Purpose

This policy outlines the guidelines and procedures for rehiring former employees of Tanimura & Antle. The purpose is to define the circumstances under which former employees of the Company may be eligible for rehire, considering why their previous employment ended. The policy also specifies eligibility criteria, service restoration, and benefits eligibility.

Scope

This policy applies to former employees whose employment relationship ended with Tanimura & Antle. This policy does not refer to seasonal employees who are on layoff status. In addition, it does not refer to employees on approved medical, parental, or other authorized leave (e.g., discretionary or long-term leave).

Who is Eligible for Rehire

This policy allows former employees who worked at Tanimura & Antle to apply for re-employment. However, to be eligible for rehire, former employees must have been in good standing with satisfactory performance when employment ended and left the Company for reasons such as:

- Voluntary resignation
- Reduction in workforce
- Expired contract (temporary employees and H-2A employees)
- Separation of employment for reasons other than poor performance, policy violation, illegal or unethical behavior, or gross misconduct.

Former employees may be re-hired up to two times. Interns who may return to the company multiple summers during their university years are not subject to this limitation.

Who is Not Eligible for Rehire

Former employees are not eligible for rehire if they left the Company for any of the following reasons, even if performance was satisfactory:

- Job abandonment
- Excessive absenteeism
- Termination due to unsatisfactory performance
- An individual who accepts a job offer but does not show up on their first day will not be considered for rehire for one month.
- Termination due to gross misconduct, illegal or unethical behavior, harassment, discrimination, theft, embezzlement, workplace violence, and other policy violations.
- Former employees who have been previously re-hired at least twice.

Service Restoration and Benefits Eligibility

Former employees of Tanimura & Antle who were employed for more than one year and become re-employed by the Company within six months will not have a break in service. The original date of service will be reinstated.

Benefits reinstatement and eligibility will begin upon completing the waiting period for the particular benefit or as otherwise stated by the benefit plan or as required by law.

- **Sick Leave:** The former employee's Sick Leave balance will be reinstated if rehired within twelve months unless the balance was previously paid out.
- **ESOP:** Service earned before termination will be credited if the former employee is rehired before having a five-consecutive-year break in service.
- **401(k) Plan:** Participation may begin immediately upon rehire, provided the employee is not an Excluded Employee.
- **20-Year Club:** Credited service earned before termination will be credited if the former employee did not have a break in service as described above.

Former employees with less than one year of service or returning after six months will be considered "new hires" and do not have prior service recognized for years of service and specific benefit plan accruals, except where otherwise required by particular benefit plans.

Fair Decisions

When hiring, the Company will not discriminate according to any protected characteristics. However, we may give preference to former employees who apply for positions compared with other candidates because former employees know our company better than new external candidates.

Procedure

When a former employee applies for a position, we will follow the following procedure:

1. Former employees who are eligible for rehire may apply to any open position for which they are qualified.
2. Former employees interested in rejoining the company should apply through the standard process.
3. The Human Resources Department reviews personnel records to obtain the former employee's rehire status and assesses the employee's previous performance record.
4. If eligible for rehire, the hiring manager will decide whether the employee is qualified for a particular open position. If not eligible for rehire, Human Resources will inform the former employee.
5. If the employee is qualified, the hiring manager will contact the former employee and make necessary arrangements to be considered for the open position. If not selected, the hiring manager will inform the former employee.
6. To maintain a safe and healthy work environment, deviation from this policy for a former employee who was discharged for cause will require the approval of the President & CEO.