

Collective Bargaining Agreement

Between



AND

Communications Workers of America

Effective April 10, 2026 to April 9, 2029

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ARTICLE 1 – RECOGNITION

This collective bargaining agreement (“Agreement”) is effective April 10, 2026, between Anne Lewis Strategies, LLC d/b/a MissionWired, a District of Columbia limited liability company (“the Employer”), and Communications Workers of America (CWA), AFL-CIO, District 2-13, AFL-CIO, CLC (“the Union”) (collectively “the Parties”).

1.01 The Employer recognizes Communications Workers of America (CWA), AFL-CIO, District 2-13, as the exclusive representative of all employees in the following Bargaining Unit covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment.

Included in the bargaining unit: All full-time non-managerial strategy, client services, tech, creative, editorial, and operational employees of the Employer.

Excluded from the bargaining unit: Interns, temporary employees, Zuri Group employees; and supervisors, managers and confidential employees as defined in proceedings under the National Labor Relations Act.

1.02 Unless otherwise specified or the context requires otherwise, the term “employee(s)” when used in this Agreement refers to employee(s) in the above Bargaining Unit.

ARTICLE 2 – DUES DEDUCTION

2.01 The Employer shall deduct dues from the earnings of all bargaining unit members, in the amount certified by the Secretary-Treasurer of the Union, on a semi-monthly basis upon receipt of a properly executed Payroll Deduction Authorization for Union Dues card. The Union will provide the Employer a supply of Payroll Deduction Authorization for Union Dues cards, either digitally or hard copy, and the Employer shall provide these dues checkoff authorization cards to all bargaining unit employees.

2.02 The Employer shall remit the aggregated amount of dues deductions to the Union on a monthly basis along with a monthly statement within ten (10) days of the close of the calendar month. An employee’s dues deduction authorization shall continue in effect until canceled by written notice from either the Secretary-Treasurer of the Union or the employee as set forth in the Payroll Deduction Authorization for Union Dues card.

2.03 The monthly statement will be sent in electronic format including the following information for all employees in the bargaining unit on file:

- First name, last name, and middle initial (when applicable)
- Amount of any dues or fees deducted
- Payroll ID or other unique identifier that is consistent across all data requests
- Rate of Pay
- Job classification or title
- Reporting Location
- Mailing address, including City, State and ZIP
- NCS or hire date
- Personal Email Address
- Personal Home and Cell Phone Number
- Birthdate
- Status (Active, FMLA, Leave of Absence, Resignations, retirements, deaths, other revisions, etc.) with notation of employees who have left the unit due to terminations, transfers or promotions.

In addition, the statement will identify Bargaining Unit employees for whom the Employer has not made a dues or fees deduction with an appropriate explanation (i.e., “no signed payroll deduction authorization on file,” “on leave,” “no shifts worked,” etc.). The statement will note or explain changes such as new hires, pay increases, leaves of absence, returns from leave, change of address, termination of employment, etc.

2.04 The Employer shall bear all administrative costs of dues deduction as set forth in 2.02 above, except that the Union agrees to print the dues deduction authorization cards.

2.05 Within one week after the hiring of a new bargaining unit employee, the Employer shall furnish the Union in writing with the data specified in Section 2.02 for the new employee.

2.06 The information listed above will be taken from Employer records or databases including, but not limited to, supervisory and Human Resources records and databases, and will be furnished on a timely basis; however, the Union recognizes that errors and delays may and will occur, and in using the information furnished, assumes all risks associated therewith.

2.07 The Union agrees to notify the Employer of mass changes of deduction amount ninety (90) days or more prior to the month in which such changes are to occur.

2.08 The Union hereby agrees to indemnify the Employer and hold it harmless from all claims, damages, costs, fees or charges of any kind which may arise out of the honoring by the Employer of deduction authorizations in accordance with the provisions of this Article, the making up of sums owed the Union in cases of inadvertent failure to timely honor deduction authorizations and the transmitting of such deductions to the Secretary-Treasurer of the Union.

ARTICLE 3 – NON-DISCRIMINATION

3.01 Neither the Employer nor the Union shall discriminate against any employee covered by this Agreement based on age, race, color, religion, sex (including pregnancy, child birth, reproductive health decisions, breastfeeding, or related medical condition), marital status, family responsibilities, genetic information, gender identity or expression, sexual orientation, personal appearance (related to a protected classification), national origin, ancestry, citizenship, disability, veteran status, political affiliation, union activities or sympathies, or any other characteristic prohibited by applicable law, regulations and ordinances or the Employer's policies.

3.02 There shall be no coercion or intimidation practiced by the Employer or Union against any bargaining unit employee .

3.03 The Employer and the Union shall apply the provisions of this Agreement fairly and in accordance with the meaning and intent as negotiated by the Parties.

ARTICLE 4 – POLITICAL ACTION FUND CONTRIBUTIONS

4.01 Bargaining unit members who choose to voluntarily contribute to CWA's Political Action Fund (PAF), a separately segregated political action committee sponsored by the Union, may do so through payroll deduction by completing and signing PAF deductions cards and submitting them to the Union who shall then submit a copy to the Employer. The Employer shall deduct the PAF contributions authorized by each bargaining unit member from their earnings each pay period, and shall remit those funds to the Union on a monthly basis with a report indicating the contribution amounts for each individual contributor.

4.02 Eligibility to contribute to PAF through the payroll deduction program is restricted to those bargaining unit members of the Employer who are certified by the Union as eligible to participate under applicable federal and state laws.

4.03 Participation shall be on a voluntary basis and bargaining unit members shall be informed of that by the Union. The Union shall be responsible for providing its members with proper PAF payroll deduction cards, which may include digital cards and for notifying the Employer promptly when any such bargaining unit member withdraws their authorization or is no longer eligible to participate. The Employer will implement changes to PAF contributions in a timely and operationally feasible manner.

4.04 The Employer assumes no responsibility under this Article other than the collection of contributions pursuant to employee authorizations of payroll deductions and forwarding of such amount collected to CWA-PAF.

4.05 The Union hereby agrees to indemnify the Employer and hold it harmless from all claims, damages, costs, fees or charges of any kind which may arise out of the Employer's honoring of payroll deduction authorizations and the collection and transmittal of contributions in compliance with the provisions of this Article.

ARTICLE 5 – NO STRIKE, NO LOCKOUT

5.01 During the term of this Agreement, there shall be no strike or slowdown, or any other work stoppage, on the part of the Union or any employees in the bargaining unit.

5.02 In the event of any unauthorized strike, slowdown or other work stoppage the Union will immediately upon knowledge of such strike, etc. endeavor to secure a return of the strikers to work to the end that the dispute may then be settled peaceably in accordance with the procedures provided in this Agreement.

5.03 There shall be no lockout on the part of the Employer during the term of this Agreement.

5.04 No bargaining unit member shall be required to cross the picket line of any valid and recognized strike at another employer's premises or being conducted in an online virtual or digital space.

ARTICLE 6 – UNION SECURITY

6.01 As a condition of employment, all bargaining unit employees of the Employer covered by this Agreement shall on or after the thirty-first (31st) day following the execution date of this Agreement or the effective date, whichever is later, or on or after their thirty-first (31st)

day of employment if newly hired, become a member of the Union or pay tender to the Union amounts which are the equivalent of periodic Union dues.

6.02 The Union security provisions of this Article shall not be applicable in states where such provisions are in violation of state laws or the laws of the District of Columbia. However, provisions of this Agreement shall become effective when such laws are repealed, altered or amended permitting the application of the provisions of this Agreement.

ARTICLE 7 – UNION ACTIVITY

7.01 Within ten (10) business days of execution of this Agreement, the Union shall provide a list of designated Union representatives employed within the bargaining unit, and a list of Local CWA Union representatives not employed by the Employer, who will act in a representative capacity for the bargaining unit. The list may change, and the Union will provide timely, updated lists to the Employer on an ongoing basis.

7.02 Bargaining unit Union representatives and Local CWA representatives shall be permitted adequate space to place Union notices on Employer property where a physical office exists. All Union bulletin boards shall be plainly designated as Union bulletin boards and provided by the Employer.

Union bulletin boards shall be confined to use by the Union for announcements, including but not limited to such matters as announcements of Union meetings, updates on Union activity, social functions, contact information for the Local, nomination, and election of Union officers, etc. Only bargaining unit Union representatives can post or remove documents from the bulletin board.

Upon request by the Union, the Employer will also provide space for the equivalent of a digital Union bulletin board where bargaining unit Union representatives can post the kinds of Union announcements and other information specified above. As with physical bulletin boards, only bargaining unit Union representatives can post content to or remove content from the digital bulletin board even though the digital Union bulletin board may be publicly visible within the Employer. Bargaining unit Union representatives may distribute Union literature, discuss Union subjects and engage in Union activities in the company's workplace (and within the boundaries of whatever space the company owns or leases and controls) on non-work time (e.g., breaks, lunch) and in non-work areas (e.g. break room, lunchroom, virtual non-work areas). It is understood that other steward/representative

activities will be conducted off work hours unless circumstances do not permit, in which case the steward/representative will make every effort to minimize the invasion of work time.

A non-employee Local CWA representative shall be considered an authorized visitor and be granted access to a break area or other designated non-work area with advance notice to the Employer and subject to applicable security requirements.

7.03 The Union representative(s) for the bargaining unit shall be electronically notified by a designated Employer representative within seven (7) business days when a new employee is hired into or otherwise enters the bargaining unit. Notification will include the employee's name, email address, contact number, work location, report date, and the name of the supervisor to whom the employee reports. The bargaining unit Union representative will be afforded an opportunity to meet with the new bargaining unit employee, during the workday, for the purpose of furnishing them with information about the Union. The meeting will be limited to a maximum of one (1) hour. Time spent during the basic scheduled work period for each employee will be paid as time worked.

7.04 Bargaining unit Union representatives will not incur loss of pay when called to attend any joint Union-Employer meetings or other meetings with the Employer in their capacity as a Union representative. These meetings include, but are not limited to, Labor-Management Committee meetings, collective bargaining negotiations, grievances, investigatory, and disciplinary meetings.

7.05 The Employer will allow up to five (5) bargaining unit members time off with pay to participate in negotiations for a successor agreement.

