager or call the main office.

Poor attendance, unauthorized absences, walking off the job without permission, returning late or not returning at all from break periods, and tardiness are disruptive. Any of these problems may lead to disciplinary action, up to and including termination of employment.

Workplace Violence

CAWS is committed to maintaining a safe and secure workplace for all employees. Workplace violence will not be tolerated under any circumstances. Examples of workplace violence include physical assault, threats, intimidation, and harassment.

If an employee observes or experiences any form of workplace violence, they should promptly report the incident to their supervisor or human resources. The company will investigate all reports of workplace violence and take appropriate action to protect employees, including disciplinary action or involving law enforcement if necessary.

In addition to reporting incidents of workplace violence, employees are encouraged to take an active role in preventing and reducing the risk of workplace violence. This includes identifying potential hazards and reporting any concerns to their supervisor or human resources.

Any employee found to have engaged in workplace violence will be subject to disciplinary action, up to and including termination of employment.

Please note that this policy applies to all employees, including full-time, part-time, and temporary staff, as well as contractors, vendors, and visitors.

As part of our commitment to maintaining a safe and secure workplace, we expect all employees to adhere to this policy and to avoid engaging in any behavior that could be considered violent or threatening. Additionally, employees should take reasonable care to protect themselves and their colleagues from workplace violence.

Our company provides resources and training to help employees recognize and prevent workplace violence. If you have any questions or concerns about the workplace violence policy, please reach out to your supervisor or human resources.

Remember, workplace violence is never acceptable and has no place at CAWS. We appreciate your cooperation in maintaining a safe and secure workplace for all of our employees.

Discipline

There may be instances where disciplinary action is necessary to address behavior that violates company policies or negatively impacts the workplace.

CAWS will make every effort to ensure that the disciplinary process is fair and consistent for all employees. The disciplinary process will vary depending on the severity of the violation and may include verbal warnings, written warnings, suspension, and termination. Warnings before termination may include the following:

- **“Friendly” Verbal Warning:** Supervisors may provide employees with a “friendly” verbal warning when an employee’s conduct is unacceptable. The supervisor should make a note of the warning and discuss it with that employee during or following his/her shift.
- **Written Warning:** Supervisors may use a written warning when an employee’s work performance, behavior or conduct is unacceptable. The employee should be given a written statement describing the problem in question, why it is unacceptable and what needs to be done to correct it. The supervisor should forward a copy of the warning on to Human Resources to be retained in the employee’s file. The supervisor should discuss the written warning in person with the employee during or following the end of their shift.
- **Disciplinary Action/Notice:** If an employee displays inappropriate conduct or behavior or unsatisfactory work performance following a verbal and/or written warning, a disciplinary meeting

can be held with the employee, supervisor and the department manager to discuss the problem. As a result of the meeting, a disciplinary action/notice should be completed noting violation(s) and any disciplinary action(s) taken. A copy of the disciplinary notice should be retained in the employee's file. (Disciplinary action could include suspension without pay or reassignment to another, lesser position.)

Whether any or all of these are utilized prior to termination is within the discretion of CAWS. Employees who are subject to disciplinary action will be informed of the reason for the action, the expected corrective action, and the consequences of failing to meet those expectations. They will also have the opportunity to respond to the allegations and provide any relevant information.

Our company recognizes that disciplinary action is a serious matter and will do everything possible to ensure that it is used judiciously and appropriately. We encourage all employees to report any behavior that violates our policies or negatively impacts the workplace to their supervisor or HR representative.

Safety

Safety is a joint venture at CAWS. We strive to provide a clean, hazard-free, healthy, safe environment to work in, and we make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of CAWS and you are expected to take an active part in maintaining this hazard-free environment. You must observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workspace should be kept neat, clean and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a supervisor. In addition, if you become ill or get injured while at work, you must notify your manager immediately.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Failure to abide by CAWS's safety and accident rules may result in disciplinary action, up to and including termination.

General Employee Safety

At CAWS, safety is our top priority. We strive to maintain a safe and healthy work environment for all employees, visitors, and contractors. We are committed to complying with all applicable safety laws, regulations, and standards.

