

April 1, 2020

## **CCT COVID-19 INCENTIVE PAY PROGRAM**

CCT is considered an essential business due to the important role we play in the distribution of life-sustaining and life-saving medications and drug therapies. This has never been clearer than right now. We have just been asked to supply Excel shipping solutions to a leading global biotech company that has been approved to conduct emergency Phase III clinical trials on an existing anti-inflammatory drug that has shown promise in the treatment of the COVID-19 infection.

The biotech company has been working in coordination with the White House who has directed that the highest level of priority be put on this program. If the clinical trials are successful and the drug is released to be prescribed, it may ultimately save thousands of lives. Time and continued supply of CCT shippers to support this program are critical. **Our Work REALLY Matters...** perhaps never so much.

While we believe that everyone understands the extreme importance of what we do, we also understand that it is very concerning, during the COVID-19 threat, for our manufacturing and manufacturing support staff to be coming on-site to work in our 5 facilities every day, working with many other people.

To show how appreciative we are for this commitment we are implementing a **COVID-19 Incentive Pay Program**. We hope this will provide some additional incentive for exemplary attendance and perhaps even for working extra hours to enable us to complete our mission. The program's objective is to maximize the likelihood that our ability to manufacture and ship critical products will not be interrupted.

### **How Will It Work?**

#### Eligible Employees

- All employees working full-time, on-site at the TN, NV, PA and IL facilities, paid hourly or salaried.
- All MA employees working full-time, on-site in manufacturing, manufacturing support, QA, material handling, shipping, receiving, and the thermal test lab, paid hourly or salaried. Essentially, this is everyone working on the 1<sup>st</sup> floor.

#### Who Is Not Eligible

- Employees working from home.
- Employees coming to the facilities sporadically and not working on-site every day.
- Administrative staff working on the second floor in MA.
- Temporary or contract employees.

### Effective Date and Duration

- The program will be effective Wednesday April 1, 2020.
- The continuation of the Program will be reviewed weekly by senior management and continued at their discretion. An announcement will be made every Friday regarding the Program's status for the following week.
- Continuation of the Program is entirely at the discretion of CCT management.

### What is the Incentive Pay

- Each eligible employee will receive \$40 per day, for each full day worked.

### Rules, Stipulations and Pay Procedures

- Incentive pay will not be paid for partial days worked, regardless of the reason for time off during the day.
- \$40 per day will be the maximum incentive pay, even if an employee works OT.
- An Incentive Pay balance will be accrued and paid out in the first regularly scheduled paycheck after the end of a month. (The Payout Date)
- An employee who voluntarily terminates employment before the Payout Date will forfeit any accrued Incentive Pay.
- An employee who voluntarily takes paid or unpaid leave of any type before the Payout Date may forfeit any accrued Incentive Pay. These situations will be reviewed on a case-by-case basis.
- An employee terminated for cause will forfeit any accrued Incentive Pay.
- An employee laid-off or furloughed will receive any accrued Incentive Pay upon termination or furlough. (This is not planned or expected to occur.)
- Incentive Pay will be subject to normal taxes and payroll deductions.
- If the Program is suspended by CCT management mid-month, any accrued Incentive Pay will be paid on the next scheduled Payout Date.

### Important Notes:



135 Constitution Blvd.,  
Franklin, MA 02038

P 800-370-8566  
F 508-429-9056

[www.coldchaintech.com](http://www.coldchaintech.com)

**Sickness:** This Program is NOT intended to encourage employees who are sick to come to work. Employees who are sick should absolutely NOT come to work. Any employee who is exhibiting COVID-19 symptoms, has tested positive, or has been exposed to someone else who has tested positive should NOT come to work and should contact their supervisor and/or HR immediately so that we can employ protocols that are designed to protect the continued health of co-workers. Any employee who comes to work that is noticeably sick with respiratory symptoms or fever will be immediately sent home.

**Employment Status:** This Incentive Program is not a guarantee of employment for any period. As has always been the case, all employees remain as “at will” employees. Nothing in this Plan shall be construed to create or imply an employment contract between the employee and CCT.

**Questions:** Please do not hesitate to see your supervisor, manager or Human Resources with any questions.