7.06 With at least five (5) business days' advance notice, the Union may request certain bargaining unit members to be released from work without pay and without penalty for the purposes of engaging in Union trainings, conferences, meetings, or other Union activities. There shall be no limit on the number of employees for whom release is requested, however, the Employer may limit the number of employees based on staffing levels and workload to no less than three (3) people at a time. The Employer shall respond to the release request with the number of approved employees within two (2) business days of the request. If the Employer denies the release of any employees, it shall provide an explanation of the denial.

7.07 If an employee in the bargaining unit is elected as an officer of the Union or Local, the employee may request unpaid leave from the company. Such a request will be submitted at least two weeks in advance, identifying the period of leave or the specific leave dates requested, and whether the employee is seeking time off on a full-time or intermittent basis. The company shall continue providing all benefits with the exception of 401(k) contributions during leave times. Employees do not accrue PTO.

ARTICLE 8 – GRIEVANCE PROCEDURE

8.01 All complaints and prospective grievances may be taken up informally in advance of the formal grievance steps set forth below. It is the objective of the Employer and the Union to resolve a grievance promptly and at the lowest step of the grievance procedure.

8.02 The Employer and the Union agree that a grievance is any dispute involving the interpretation or alleged violation of any provision of this Agreement, including provisions of Article 17 governing discipline or discharge.

A) All grievances shall be reduced to writing and submitted to the Employer's designated representative within twenty (20) business days of the act or acts complained of or when the grieved party becomes aware of the violation. The grievance will specify the grievant(s) name, brief description of action(s) complained of, the date of the occurrence and the contract provision violated (if any).

B) When requested by the Union, the Employer will provide the Union with all relevant requested information within three (3) business days of the request. If the Employer determines more time is needed to fulfill the request, the Employer will contact the union representative and arrange a mutually agreeable extension.

8.03 The formal grievance procedure for processing a timely filed grievance shall consist of the following successive steps. All Step 1 and Step 2 grievance meetings will be held virtually unless the Parties mutually agree to hold an in-person meeting.

STEP 1

An Employer designated manager shall contact the Union within five (5) business days of receipt of written notice of the grievance to arrange a mutually agreeable Step 1 meeting time and date. Time allotted for a grievance meeting will be at least one hour or as otherwise mutually agreed between the Parties. Grievances at the first step will be heard

by the bargaining unit Union steward or Local officer and a manager designated by the Employer. The Employer designated manager will provide a decision in writing within five (5) business days after completion of the Step 1 meeting(s) unless mutually agreed to extend by the Parties.

Once a formal grievance has been submitted, the Employer may not hold a meeting or conversation with the grievant regarding the grievance without the participation of the Union representative.

STEP 2

If the decision of the Employer designated manager at the conclusion of Step 1 is unsatisfactory to the Union, the grievance can be advanced to the second step within five (5) business days after a Step 1 decision has been rendered in writing. The appeal to Step 2 must be submitted in writing by the Union to a senior level management designee. The senior level management designee will contact the Local union representative within five (5) business days of receipt of the written appeal for the purpose of setting up a mutually agreeable time and date for a Step 2 meeting, to take place within ten (10) business days or as otherwise mutually agreed between the Parties. The senior level management designee will provide a Step 2 decision and explanation of that decision in writing within five (5) business days after completion of the meeting(s), unless mutually agreed by the parties to extend.

8.04 The Employer's issuance of a written Step 2 decision shall constitute full completion of the formal grievance procedure under this Article.

8.05 Formal grievance meetings shall be held at mutually agreeable times and dates and shall be held during scheduled work hours. For the purpose of presenting a grievance at a Step meeting, those participants employed by the Employer, including the aggrieved employee(s) and the employee Union representative(s), shall be paid for the time consumed in grievance meeting(s). A Union representative from the Local or National may also participate in the Step 2 grievance meeting.

ARTICLE 9 – ARBITRATION

9.01 It is agreed by both parties that arbitration shall be confined to matters processed through all steps of the formal grievance procedure under Article 8 of this Agreement. However, nothing in this Article prevents the Parties from mutually agreeing in writing to arbitrate any given dispute between them.

9.02 If the answer or decision of the Employer at the conclusion of Step 2 of the formal grievance procedure under Article 8 is unsatisfactory to the Union, the Union may submit the grievance to arbitration under this Article by providing written notice of intent to arbitrate to the designated Employer representative, within sixty (60) calendar days thereafter.

9.03 If the Union fails to provide notice within sixty (60) calendar days from the date of the Employer's Step 2 answer or decision, the grievance shall be considered closed.

9.04 Unless the Parties mutually agree on a different selection process, the arbitrator shall be selected from a list of seven (7) neutral arbitrators to be submitted to the parties by the Federal Mediation and Conciliation Services (FMCS). The parties shall each alternately strike one (1) name, with the party demanding arbitration striking first. This process will take no longer than fourteen (14) days from the time the list is received. Upon mutual written agreement, the parties may extend the fourteen (14) days.

9.05 The Arbitrator shall not have the power to add to, subtract from, or modify any of the terms of this Collective Bargaining Agreement, or to impose any other agreement upon the Parties. The decision of the Arbitrator shall be in writing and shall be final and binding upon the Employer, the Union and the employee(s).

9.06 The fees and expenses of the arbitration (with the exception of attorney fees), including transcripts if mutually agreed to, shall be shared equally by the Employer and the Union.

9.07 The Employer and Union will submit any post-hearing briefs to the Arbitrator within thirty (30) days after the close of the hearing or receiving the transcripts, whichever is later. The Parties will ask the Arbitrator to issue their written decision within thirty (30) days after the briefs have been submitted.

ARTICLE 10 – LABOR-MANAGEMENT COMMITTEE

10.01 In an effort to maintain communication and proactively address issues, a joint Labor-Management Committee ("LMC" or "Committee") shall be established. The LMC will consist of eight (8) members, with the Union and the Employer each designating four (4) LMC members. The Union's designated LMC members may include up to two (2) non-employee Union representatives if and as desired.

10.02 The purpose of the LMC will be to meet and discuss matters and issues of mutual interest or concern pertaining to bargaining unit members. Recommendations arising from this Committee shall be referred to the Employer for consideration to implement if the majority of the Committee agrees to advance the issue

10.03 The LMC will not be used to address individual disciplinary actions or individual open grievances, and the Committee shall have no authority to modify this Agreement or to engage in collective bargaining. However, discussions surrounding chronic or repetitive issues about negotiated procedures can be addressed.

10.04 The Committee will meet at least twice a quarter, and/or upon mutual agreement of the Parties. Meetings will be held during regular business hours and time spent by bargaining unit employees in LMC meetings will be paid time.

10.05 This Article does not preclude informal discussions between authorized Union representatives and the Employer to discuss issues affecting the bargaining unit without convening a Committee meeting.

10.06 No bargaining unit member will be subject to disciplinary action as a result of raising an issue or concern in this forum.

10.07 Nothing in this Article prevents the Employer from speaking to and addressing the entire bargaining unit about issues raised.

ARTICLE 11 – PROBATIONARY PERIOD

11.01 All newly-hired bargaining unit employees shall have a probationary period of seventy-five (75) days. During the probationary period, just cause will be applied to any employee discipline. If discipline is issued to an employee before they have completed their probationary period (including any extension thereof under Section 2, below), Employer will provide the Union with a written explanation of the basis for the discipline and provide all requested documents supporting the decision. Discipline or discharge of an employee before completion of their probationary period is not subject to the requirements of Article 17-Discipline and Performance Improvement Plans or Article 21-Layoff and Recall, and is not subject to challenge under Article 8-Grievance Procedure and Article 9-Arbitration.

11.02 The probationary period may also be extended for up to an additional thirty (30) days by MissionWired with a detailed written explanation to the employee and the Union.

11.03 Probationary employees will be entitled to all benefits offered by MissionWired unless stated otherwise in the benefit plan or negotiated policies or in a specific provision of this Agreement.

ARTICLE 12 – EMPLOYEE CLASSIFICATIONS

12.01 Regular Full-time employees covered by this Agreement are hired to work a full-time workweek of thirty (30) hours or more per week on a regular basis. Unless stated otherwise or specifically permitted by law, such regular full-time employees are eligible for all the benefits provided under this Agreement. This includes vacation, holiday pay, health insurance, and other benefits coverage.

12.02 Temporary employees, freelancers, 1099 contractors and other personnel excluded from the bargaining unit covered by this Agreement will not be used to cause the layoff or reduction in hours of any regular full-time bargaining unit employee or to prevent hiring a full-time bargaining unit employee. The Employer shall furnish the Union with a quarterly list of temporary employees or contracted personnel who performed work for MissionWired during that calendar quarter.

12.03 The Employer shall have the right to create and define any new job classification or job title and to establish duties for such job title/classification. In the event that the Employer hires or promotes a bargaining unit employee into a new bargaining unit title, the Employer shall give the Union notice of the employee's new title, a copy of their job description, and the temporary wage for the new title before the position is offered. The Union shall have fifteen (15) calendar days from the date of the notice to request to bargain over such wage. If the Union does not make a timely request to bargain as provided above, the temporary wage shall be permanent. If the Union does make a request to bargain, such negotiations shall commence within fifteen (15) calendar days. The parties shall negotiate for a period of no more than thirty (30) calendar days from the date such negotiations commenced. The time limits set forth in this Section 3 may be extended by mutual written agreement of the Parties. If no agreement is reached by the end of the prescribed negotiating period, the Employer's last proposed wage shall become effective.

12.04 The Employer shall provide the Union with an explanation as to why a newly created title is excluded from the bargaining unit. In the event of a dispute between the parties as to

future inclusions or exclusions from the bargaining unit, the Union may grieve the inclusion or exclusion, and/or either party to this Agreement may apply to the National Labor Relations Board (NLRB) for resolution of the dispute.

ARTICLE 13 – HOURS OF WORK

13.01 The regularly scheduled work week for each full-time bargaining unit employee is generally no less than forty (40) hours split into five (5) days (Monday-Friday) of approximately eight (8) hours per day scheduled during MissionWired's standard business hours.