Employees are responsible for following safety rules and procedures and reporting any safety hazards or concerns to their supervisor immediately. We provide safety training to all employees, including training on the safe handling of hazardous materials.

We also require all contractors and visitors to comply with our safety policies and procedures while on our premises. Failure to comply with our safety policies and procedures may result in disciplinary action, up to and including termination.

We believe that a safe work environment is essential to the success of our company and the well-being of our employees.

By following these guidelines and being vigilant about safety, we can create a safe and healthy workplace for all employees.

Employee Safety that includes but is not limited to:

- Ask questions! When it comes to safety there is no such thing as a dumb question.
- Adhere to all established safe work practices & procedures.
- Immediately inform your supervisor of any unsafe working conditions.
- Immediately inform your supervisor of any unsafe behaviors of other employees.
- Always wear your assigned protective gear. (Head, Hair, Eye, Ear, & Lung)
- DO NOT, under any circumstances wear loose or tattered clothing.
- DO NOT, wear loose or dangling jewelry on your fingers, around your neck or your wrists.
- Walk, never run inside the plant.
- Remain alert and aware at all times.
- Refrain from horseplay within the plant.
- Lift with your legs, not your back! Get help with heavy loads or objects.
- Maintain a clean work place.
- Regularly attend safety meetings.

Machine Safety

- Be certain you have a good understanding of the equipment before operating it.
- Use the right tools and equipment for the job.
- Know and understand how to turn on/off the equipment you are working with.
- Know and understand any machinery within your immediate work area.
- Comply with all equipment lock/out & tag/out procedures.
- Check to make sure workers are clear before starting up any machinery.
- If the equipment you are operating has been turned off, prior to restarting the machinery all employees in the immediate area remain a safe distance from the machinery that is gearing up.
- See that machine guards are in place before operating machinery.
- Never remove safety features or other protective barriers from the operating equipment.
- Never reach into the operating equipment to repair, dislodge or adjust the machinery while it is moving or turned on.
- If there is a problem with the equipment, notify your supervisor and they will address the problem.

Forklift Safety

Forklifts are an essential tool for many operations at CAWS. However, they can also be dangerous if not used properly. To ensure the safety of our employees, we have established the following forklift safety guidelines:

- Only trained and authorized employees are allowed to operate forklifts.
- All forklifts must be inspected daily for any defects or malfunctions before use.
- The load capacity of the forklift must not be exceeded.
- The forklift operator must always wear a seatbelt.
- The forklift operator must always maintain a clear line of sight and drive at a safe speed.
- The forklift operator must always use the horn when approaching corners, aisles, or other areas with limited visibility.
- The forklift operator must always park the forklift in a designated area when not in use.

We provide regular training to all forklift operators to ensure that they are aware of the risks associated with forklift operation and the proper safety procedures to follow. We also encourage all employees to report any safety concerns or hazards related to forklift operation to their supervisor immediately. By following these guidelines and working together to maintain a safe work environment, we can ensure the well-being of our employees and the success of our company.

Community Health Services

The Ilanka Community Health Center and the Cordova Community Medical Center are the two main medical providers in Cordova. The Ilanka Health clinic is staffed by two medical directors and one nurse practitioner. The Cordova Community Medical Center is staffed by two medical directors, one family nurse practitioner, and two registered nurses.

We are committed to providing access to community health services to all of our employees. If you have any questions about the community health services that are available to you, please don't hesitate to reach out to the HR department in the main office for more information.

Illness/Injury On or Off the Clock

If, while at work, you become sick or injured, notify your supervisor immediately. When you inform your supervisor you will be transported to the hospital. Once you return from the hospital, please visit the plant's office within 5 days to speak to a CAWS representative to assist you.

If the injury or illness IS WORK RELATED, the care you receive will be covered through Workers Compensation. There will be necessary report forms provided for you to fill out. Time off from work may be granted to recuperate from the injury or illness. Investigative measures may follow.

- An employee MUST report any illness that would keep him/her from working. The employee needs to notify their supervisor in person. Please stop by our office to fill out an injury form.
- Any illness or injury, no matter how insignificant it may seem, must be reported immediately to the supervisor. An illness/injury report will be completed by all involved parties.