13.02 MissionWired standard business hours are 9 a.m. to 6 p.m. in Eastern, Central, Mountain or Pacific time. Employees will set their eight (8) hour workday for the time zone they live in, unless they wish to mutually agree to a different schedule with the Employer.

13.03 All bargaining unit employees shall be entitled to a thirty (30) minute paid meal period during standard business hours. Additional rest periods in line with federal, state, and local laws apply. Employees may take their meal and rest periods at their own discretion as schedules permit.

13.04 In the event an employee is required to work weekend days (Saturday and/or Sunday) and/or holidays, the Employer will grant the employee compensatory time off for the same amount of time the employee worked on a weekend day or holiday.

13.05 Compensatory time off must be scheduled to be taken within the ninety (90) day period following the employee's required weekend or holiday work and will expire if not used during that period. Employees and their supervisors will collaborate on scheduling compensatory time off with the goal of avoiding disruption to operations. Unused compensatory time cannot be cashed out at any time during or upon separation from employment with MissionWired. The Employer will not unreasonably deny requests to schedule compensatory time.

13.06 Teams required to be on call during the weekend, or holiday will rotate that work schedule between all applicable bargaining unit members. The rotation schedule will be posted at least thirty (30) days prior to when the first rotation is set to begin.

13.07 Bargaining unit employees involved in a rotation schedule will be solicited in advance to notify the Employer of any weekend where personal commitments prevent them from being available. The Employer will make all reasonable efforts to honor those

requests. Bargaining unit employees will have the option to swap rotation schedules with other team members.

13.08 Compensatory time will apply to bargaining unit employees required to work an on-call schedule on the weekend or holiday.

ARTICLE 14 – PAY PERIODS

14.01 PAY PERIODS

A) Employees will be paid semi-monthly. Pay dates are the 15th and Last Day of the Month.

B) If the pay date falls on a weekend or bank holiday, employees will be paid on the preceding business day.

C) Any error on an employee's paycheck should be reported to the People team immediately for correction. Any corrections will be resolved by the last day of the next pay period and reflected in that paycheck.

14.02 PAYCHECK DEDUCTIONS

A) The Employer is required by law to make certain deductions from an employee's pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state unemployment taxes, state disability insurance taxes, and any other deductions required under law or by court order for wage garnishments.

B) The amount of an employee's tax deductions will depend on the employee's earnings and the information an employee lists on the federal Form W-4 and applicable state withholding form.

C) Permissible deductions for exempt employees may also include, but are not limited to, deductions for unpaid leave or other absences and certain disciplinary suspensions. Employees may also authorize certain voluntary deductions from their paycheck as permissible under applicable federal and/or state law. Deductions will be reflected in an employee's paystub. If there are any errors in deductions, any corrections will be resolved by the last day of the next pay period and reflected in that paycheck.

ARTICLE 15 – WAGES

15.01 Bargaining unit employees' wages will follow the wage table set out in Article 16-Wage Table for the duration of this contract.

15.02 Bargaining unit employees will receive an across-the-board salary increase every April 1 during the 3-year term of this Agreement as set forth in subsections (A), (B) and (C) below. This annual salary increase will not be tied to merit or performance in any way.

A) Effective April 1, 2026, bargaining unit employees will receive a base salary increase of three and a half percent (3.5%). The guaranteed percentage will be reduced to two and a half percent (2.5%) for any employee who has reached the maximum of the payband for their title as set forth in Article 16-Wage Table.

B) Effective April 1, 2027, employees shall receive a base salary increase of three percent (3.0%). The guaranteed percentage will be reduced to two percent (2.0%) for any employee who has reached the maximum of the payband for their title as set forth in Article 16-Wage Table.

C) Effective April 1, 2028, employees shall receive a base salary increase of three percent (3.0%). The guaranteed percentage will be reduced to two percent (2.0%) for any employee who has reached the maximum of the payband for their title as set forth in Article 16-Wage Table.

15.03 Bargaining unit employees who are receiving a promotion effective April 1 will receive a promotional increase effective April 1 in lieu of the otherwise applicable annual increase under Section 2, above, provided that the amount of said promotional increase exceeds the increase the employee would otherwise be entitled to under Section 2, above.

15.04 A uniform document will be used by all management when recommending an employee for a promotion. A copy of that form will be provided to the Union by ratification of the contract. In the event an employee determines they were bypassed or not awarded a promotion increase, the employee can refer that issue to the Labor- Management Committee for further discussion.

15.05 The Employer agrees that as of the first full pay period following ratification of this Agreement, the base pay for all bargaining unit positions will be no less than the minimums set forth for each title in the provided wage table in Article 16. In the case that a bargaining

employee receives an adjustment of base pay to a new band minimum, this adjustment will happen in lieu of the April 1 annual increase set forth in Section 2 above. The employees' increase upon ratification will be the larger of the following two: Either 1) a raise to the band minimum; or 2) a raise by the guaranteed percentage agreed in Section 2 A.

15.06 Nothing in this Article prevents the Employer from awarding discretionary merit recognition to a bargaining unit employee. Such merit recognition can take the form of bonuses and/or increases to base salary. The formula and criteria used by the Employer for making such recognition awards shall be shared with both the Union and bargaining unit employees. The formula and criteria will be applied consistently between all bargaining unit employees the Employer determines will receive recognition.

15.07 If the contract is not ratified by April 1st, 2026, any negotiated increases and wage table adjustments will become retroactive back to April 1st.

ARTICLE 16 – WAGE TABLE

Job Family	Digital			
Departments: Digital Accounts, Digital Production, Growth				
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max
Associate	Digital Associate, Production Associate, Client Success Associate	\$60,000	\$64,000	\$68,000
Strategist	Digital Strategist, Digital Production Strategist, Client Success Strategist	\$68,000	\$73,500	\$79,000
Senior Strategist	Senior Digital Strategist, Senior Production Strategist, Senior Production Strategist (SFMC), Senior Strategist Growth Partnerships	\$79,000	\$86,500	\$94,000
Director	Managing Strategist	\$94,000	\$104,500	\$115,000
Job Family	Direct Mail			
Departments: Direct Mail Accounts, Direct Mail Production, Donor Acquisition				
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max
Associate	Account Representative, Acquisition Coordinator	\$60,000	\$64,000	\$68,000
Strategist	Account Executive, Acquisition Planner	\$68,000	\$73,500	\$79,000
Senior Strategist	Production Manager	\$79,000	\$86,500	\$94,000

Director	Production Director	\$94,000	\$105,500	\$117,000
Job Family	Creative - A			
Departments: QA, Design, Art				
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max
Associate	Associate Art Designer, Associate Graphic Designer, Associate Digital Editor, Associate Production Designer	\$60,000	\$64,000	\$68,000
Strategist	Art Designer, Graphic Designer, Digital Editor, Production Designer	\$68,000	\$73,500	\$79,000
Senior Strategist	Senior Art Designer, Senior Graphic Designer, Senior Digital Editor	\$79,000	\$85,500	\$92,000
Job Family	Creative - B			
Departments: Digital Content, DM Content/Copywriting				
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max
Associate	Associate Content Strategist, Associate Copywriter	\$60,000	\$64,500	\$69,000
Strategist	Content Strategist, Copywriter	\$69,000	\$75,500	\$82,000
Senior Strategist	Senior Content Strategist, Senior Copywriter	\$82,000	\$91,000	\$100,000
Director	Managing Content Strategist	\$100,000	\$110,000	\$120,000
Job Family	QCT			
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max
Associate	TBD	\$63,000	\$68,000	\$73,000
Strategist	Data Services Manager, Fundraising Data Manager	\$73,000	\$80,000	\$87,000
Senior Strategist	Senior Data Services Manager, Senior Fundraising Data Manager	\$85,000	\$91,000	\$97,000
Job Family	Technology - A			
Departments: Product and Engineering: Data Analytics, IT, Product+Project				
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max

Associate	Associate Data Analyst, Associate Project Manager, Associate Product Manager	\$75,000	\$80,500	\$86,000
Strategist	Data Analyst, Project Manager, Product Manager, IT Engineer	\$86,000	\$93,000	\$100,000
Senior Strategist	Senior Data Analyst, Senior Project Manager, Senior Product Manager	\$97,000	\$108,500	\$120,000
Job Family	Technology - B			
Departments: Product and Engineering; Data Science, Data Eng, Web Developer				
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max
Associate	Associate Data Engineer, Associate Data Scientist, Associate Software Engineer	\$83,000	\$88,500	\$94,000
Strategist	Full Stack Web Developer, Data Engineer, Data Scientist, Infrastructure Engineer, Security Engineer	\$94,000	\$102,000	\$110,000
Senior Strategist	Senior Full Stack Web Developer, Senior Data Engineer, Senior Data Scientist	\$107,000	\$120,000	\$133,000
Job Family	Marketing / Biz Dev			
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max
Associate	Marketing Coordinator	\$60,000	\$64,000	\$68,000
Strategist	Marketing Strategist	\$68,000	\$73,500	\$79,000
Senior Strategist	Senior Marketing Strategist, Senior Marketing Strategist & Writer	\$79,000	\$85,500	\$92,000
Director	Director of Marketing & Events, Director of Marketing Content	\$92,000	\$101,000	\$110,000
Job Family	People			
Level Name	Titles in the CBU	2026 Min	2026 Mid	2026 Max
Associate	Recruitment Coordinator, Associate Recruiter	\$60,000	\$64,000	\$68,000
Strategist	Recruiter	\$68,000	\$73,500	\$79,000

ARTICLE 17 – DISCIPLINE AND PERFORMANCE IMPROVEMENT PLANS

The Parties agree that the primary objective of discipline is correction and rehabilitation. The parties also agree that discipline is most fair, effective, and productive when everyone has a clear sense of why discipline is being imposed, what correction is expected, and what steps the discipline process will follow.

17.01 Except as otherwise provided in this Agreement, no non-probationary employee will be disciplined or dismissed by MissionWired without just cause and without following the principles of progressive discipline.

A) The Parties are committed to upholding the traditional principles of just cause, including, but not limited to, reasonable notice and nondiscriminatory application of legitimate rules, procedures and expectations; fair and reasonable investigation of the relevant facts; substantial evidence supporting the basis for discipline; and proportionality of disciplinary action. The Employer retains discretion to determine, consistent with these principles, what employee conduct may form the basis of disciplinary action.

B) The principles of progressive discipline will be followed except in the event of serious misconduct, as provided in Section 4 of this Article. Progressive discipline is defined as a structured and sequentially escalating corrective action process. Disciplinary action for non-probationary employees will ordinarily involve the following stages and measures (which will be documented in writing for the personnel file, with a copy provided to the employee and the Union):

- formal “verbal” warning (initially communicated orally to the employee)
- first written warning notice (and discussion)
- second written warning notice (and discussion)
- dismissal

17.02 If discipline relates to performance, a formal written Performance Improvement Plan (PIP) will be provided in the first written warning notice and discussion stage of progressive discipline to memorialize the chosen method for improvement.

A) A PIP is intended to confirm expectations, identify performance problems, and provide timelines for correcting problems and successfully fulfilling job expectations. All expectations listed in a PIP will be based on the employee’s position (as outlined in the job description and/or competency matrix) and the

Employer's rules and standards of conduct. The expectations in a PIP will have a defined timeframe for achievement.

B) A PIP is employed when sustained performance issues are observed or as an outcome of a MissionWired official review. A PIP shall consist of the following:

- Performance problems, context, expectations and timeline are documented by the manager in writing and provided via email to the employee at least one (1) business day in advance of a live meeting.
- During the live meeting, the manager and another MissionWired representative will review the written document and provide an opportunity for questions and clarifications.
- The PIP timeline starts the next business day following this meeting and runs for a period of forty-five (45) calendar days (the PIP period). The PIP can be amended, and any amendment will be documented in writing and memorialized via email to all parties involved.
- Within a period of five (5) business days after the end of the PIP period, the manager or People business partner notifies the employee in writing that they either (i) have successfully met the expectations outlined in the PIP by demonstrating the required improvement; or (ii) have not demonstrated sufficient improvement.
- If the employee successfully meets the expectations outlined in the PIP, the employee returns to the usual performance evaluation and management cycle. If an employee does not demonstrate the required improvement by the end of the PIP Period, the employee may be terminated.

17.03 The following protocols will be observed when progressive discipline is administered under this Article:

A) There will be no less than thirty (30) calendar days between the initial implementation of the first written warning notice and implementation of the next step of discipline. Employees who are subject to disciplinary action as outlined above will be given fair time to adjust and achieve the desired outcome(s) discussed with their supervisor.

B) All written notices required by progressive discipline under this Article will include a clear description of what took place, what disciplinary action is being

taken, and the basis for the disciplinary action, and will be provided to the employee and the Union concurrently.

C) At all meetings required under this Article, the employee will be entitled to have someone from the People team present and is also entitled to have a Union representative or Union steward present. The employee shall have the right to request the presence of a Union representative in any investigatory meeting that could lead to disciplinary action or in a disciplinary meeting where the Employer takes disciplinary action against the employee.

D) The supervisor will schedule a meeting with the employee, to take place between one (1) and three (3) business days after providing each written warning notice, to discuss the disciplinary action being taken. At that meeting, the parties will discuss the issue(s) needing improvement, desired outcome(s), possible methods for achieving the desired outcome(s), any support and resources the employee might require to succeed, and an expected timeline for achieving the outcome(s). The time between steps of progressive discipline will be used to monitor (and to update if appropriate) the expected correction timeline, support, and resources.

E) The Employer may choose to repeat any step in the progressive discipline process. At any step of the discipline process, management can consider and use mitigating circumstances to not advance a bargaining unit employee to any discipline step.

F) An employee will be offered the opportunity to meet with their supervisor when being provided notice of dismissal and request to have a Union representative or Union steward present. At that meeting, the parties will discuss the reason for dismissal.

G) An employee shall be considered to have successfully completed the discipline process when six (6) months have passed since the last disciplinary action was taken. After six (6) months have passed since the last disciplinary action was taken without the employee incurring further discipline, the progressive discipline process will reset.

17.04 In certain situations occurring after completion of the probationary period, the principles of progressive discipline will not apply and disciplinary action, up to and including dismissal, may be imposed by the Employer without following the standard

progressive discipline process set forth above. In particular, progressive discipline shall not apply in cases of serious misconduct, including but not limited to sexual assault; sexual or other harassment; physical assault; behaviors that cause or threaten physical harm to others; embezzlement or misappropriation of MissionWired funds or property; job abandonment (defined as an absence for three (3) or more consecutive workdays without excuse); maliciously circumventing MissionWired's technical security controls; breach of a duty of confidentiality to MissionWired; or causing extraordinary harm to MissionWired's reputation or finances through malfeasance or gross negligence. The principles of just cause shall apply to all of these situations.

17.05 No employee shall be disciplined based on the views they express or the positions they take while acting in their capacity as a Union representative or Union steward as long as they do not exceed the bounds of protected speech and/or conduct under Section 7 of the National Labor Relations Act (NLRA). Both parties agree that Union representatives and Union stewards are on equal footing with management representatives during meetings and discussions where Union representation is being provided, and the parties commit to respecting and dealing in good faith with each other's designated representatives. The parties also acknowledge that Union representatives and Union stewards are not exempt from disciplinary action when they commit violations of company policies.

17.06 Coaching an employee is not considered disciplinary action under this Article. Coaching refers to directing an employee's work performance to provide instruction and feedback and help them improve or grow skills and competency. Coaching, when documented, will be identified as such.

ARTICLE 18 – PERFORMANCE EVALUATIONS

18.01 To evaluate current levels of performance, measure employees' progress, and to help establish and maintain professional and company goals, the Employer shall provide an annual performance evaluation. The annual performance evaluation will be administered by March 15th of each calendar year for all bargaining unit employees.

18.02 For newly hired bargaining unit employees, MissionWired will conduct an initial performance evaluation at the end of their probationary period.

18.03 The Employer will provide bargaining unit employees with the performance evaluation template/metrics for the upcoming year within thirty (30) calendar days after all bargaining unit employees have their annual performance evaluation for the previous year.

18.04 The annual performance evaluation will contain feedback from peers and the employee's direct manager. The bargaining unit employee can provide recommendations to management about which peers to ask to volunteer to provide feedback.

18.05 Employees are entitled to add additional information or disagree in writing with their evaluation and attach it to the performance evaluation retained in their personnel file.

18.06 During performance evaluations, there will be an opportunity for discussions between the employee and their manager about potential promotional and/or skill building opportunities, professional development goals and other matters of interest.

ARTICLE 19 – JOB POSTINGS, PROMOTIONS, TRANSFERS

The parties agree that recruiting for open positions from within MissionWired carries value both for the employer and employees, providing development and career opportunities to employees as well as tapping into their organizational knowledge with regard to processes, structures and their understanding of MissionWired's cultural values and competencies.

19.01 JOB POSTINGS:

A) The Employer shall post all open MissionWired bargaining unit positions internally for ten (10) business days before advertising the job externally. Such internal notices will be posted on the Employer's intranet [PeopleWired] and in a dedicated Slack channel that all staff have access to. These notices will also go out via email to all eligible former employees on the recall/rehire list as laid out in Article 21-Layoff and Recall. These notices to employees of job postings will include a job description that notes the position title; job duties; required skills and qualifications; salary range; and the period (start date and anticipated end date) to apply for the position.

B) All bargaining unit employees who apply by the advertised application end date specified in the notice of job posting and are qualified, based on the job description, for an internally posted or externally advertised bargaining unit position shall receive consideration in the form of an interview. If an internal unit employee applicant is not selected, the Employer will review with that employee, upon request, the reasons why that employee was not selected. The ultimate hiring decision in each case is reserved solely to the Employer after applying all contractual provisions above.

C) The fact that a bargaining unit employee applies for another position (whether in their own department or in another department) will not count against that employee in promotion reviews and evaluations.

19.02 PROMOTIONS:

A) The Employer will consider bargaining unit employees for promotions at two points during the calendar year based on a business need for a role to be filled at the next level, and on eligibility and other criteria referenced in Section B below. The first promotion consideration period will take place within the first quarter (January-March) and the second during the third quarter (July-September). All promotions will be reviewed on the above cycle unless there is an outstanding circumstance, which will be documented to the People team and provided upon request to the Union representative and the bargaining unit employee.

B) The Employer's promotion consideration and decisions under Section A, above, will be based on disclosed company-wide promotion criteria and the Union will be notified in writing at least thirty (30) business days in advance of any changes to the promotion criteria. Initially the Employer will provide the Union with the promotion criteria prior to the ratification of the contract. These criteria will also be included as part of the onboarding documents MissionWired provides new hires.

C) The Employer shall provide an updated job description and promotion criteria for all positions to bargaining unit employees before ratification of this Agreement. Should the job descriptions or promotion criteria change after ratification of this Agreement, those changes will be provided to the Union. If any questions or concerns result from the review of these changes, the matter will be referred to the LMC to discuss before implementation. These documents will be accessible in an appropriate digital platform that houses this material. The Labor-Management Committee (LMC) will meet beginning one (1) month after ratification of this Agreement to collaboratively construct defined career pathways.

D) The Employer will ensure that managers receive at least three (3) hours of annual training in effective planning and implementation of employee performance reviews and professional development conversations. Such performance reviews and professional development conversations with employees will take place during scheduled work hours.

E) If an employee is eligible for promotion but is not promoted during a promotion review conducted under Section A, above, the employee's manager will meet to discuss the reasons they were not promoted within twenty (20) business days after the review is conducted.

F) Within ten (10) business days of granting a promotion, the Employer shall promote company-wide transparency by making an announcement of the employee's promotion in email or on Slack that includes any new duties the employee will assume in their new role along with their new title, effective date and the employee's name.

G) The promotion policy will apply to all full-time bargaining unit employees who have been working at the company for longer than six (6) months.

19.03 TRANSFERS:

A) Staffing needs in the employee's department of origin will not prevent bargaining unit employees from being eligible for or accepting an internal transfer.

B) When a transfer occurs, the Employer will limit the time a bargaining unit employee spends performing duties from both their previous position and their new position to no more than twenty (20) business days. Upon mutual written agreement between the Union and Employer this time period can be extended.