If the illness or injury IS NOT WORK RELATED or went UNREPORTED, the cost of any care you receive from the clinic will be your responsibility.

End of Employment and/or End of Season

Lay Off/Work Force Reduction

Camtu's Alaska Wild Seafoods has full intention to operate our production facility for as many months out of the season as possible. However, the nature of this industry is prone to extreme variances. This may be due to weak salmon runs or fishery closures made by the local department of Fish & Game. In the event the season succumbs to an extremely slow period, it may be necessary to reduce the workforce.

In the event a company layoff is necessary, the following will stand true:

- Employees usually receive notice of the work force reduction from administrative management. A "lay off" notice will be notified in writing.
- All deductions accrued throughout the season, such as Housing, Meal, and Airline Tickets will be fully reimbursed back according to company policies.

- All team members laid off will be fully eligible for return tickets.
- A guaranteed and free shuttle ride will be provided to team members on their departure date.

Although it will be a tough decision to make, our company understands the value and importance of each team member's time and finances during these slow periods.

Voluntary Termination of Employment

A voluntary termination is a separation from employment initiated by the employee (you) and not the employer (Camtu's Alaska Wild Seafoods). This is commonly referred to as a Voluntary Quit.

Common reasons for voluntary termination include:

- Without notice or reason
- Another job
- Relocation
- Illness
- Family matters
- Problem with supervisor
- Problem with Co-Worker
- Personal Problem
- Return to School
- Other

Employees who voluntarily quit are not completing their employment agreement and are therefore not eligible to return to work with Camtu's Alaska Wild Seafoods if a reason or cause had not been reported to the office. Additionally, once your termination has been recorded, all employment benefits are forfeited effective immediately in accordance with our "Reimbursement Policy."

Involuntary Termination of Employment

An involuntary termination is a separation from employment initiated by the employer (Camtu's Alaska Wild Seafoods), not the employee (you). This is commonly referred to as being "Discharged" or "Terminated."

Common reasons for involuntary termination include:

- Unrequested Absenteeism
- Insubordination
- Violation of Rules
- Lack of Work
- Tardiness
- Substance Violation
- Violence
- Unsatisfactory performance
- Refusal to Follow Instruction
- Job Eliminated or Changed
- Other

Employees who are involuntarily terminated will not be completing their employment agreement with Camtu's Alaska Wild Seafoods, and are therefore not eligible to return to work with CAWS. Additionally, once your termination has been recorded, all employment benefits are forfeited effective immediately in accordance with our "Reimbursement Policy."

End of Season

Due to the unpredictable nature of this industry and fishery, it cannot be accurately predicted when the official season end date will be. As the season approaches the end, the administrative management team will be evaluating the strength of the season. Once our management team has enough information to determine the season end dates, it will be announced to all team members in writing. Then, the process to conclude the season will begin.

If you are employed as a Bunkhouse team member, you can begin to make travel plans for your return back home. Once your return ticket is booked, the office will run your reimbursement bonus check. The office cannot run your reimbursement bonus check until your return ticket is booked. Please review our company's airline ticket policy sections within this handbook for more information.

Before your departure, please follow the procedures outlined in the "Separation from Employment" section of this handbook to ensure a smooth transition home.

Eligibility for Rehire

At the Camtu's Alaska Wild Seafoods, we value our team members and recognize their contributions to the success of our organization. Our rehire policy is designed to ensure the process is quick, smooth, and easy.

Employees who have voluntarily resigned or were terminated for reasons other than misconduct may be eligible for rehire. However, eligibility for rehire is not guaranteed and will be determined on a case-by-case basis. Employees who were terminated for misconduct are generally not eligible for rehire.

If you would like to be considered for rehire, please contact our office representatives in writing to ensure your eligibility. Otherwise, you will be receiving an email in the following spring that indicates your eligibility to return. You must respond and confirm your intent to return in writing.

If you are a returning employee, you will not have to reapply on the company application portal. You will be provided with renewal onboarding paperwork and begin the process for booking your ticket back up to Cordova. Lastly, if you are a returning employee, a bed will be automatically reserved for you.