ARTICLE 20 – SENIORITY

20.01 Seniority shall be defined as an employee's initial hire date as a regular full-time or regular part-time employee with the company.

20.02 If more than one (1) employee has the same hire date, the month and day of birthdate will be used and whoever has the month and date closest to January 1 will be recognized as having the higher seniority.

20.03 Any seniority accrued with a previous employer acquired by MissionWired will carry that seniority into their MissionWired bargaining unit position. If MissionWired is acquired, bargaining unit employees will retain that seniority earned as a MissionWired bargaining unit employee to the successor company.

20.04 When a bargaining unit employee leaves MissionWired and returns within six (6) months, the employee will retain their prior years of service but will not accrue seniority during the time not on the payroll for MissionWired.

ARTICLE 21 – LAYOFF AND RECALL

21.01 In the event of a layoff, the Employer shall give the Union Local 2336 President thirty (30) calendar days advance written notice, with confirmed receipt, of the affected departments and affected bargaining unit employees. If requested by the Union, the company will meet with the Union to discuss in detail the reasons for the layoff. Prior to that requested meeting all requested information relevant to the planned layoff will be provided to the Union by the Employer.

21.02 The following conditions apply to implementation of any layoff:

- A) No bargaining unit employee shall be laid off while any 1099 employee(s) remain on the payroll performing the functions or partial functions of that bargaining unit employee's position.
- B) A full-time bargaining unit employee shall not be laid off while any W-2 part-time employee(s) remain(s) on the payroll performing the functions or partial functions of that bargaining unit employee's position.
- C) Layoffs will ordinarily be conducted in order of inverse seniority within each affected job classification.
- D) Exceptions to the inverse order of seniority may be made where key client business would be impacted by the loss of unique skills held by an employee selected due to the inverse seniority rule. In such cases, the company shall provide the Union with details supporting the decision.

21.03 When a layoff is announced, a bargaining unit employee within an affected job classification who requests to be voluntarily laid off shall be accepted and approved regardless of their seniority, therefore removing an impacted bargaining unit employee from the layoff list. Any laid off employee, upon request, will be provided a letter making clear that they were laid off for economic or other business reasons and not performance issues.

21.04 Any bargaining unit employee who is laid off shall be placed on a recall/rehiring

eligibility list for a period of up to six (6) months, during which the laid off employee (1) will receive recall notification in the event of a vacancy in the bargaining unit position from which they were laid off; (2) will receive notice of an internal applicant status in applying for any other open bargaining unit position for which the employee is qualified; and (3) will retain their original seniority date upon recall or rehiring from the recall/rehiring list.

Laid-off employees receiving notice of an internal bargaining unit position will be given hiring preference over an external candidate for that position. The Employer shall make all job position offers for recall or rehire in writing via email. The laid-off employee will be removed from the recall/rehiring eligibility list, and their seniority will terminate, if they are notified of and fail to accept recall as provided in Section 5 below, or if they reject an offer of rehiring into another bargaining unit position for which they applied.

21.05 A bargaining unit employee who receives notification of recall or rehire eligibility has five (5) business days to accept or reject the position in writing and will be removed from the recall/rehiring eligibility list upon failure to timely accept the position. In the event multiple employees on the recall/rehiring eligibility list were laid off from the same position, the Employer will offer the position first to those employees laid off from that position, in order of their seniority, before providing notice of the vacancy to other employees on the list.

21.06 In the event of a layoff, all laid off bargaining unit employees shall receive severance benefits in accordance with Article 22-Severance Pay.

ARTICLE 22 – SEVERANCE PAY

22.01 In the event of a layoff, the following severance benefits will be awarded to all affected bargaining unit employees:

A) Less than one (1) year of service: four (4) weeks of severance pay and three (3) months of COBRA premiums paid by the company for employee-only healthcare.

B) Greater than one (1) year of service: four (4) weeks of severance pay plus one (1) week additional for each year of tenure up to a maximum of twenty (20) weeks and five (5) months of COBRA premiums paid by the company for employee-only healthcare coverage.

Up to 1 Year of service = 4 weeks
Up to 2 Years of service = 5 weeks
Up to 3 years of service = 6 weeks
Up to 4 years of service = 7 weeks
Up to 5 years of service = 8 weeks
Etc.
16 full years of service or more = 20 weeks

22.02 The company will inform any bargaining unit employees being laid off of this decision as soon as possible following the 30-day notice that is provided to the Union, as defined in Article 21-Layoff and Recall. Affected employees will not be required to work during the period between receiving their individual layoff notification and the last day of employment.

ARTICLE 23 – VACATION DAYS

23.01 MissionWired offers its full-time, regular employees paid vacation to ensure all bargaining unit employees have a healthy balance in their lives between work and play.

23.02 A day of vacation is defined as eight (8) hours. Vacation time can be taken and entered in a minimum of two (2) hour increments as needed.

23.03 Employees will earn vacation throughout the year, accruing hours semi-monthly with every pay period. Annual vacation accruals will be as follows:

A) From the first day of service to the 2nd anniversary date: 20 days (160 hours) of vacation each year

B) After the 2nd anniversary date: 23 days (184 hours) of vacation each year

23.04 Employees may carry over up to five (5) unused vacation days (40 hours) to the following calendar year.

23.05 Vacation time is not accrued during any unpaid leave of absence. Accrual will resume upon return to work.

23.06 As vacation is earned throughout the year, employees will be allowed to use up to 5 vacation days (40 hours) prior to having earned them per the above accrual schedule (i.e. “Negative PTO”), subject to scheduling approval as discussed below. Employees in their notice period will not be allowed to incur negative PTO.

23.07 Accrued but unused vacation days will be paid to employees upon separation at the rate of pay in effect at the time of separation. Should an employee terminate employment with a negative leave balance because the employee has used more vacation than the employee has earned, the value of the negative balance will be deducted from the employee's last paycheck in accordance with applicable law, unless the termination of employment is due to a layoff. Other than vacation, no other paid leave is eligible for distribution upon separation of employment unless required by law.

23.08 To ensure proper staffing, vacation periods must be scheduled and approved by the employee's manager. Requests for 1-2 days should be made at least two weeks in advance and requests for 3 or more days should be made at least four weeks in advance. This request should be in writing through the company vacation tracker [Rippling]. Employees must communicate with their teams when they will be on vacation and should coordinate with their manager to organize a coverage plan.

23.09 If a MissionWired paid holiday falls during an employee's vacation, the holiday will not be counted as a vacation day taken.

23.10 MissionWired does not provide vacation pay unless vacation time is actually taken as time off from work.

ARTICLE 24 – HOLIDAYS

24.01 MissionWired observes the following holidays for all full-time employees:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

- New Year's Eve

24.02 When a Holiday falls on a weekend, employees will have a holiday on the Friday or Monday if the Holiday falls on a Saturday or Sunday, respectively.

24.03 Bargaining unit employees will not be called into work on a holiday unless a client emergency occurs. In the event an employee has to work or be on-call for a holiday, the employee will be able to take another day off at another time as agreed upon between the employee and their manager.

24.04 Bargaining unit employees will also be granted excused paid ½ (half) day Fridays beginning June 1st through August 31st in odd years (2027, 2029, etc.) and paid ½ (half) day Fridays beginning July 1st through August 31st in even years (2026, 2028, etc.).

ARTICLE 25 – MILESTONE ANNIVERSARY VACATION BONUS

25.01 MissionWired values the bargaining unit employees' dedication and hard work in service of our clients' missions. The milestone anniversary vacation bonus aims to recognize and reward this dedication when a bargaining unit employee reaches their 5th, 10th, 15th, 20th, etc. anniversary with MissionWired.

25.02 If a bargaining unit employee leaves and rejoins the organization, their rehire date will be used for determining their years of service. The exception to this rule is based in this Agreement's Seniority Article, Section 20.04, as it pertains to former employees who return within 6 months of their departure from the organization.

25.03 Following each of these anniversary milestones, the employee will receive a one-time vacation bonus of five (5) days added to their vacation accrual balance. As in the case of any other vacation, time off needs to be approved in accordance with the vacation request guidelines established in this contract.

25.04 If an employee's anniversary date falls into the second half of a calendar year, this bonus can mean a significant addition to their vacation balance. In such cases, the bargaining unit employee may decide if the bonus is added to their vacation balance for the current calendar year or the next, understanding that these days must still be approved in accordance with the vacation request guidelines referenced in Section 03. Once bonus days have been added to an accrual balance at the agreed time, there will be no option to move them.

ARTICLE 26 – RELIGIOUS AND CULTURAL OBSERVANCES

26.01 MissionWired recognizes and celebrates the diversity of its staff. Many cultural and religious practices and customs may not be recognized by traditional holiday calendars. To that end, bargaining unit employees receive two (2) Religious and Cultural Observance Days per calendar year.

26.02 These two (2) days may be used for religious or cultural observances but also can include the bargaining unit employee's birthday, or other state or federal holidays during which MissionWired has not designated a company holiday. The days are made available at the beginning of each calendar year for all current full-time bargaining unit employees.

26.03 Requests must be scheduled and approved in advance in accordance with the vacation request guidelines set forth in this contract.

26.04 Religious & Cultural Observance Days will not be carried over to the next calendar year, nor will they be paid out if not used prior to termination of employment.

ARTICLE 27 – VOLUNTEER TIME OFF

27.01 All regular full-time bargaining unit employees may take up to one (1) paid day off per year to volunteer for a qualified charitable organization or cause in accordance with this policy. Employees can request a full day of volunteer time off (VTO) or in half day increments.

27.02 Bargaining unit employees may use their volunteer time outside of working hours (e.g. weekend) and it can be accounted for as paid volunteering. Normal working hours are Monday through Friday. If an employee wants to volunteer at an event on Saturday, the employee can take another day off during the work week. The employee should work with their manager to ensure coverage for that day off during the week.

27.03 VTO should be requested and recorded in the company vacation tracker with the name of the organization in the notes section. Requests must be scheduled and approved in advance by the employee's immediate manager, in the same manner as other vacation requests.

27.04 VTO is refreshed at the beginning of each calendar year and cannot be accrued or carried over into the following year. VTO is forfeited if not used in a given year and it is never paid out if it is not used. Usage of VTO or lack of usage does not affect the accrual or usage of vacation or any other type of time off.

27.05 The VTO benefit may not be approved for organizations that discriminate based on creed, race, color, national origin, religion, age, disability, sex, gender identity, sexual orientation, pregnancy or any other legally protected classification.

ARTICLE 28 – SICK DAYS

28.01 Full-time, regular bargaining unit employees receive twelve (12) paid sick days per calendar year. All twelve (12) days will be added to each employee's account as of January 1st. For any such employee newly hired during a given calendar year, their sick days for that calendar year are pro-rated through December 31 based on the employee's start date at MissionWired.

28.02 Sick days can be used for a bargaining unit employee's own illness or injury, or to care for a sick family member. In any given instance, who qualifies as a sick "family member" will be based on the more expansive of the definitions provided under a directly applicable state law or the District of Columbia Paid Family Leave program, and shall also include any individual the employee certifies as standing in the same care relationship to the employee as such a statutorily defined "family member".

28.03 Bargaining unit employees must provide reasonable notice via email or Slack to their manager and department, or team leads directly when they need to use sick days.

28.04 The employee should promptly notify the Employer of any illness or injury that extends past five (5) days in order to avoid delay in implementation of applicable Short-Term Disability and FMLA benefits.

28.05 Unused sick days may not be carried over from year to year and will not be paid out at the time of termination as they are to be used for illness or injury events that occur during employment.

ARTICLE 29 – BEREAVEMENT LEAVE

29.01 All full-time bargaining unit employees are eligible to take up to ten (10) paid days of bereavement leave per year.

29.02 Paid bereavement leave encourages full-time employees to take the time they need to mourn the passing of a loved one, including pregnancy loss.

29.03 When a bargaining unit employee needs time away due to a loss, the employee will contact their manager and/or the People team as soon as possible to discuss time off.

29.04 MissionWired is committed to working with full-time bargaining unit employees to provide flexibility to ramp back up and receive support in difficult times.

29.05 Bereavement leave is refreshed at the beginning of each calendar year and cannot be accrued or carried over into the following year.

29.06 Bereavement leave must be tracked via the company vacation tracker, and it is not eligible to be paid out at the time of termination. Usage of bereavement leave, or lack of usage, does not affect the accrual or usage of vacation or any other type of time off.

ARTICLE 30 – PAID LEAVE FOLLOWING BIRTH OR PLACEMENT OF CHILD

30.01 Full-time employees who are incapacitated due to pregnancy, prenatal medical care or childbirth or needing time off to care for the employee's child after birth, or placement for adoption or foster, are eligible for sixteen (16) weeks of paid leave. This policy is equally applicable to birthing parents and non-birthing parents. If the employee is also eligible for unpaid FMLA leave, the leaves will run concurrently not to exceed a maximum of 16 weeks. For example, an employee eligible for FMLA who adopts a child will be eligible for a total of 16 weeks of paid leave.

30.02 Unless otherwise required by applicable law, statutory pay and paid leave cannot total more than 100% of employee pay. For example, in the case of a birth parent, if it is statutory to provide 60% of salary for the first 6 weeks following birth, then MissionWired will 'top up' and provide the remaining 40% of salary to ensure the employee receives their full salary for the first 6 weeks and then MissionWired will pay 100% of the employee's salary for the remaining 10 weeks.

30.03 If eligible for statutory leave, employees must apply in order to be eligible for the MissionWired paid leave benefit. Paid leave is calculated based on base salary. MissionWired will provide bargaining unit employees with advanced notice about any vendors or providers the employee will need to liaise with to receive pay and/or benefits while on leave at least eight (8) weeks before the leave is taken.

30.04 Bargaining unit employees have one year from the first date of parental leave to use their parental leave allotment. Unused Paid Leave Following Birth or Placement of Child is not payable upon termination of employment.

30.05 Coverage under the existing group medical insurance plan will be continued during this paid leave under the same terms as if the employee continued work. If the employee's group medical plan requires a premium co-payment, the employee must continue co-payments of all applicable premiums during this paid leave. Retirement benefits will be continued during this leave under the same terms as if the employee continued work.

30.06 When bargaining unit employees return from this paid leave, work duties and responsibilities and assignment of accounts will be ramped up over a period of three (3) to five (5) weeks, at maximum.

ARTICLE 31 – COBRA AND FMLA

31.01 The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible bargaining unit employees and their beneficiaries to continue health insurance coverage under the Employer's health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

31.02 Bargaining unit employees should contact the People team to get more information about their COBRA rights.

31.03 In accordance with the Family and Medical Leave Act of 1993 (FMLA), the Employer provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

31.04 During the term of this Agreement, Mission Wired will continue to provide and administer its FMLA-compliant leave in accordance with the Mission Wired Vacation and Leave Policy document in effect as of the Effective Date of this Agreement (reproduced as Appendix A to this Agreement).

ARTICLE 32 – MILITARY LEAVE

32.01 Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law.

32.02 Bargaining unit employees will submit documentation of the need for leave to the People team prior to the leave commencing.

32.03 When returning from military leave of absence, an employee will be reinstated to their previous position or a similar position, in accordance with state and federal law. An employee must notify their manager of their intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the People team.

32.04 MissionWired complies with applicable federal and state law regarding military leave and re-employment rights.

ARTICLE 33 – 401(K)

33.01 Eligible bargaining unit employees (as determined by the terms of the plan) may participate in the Employer's 401(k) plan.

33.02 The Employer's 401(k) plan allows for employee pre-tax deferral contributions and after-tax Roth contributions of eligible income up to annual maximums established by the IRS and plan administrators.

33.03 The Employer will make a three (3) percent non-elective contribution every payroll period regardless of any employee contribution, in accordance with IRS guidelines. Bargaining unit employees start receiving the non-elective contribution in the first payroll period of the month following the employee's six (6) month anniversary date.

33.04 The Employer's non-elective contributions are 100% vested immediately.

33.05 During the term of this Agreement the Employer will continue sponsoring and administering its 401(k) plan in compliance with the controlling Plan documents and policies, and subject to ERISA regulations and applicable law. The terms, conditions and restrictions set forth in such controlling Plan documents shall take precedence over any summary plan description or other descriptions, including those in this Article.

ARTICLE 34 – HEALTH AND MEDICAL BENEFITS

34.01 MissionWired shall continue to provide medical, dental, and vision benefits for all regular, full-time bargaining unit employees and their families. The eligibility coverage shall begin on the first of the month corresponding with or following the day of hire. In addition to the above benefits, MissionWired shall continue to provide the following supplemental benefits: Basic Life; Basic AD&D; Short Term Disability.

34.02 MissionWired will maintain the same or substantially similar health insurance coverage in place at the time of this Agreement or obtain substantially similar levels of coverage under alternate providers. Changes to providers will not result in lesser benefits than those provided at the time of this Agreement.

34.03 For the life of this Agreement, MissionWired shall continue to pay 100% of the healthcare premium for bargaining unit employees enrolled in employee-only coverage of the medical reference plan. For bargaining unit employees who enroll in medical plan tiers with dependents, MissionWired shall continue to contribute 50% to the cost of the healthcare premium of the reference plan. MissionWired shall continue to pay 50% of the base plan for both dental and vision benefits for all plan tiers (with or without dependents).

34.04 For Short Term Disability MissionWired will pay sixty (60) percent of a bargaining unit employee's weekly salary, up to \$2500 a week, for up to 12 weeks. If a state paid medical leave exists in the state a bargaining unit employee resides, state coverage pays first.

34.05 For both Basic Life and AD&D, MissionWired pays for coverage of one time (1x) annual salary up to \$250,000.

34.06 MissionWired shall continue to offer HSA and FSA as healthcare options.

34.07 No change in health coverage will be implemented by the Employer during the term of this Agreement without at least thirty (30) business days advance notice to the Union.

34.08 Prior to open enrollment, MissionWired will conduct a survey of the bargaining unit about the experiences they had with current health insurance coverage. Results from this survey will be discussed with the bargaining unit healthcare committee. Time spent discussing healthcare issues on the committee will be on paid company time.

34.09 MissionWired shall treat bargaining unit employees the same as other employees not in the bargaining unit with respect to any other benefit plans that are offered to all employees that are not referenced in this Agreement. Should Missionwired offer additional benefit plans or plan enhancements, bargaining unit employees shall be eligible to participate on the same basis as employees who are not in the bargaining unit.

34.10 HEALTHCARE COMMITTEE

A) MissionWired agrees to include up to three (3) bargaining unit employees in discussions with the Employer and healthcare provider/broker or just the Employer, where recommendations about changes to or discussions on existing coverage of the benefit programs, medical, dental and vision take place.

B) Bargaining unit employees participating in these discussions will provide concerns and feedback from the bargaining unit regarding coverage issues.

C) MissionWired commits to securing a benefits representative to hold at least two (2) benefit seminars with the bargaining unit prior to and after benefit enrollment. This forum will allow members to address questions regarding plan coverage. MissionWired further commits to providing access to a benefits representative throughout the benefits plan year to help with questions regarding plan coverage and with issues that may arise in connection with benefits such as insurance coverage.

ARTICLE 35 – UNEMPLOYMENT COMPENSATION INSURANCE

35.01 Unemployment compensation insurance is paid for by MissionWired and provides temporary income for employees who have lost their job under certain circumstances.

35.02 An employee's eligibility for unemployment compensation will, in part, be determined by the reasons for their separation from MissionWired.

35.03 MissionWired follows statutory policies for submitting pay data to the state in which the employee works from. In some situations, the state of employee residence may differ from the state in which work is performed. Contact the People team if you require more information as to your work location.

ARTICLE 36 – WORKERS COMP INSURANCE

36.01 Workers’ compensation is a no-fault system designed to provide benefits to all bargaining unit employees for work-related injuries.

36.02 Workers’ compensation insurance coverage is paid for by employers and governed by state law. The workers’ compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work-related injuries.

36.03 If a bargaining unit employee is injured on the job while working at the office, or while working remotely, no matter how slightly, they should report the incident in writing as soon as possible to their manager.

36.04 Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize a claim for benefits. To receive workers’ compensation benefits, bargaining unit employees should notify their manager, in writing, of their claim as soon as possible.

36.05 If an injury is the result of an on-the-job accident, bargaining unit employees must fill out an accident report provided by the People team.

36.06 Bargaining unit employees will be required to submit a medical release to the People team before they can return to work.

ARTICLE 37 – CELL PHONE REIMBURSEMENT

37.01 Cell phone service expenses are reimbursable if used for business purposes.

37.02 Cell phone bills that are part of a larger family plan need to be identified by circling the line and the amount that relates to the employee’s reimbursable portion on the receipt provided to the Employer.

37.03 Cell phones expenses not reimbursable:

- A) Device/equipment installment plans
- B) Device protection plans
- C) Cellular plans for watches and accessories
- D) Data in foreign countries while on PTO and not approved by supervisor

37.04 Bargaining unit employees will provide a detailed copy of their phone bill when requesting reimbursement. Bargaining unit employees can redact call/text information or any other personal information that is not work related before submitting their phone bill for reimbursement.

ARTICLE 38 – COMMUTING EXPENSES

38.01 Expenses incurred while commuting to/from work at an office to home may be reimbursed if working past 7:00 p.m. or later.

38.02 Expenses to commute to and from client/vendor events are reimbursable if approved by the client sponsor, and commuting expenses for company events outside of business hours are reimbursable.

ARTICLE 39 – CLIENT AND INTERNAL MEALS

39.01 CLIENT MEALS

A) Expenses for employee-and-client meals, including payment for those expenses, will be discussed prior to the event with an employee's manager or executive sponsor of the account so that employees know who will be responsible for picking up the expense. Where pre-payment by MissionWired is available, the Employer will, by default, assume responsibility for the payment at the time the expenses are incurred.

B) Where an employee seeks reimbursement for directly paid client meal expenses, the employee will fill out an expense report in the appropriate digital platform, complete with itemized receipts, memos and category/department fields filled out. Reimbursements are processed every other week. Requests for reimbursements must be submitted by noon on the respective Friday to be considered for that reimbursement cycle.

39.02 INTERNAL MEALS AND ENTERTAINMENT

A) In the event an employee needs to work past 7:00 p.m. (in an employee's time zone) for a client or business needs, the employee will be reimbursed for up to \$35 for a meal ordered. Meals can be ordered prior to 7:00 p.m. in anticipation of working late.

B) Personal items purchased by the employee must be separated from an employee's dinner expenses so only dinner items are submitted for reimbursement.

C) Expenses for work-related team meals, outings and events may be considered for reimbursement and will be discussed prior to the event with a bargaining unit employee's manager or department head. Approved reimbursements will be processed in accordance with the reimbursement cycle described above.

ARTICLE 40 – TRAVEL REIMBURSEMENT

40.01 MissionWired will provide efficient and safe travel for employees when business requirements demand travel away from an employee's primary work location.

40.02 Travel under this Article is limited to business activities for which prior approval from an employee's manager has been received.

40.03 Bargaining unit employees will be notified of mandatory travel at least seven (7) calendar days in advance of the travel date.

40.04 MissionWired will purchase upfront all required lodging, car rental, airfare and other mass transit tickets for the employee unless the bargaining unit employee specifically requests otherwise.

40.05 Reimbursement for an employee's direct purchase of airfare, lodging, car rental and other mass transit will be governed by MissionWired's organization-wide expense reimbursement policies as listed below:

- Airfare will be reimbursed at coach or economy class rates;
- Lodging will be reimbursed at single occupancy or standard room rates;
- Car rental will be reimbursed at non-SUV, non-luxury vehicle rates.

Reimbursements for airfare, lodging, car rental and other mass transit require itemized receipts. The CBA will supersede should any conflict or change to the policy occur.

40.06 A per diem spend of \$75 per day for the following is reimbursable when traveling for more than half a day for business:

- A) Meals
- B) Taxis or similar transportation needs
- C) Incidental expenses (eg. tips, drinks, etc.)

40.07 In cases where a per diem spend of \$75 per day is not sufficient to cover reasonable business expenses listed in Section 6, MissionWired will approve these overages.

40.08 The Employer will process expense reimbursement requests on a biweekly schedule.

ARTICLE 41 – EDUCATION AND TRAINING

41.01 MissionWired is dedicated to continuing work-related training and development aimed at ensuring that employees have all the skills they need to be successful in their employment with the Employer.

41.02 Employee requests for reimbursement of costs of training courses, memberships and conferences that directly pertain to an employee's current role or professional development may be submitted in writing for consideration by the Employer on a case-by-case basis, in accordance with the provisions of this Article. To qualify for reimbursement, the request must be discussed with the employee's manager and receive approval by the employee's manager and the People team in advance of the undertaking. Discussions will include time dedicated to participate in the approved education and training activity, and the amount of the Employer's contribution toward the cost of a given undertaking.

41.03 Educational materials or events that relate to diversity, inclusion, equity and justice, including but not limited to topics such as anti-racism education and accessibility, are included within the scope of training and professional development undertakings for which reimbursement may be requested under Section 02, above.

41.04 Book purchases for MissionWired's book club are eligible for reimbursement within the budget agreed with and approved by the People team.

41.05 Once an employee submits an education and training request for approval, an employee can expect to receive a response on whether it is approved within ten (10) business days. Any denial will be accompanied by a written explanation from the Employer.

ARTICLE 42 – DIVERSITY, EQUITY, AND INCLUSION

42.01 Both the Union and Employer are committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

42.02 The Employer's diversity and equity initiatives include, but are not limited to, practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; workplace culture; and the ongoing development of a work environment including work/life fit through flexible work schedules to accommodate employees' varying needs.

42.03 Training and development opportunities will be offered, and all bargaining unit employees will have the opportunity to contribute to the collective advancement of these principles.

42.04 When the Employer controls access to restrooms, the Employer will ensure that all employees are welcome to use the restroom that best fits their identity.

42.05 The Employer will conduct an anonymous annual voluntary survey of all staff (ordinarily during the month of July) to record company demographics. Categories for voluntary disclosure should include race/ethnicity, gender, LGBTQ+ identity, disability status and veteran status. The data from these surveys will be shared with all employees in a Town Hall or similar all-staff meeting (ordinarily held before the end of that calendar year). Alongside the results of the anonymous survey, the company will present data concerning promotions, new hires and transfers as it relates to EEO data (e.g., race/ethnicity; gender) collected and maintained by the Employer. Data results will be tracked and trends identified from year to year to assist in identifying and addressing disparities as appropriate.

42.06 The Employer continues to advertise its job openings as an Equal Opportunity Employer and actively recruits persons of color, women, members of the LGBTQ+ community, persons with disabilities and veterans for all positions throughout

MissionWired. Recruiting avenues may include, but are not limited to, minority networking associations and career centers at HBCU's, sharing links with groups associated with underrepresented communities, and participation in relevant job fairs or conferences.

ARTICLE 43 – EQUAL EMPLOYMENT AND NONDISCRIMINATION

43.01 The Employer and the Union are committed to the principles of equal employment and nondiscrimination. The parties' commitment includes complying with all applicable federal, state, and local laws and regulations providing equal employment opportunities and protecting employees against prohibited discrimination, harassment and/or retaliation in connection with their employment and the workplace. It is the intent of the parties to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity, or expression), pregnancy (including childbirth, lactation, and related medical conditions), reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. This commitment applies to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay and other compensation, termination, and all other terms, conditions, and privileges of employment.

43.02 Recognizing that prohibited discrimination under this Article and applicable law includes sexual harassment, the parties' and all employees' obligations under this Article include compliance at all times with the Employer's Anti-Sexual Harassment and Anti-Discrimination Policy attached as Appendix B to this Agreement.

43.03 Employees have the right to raise allegations of prohibited discrimination, and to seek appropriate remedies, through the Employer's direct complaint process as outlined in Appendix C, and/or through the grievance and arbitration processes of this Agreement as outlined in Articles 8 and 9. Employees also have the right to file complaints and seek relief under applicable external laws and processes, and nothing in this Agreement shall limit an employee's ability at any time to pursue such external legal avenues and/or to seek legal advice from their own attorney.

43.04 In response to any employee's internal complaint alleging discrimination, harassment or retaliation in violation of this Article, the Employer will, in a confidential

manner, conduct a prompt and thorough assessment of all such allegations. The Employer will take appropriate corrective action, if and where warranted. There shall be no retaliation against employees who provide information about, raise concerns about, or assist in the investigation of any complaint of discrimination or violation of this Article or applicable employment discrimination laws.

43.05 The Employer, the Union and all employees are responsible for complying with the provisions of this Article. Employees may discuss questions regarding equal employment opportunities and discrimination with their manager or any other designated member of management, including the People team, as well as with other employees and the Union. Any employee has the right to obtain a copy of any complaint they file with the Employer under this Article, and to share a copy of their complaint with the Union if they wish.

ARTICLE 44 – RELIGIOUS ACCOMMODATION

44.01 The Employer and the Union are committed to treating employees equally and with respect and recognize the diversity of their religious beliefs.

44.02 Any employee may request an accommodation when their religious beliefs require a deviation from the employee's schedule, basic job duties, or other aspects of employment.

44.03 The Employer will consider and respond to a request under this Article in accordance with applicable law. The Employer reserves the right to offer its own accommodation to the extent permitted by law.

44.04 It is the responsibility of the employee to notify their manager or People team if a religious accommodation is needed. The Employer will respond to any accommodation request within ten (10) business days from the date the request was made.

ARTICLE 45 – DISABILITY ACCOMMODATION

45.01 The Employer shall not discriminate against any employee or applicant based on a disability or perceived disability. The Employer will comply with the Americans with Disabilities Act (ADA), as amended, the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions.

45.02 The Employer will provide reasonable accommodation(s) to otherwise qualified individuals, where appropriate, to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

45.03 If an employee requires an accommodation because of their disability, it is the employee's responsibility to notify the People team and make the request for an accommodation, in writing. The People team will meet with the requesting employee within seven (7) business days of the employee's accommodation request, or at a mutually agreeable later date if necessary. During this meeting both parties will engage in the appropriate interactive dialogue and process.

45.04 The interactive process will include, as appropriate, consideration and discussion of information and documentation relevant to determination of the employee's accommodation request, including but not limited to limitations and needs associated with the employee's disability, suitable equipment and measures, and other potential reasonable accommodations. Where appropriate, the Employer may need to obtain additional information from the employee's medical provider, and the employee will cooperate in making that information available. The information requested by the Employer shall not be burdensome or beyond what is necessary to determine need or eligibility and make a decision on the request for accommodation.

45.05 The Employer may provide reasonable, immediate, temporary measures to address the employee's needs and lessen the impact on the employee pending a decision on their accommodation request.

45.06 All medical information received by the Employer in connection with a request for accommodation will be handled by the People team and treated as confidential. Direct supervisors and managers should not handle the medical information.

45.07 Employees can suggest a specific reasonable accommodation, but the Employer is not required to make the specific accommodation requested.

45.08 If the Employer rejects an accommodation request, it must do so in writing within fourteen (14) business days after meeting with the employee or when all documentation and information requested has been received, whichever is later. The notice must state the reason the accommodation was rejected.

45.09 If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leaves available under applicable state and federal law or offered under this Agreement.

45.10 The Employer will not discriminate or retaliate against employees for requesting an accommodation.

ARTICLE 46 – ACCOMMODATIONS FOR PREGNANCY, CHILDBIRTH, AND RELATED MEDICAL CONDITIONS

46.01 The Employer will provide reasonable accommodation to employees experiencing limitations related to pregnancy, childbirth, or related medical conditions and is committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections. Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of the job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

46.02 If a bargaining unit employee requires an accommodation, they must notify their manager or the People team. In instances where the need for a particular accommodation is not obvious, they may be asked to provide:

- The reason they need an accommodation.
- A description of the proposed accommodation.
- Information on how the accommodation will effectively address limitations caused by pregnancy, childbirth, or related medical conditions.

46.03 The Employer will not require any bargaining unit employee to accept any accommodation without engaging in an interactive process to identify suitable accommodations. The Employer is not required to make a bargaining unit employee's specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Employer.

46.04 If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

46.05 The Employer will not retaliate against bargaining unit employees who request or receive an accommodation under this policy.

ARTICLE 47 – IMMIGRANT WORKER PROTECTIONS

47.01 Work Authorization and Reverification

Employees shall have the right to choose which work authorization documents to present during the verification or reverification process provided that such documents satisfy legal requirements.

A) The Employer shall not impose work authorization verification or reverification requirements for immigration compliance purposes greater than those required by law, though the Employer may participate in E-Verify at its discretion. The Employer will not require that an employee re-verify their authorization to work unless the Employer obtains actual or constructive knowledge that the employee is not authorized to work in the United States.

B) If the Employer receives notification that an employee's work authorization is expiring, the Employer (or an agent of the Employer) shall immediately provide written notification to the employee.

C) In the event an employee is unable to continue employment due to lack of work authorization and any legally available grace period during which the employee can legally work in the United States has expired, the Employer will process the job separation as a "Termination-Work Authorization." If the work authorization is restored within one year from the date of separation, the Employer will place the impacted employee in the same or comparable position in the bargaining unit if such bargaining unit position is available or becomes available

within 60 days. When an employee returns to work following a “Termination-Work Authorization,” their seniority will be restored with no break in service provided the separation was less than one year, with the exception of 401(k) and medical insurance where seniority and eligibility are determined by the respective plans. Job separation under a “Termination-Work Authorization” will be considered a discharge for cause and will not be subject to the grievance and arbitration provisions of this Agreement.

47.02 SSA No-Match Letters or Other No-Matches

Except as required by law, neither the Employer’s receipt of a Social Security Administration “no-match” letter, nor a “no-match” request to the Employer for phone or computer verification of an employee’s Social Security number, shall constitute a basis for taking any adverse employment action against an employee, for requiring an employee to correct their Social Security number, or for re-verifying the employee’s work authorization. Upon receipt of a “no-match” letter, the Employer shall immediately provide a copy of that document to the employee.

47.03 Change in Social Security Number or Name

Except as prohibited by law, when an employee presents evidence of a name or social security number change, or updated work authorization documents, the Employer shall modify its records to reflect such change.

47.04 Immigration Matters

Upon request, with fourteen (14) days prior notice (where the employee is reasonably able to provide such prior notice), an employee may be released for up to five (5) paid working days per year during the term of this Agreement to attend appointments with Governmental authorities and/or court appearances related to the employee’s immigration status, visa, work authorization, and citizenship. For any days off work beyond five (5) paid working days, the employee will be required to use available paid time off or, with Employer approval, may take a reasonable amount of time off work as unpaid leave if they have exhausted their paid time off. The Employer may require verification of such proceedings; a signed statement from the employee’s legal representative suffices as verification.

47.05 Visa/Green Card Assistance

The Employer will provide up to two months’ unpaid leave time off to employees who must travel to their country of origin if necessary for renewing their visa. Provided, however, that all benefits will be discontinued for any unpaid leave past one month, in line with the

requirements of the Employer's insurance carriers. At that time, the employee will become COBRA eligible as it pertains to medical, dental and vision benefits. Once they return from unpaid leave, they will again be able to enroll in benefits.

47.06 If any employee, regardless of citizenship status, is picked up, placed and held in a detention facility by any Governmental authority, this will not constitute job abandonment. An employee in this situation will be placed on unpaid leave temporarily after accrued vacation time and any available sick leave have been applied.

The employment of an employee who does not return to work within two months of being placed in a detention facility will be terminated. Provided, however, that in the event the employee is legally authorized and able to return to work with the Employer after the two month mark has passed but within sixty (60) days following their date of release and no later than twelve (12) months in total after their absence from work began, the Employer will offer that former employee an opportunity to return to work in the same or comparable position in the bargaining unit if such bargaining unit position is available or becomes available during that period and the former employee informs the Employer of their availability.

All benefits for an employee being held in a detention facility will be discontinued for any period of unpaid leave beyond one month, in line with the requirements of the Employer's insurance carriers. At that time, the employee will become COBRA eligible as it pertains to medical, dental and vision benefits. Once they return to work, they will again be able to enroll in benefits.

47.07 No Employee shall be discriminated against as a result of application for, renewal of, or receipt of a work authorization, or based on having previously or currently been employed while on a work authorization. The Employer shall not refuse to sponsor or renew a visa/work authorization/Green Card for a current employee based solely on job performance or other issues which are handled through coaching or the disciplinary process under this Agreement.

47.08 Inspections

Except as may be required by applicable law, the Employer shall not admit any agents of DHS or ICE to the workplace without a valid judicial warrant signed by a federal judge or magistrate. Provided, however, that nothing in this Article shall require any agent of the Employer to incur arrest, detention or other Governmental sanctions at any time.

ARTICLE 48 – REMOTE WORK

48.01 Bargaining unit employees can choose to work from MissionWired’s offices in Washington, D.C., New York City, or remotely.

48.02 Bargaining unit employees who choose to work remotely from their home should maintain a quiet, distraction-free working space.

48.03 On occasions where a bargaining unit employee opts to work from a location other than their home or the office, the following guidelines should be followed:

WITHIN THE US –

A) Bargaining unit employees can work temporarily from a state other than their primary work location, up to a month per year. These situations do not require approval. However, employees do need to engage with their manager to explore the possibility of adjusting their schedule, if applicable, due to a shift in time zones.

B) Bargaining unit employees who wish to discuss the possibility of working more than 30 days from a state other than their primary residence or work location, need to contact the People team to ensure appropriate tax and compliance factors are considered.

OUTSIDE THE US –

A) Bargaining unit employees who want to work while outside the US must get approval from their manager and the People team at least one month in advance.

B) Bargaining unit employees can work outside the US for up to one month per calendar year from many countries. Some countries (e.g. China, Russia) are not permissible to work from, primarily due to IT and data security risks.

C) Bargaining unit employees should notify their manager and the People team of the country they plan to work from and for how long. Consideration should also be given for any time zone or availability impacts. Employees should assume they’ll need to adjust their working hours to maintain their standard schedule in their home time zone, or work with their manager and colleagues if a temporary adjustment is possible.

D) Bargaining unit employees are expected to preempt or solve possible

challenges with internet connectivity when working outside of the US. If there is a technical issue with a MissionWired computer, bargaining unit employees may not be able to be provided the same level of support. Any expenses an employee incurs related to working internationally are the employee's responsibility.

E) MissionWired has the discretion to reject a request to work outside of the US, in particular if the bargaining unit employee is assigned and working on an account where a client prohibits work being performed outside of the US.

ARTICLE 49 – ARTIFICIAL INTELLIGENCE

49.01 For the purposes of this Article, the term “Artificial Intelligence (AI)” generally refers to the ability of a machine-based system to apply analysis and logic-based techniques to solve problems or perform tasks. “Artificial Intelligence Tools (AI Tools)” generally refers to software programs made available to employees by MissionWired that use AI algorithms to perform tasks that usually require human intelligence. These tools can analyze data, recognize patterns, and make decisions.

49.02 For the purposes of this Article, AI and AI Tools do not refer to MissionWired's Digital Co-op or to MissionWired's suite of current or future products but does refer to all AI tools and technologies that employees may be directed to use over the course of their job duties (for example ChatGPT; AI Assistants; etc).

49.03 AI tools may be used to support the work done by bargaining unit employees, including as a tool to assist bargaining unit members in performing tasks. The LMC may discuss the role of AI tools used by bargaining unit employees with the goal to ensure AI tools benefit rather than harm workers.

49.04 The parties acknowledge that an important way to address impact on bargaining unit employees resulting from new AI tools is through the provision of training and other programs designed to foster new skills to improve opportunities for employment and effective use of AI tools. MissionWired will provide necessary training and resources.

49.05 Bargaining unit employees will use AI tools only in accordance with the Employer's policies and will not be directed or permitted to use AI tools in ways that could in any way result in plagiarism, fraud, dishonesty, or similar misconduct.

49.06 MissionWired's policies governing use and utilization of AI tools will include the following principles: fairness; reliability; privacy; security and transparency.

49.07 MissionWired will not use AI tools to make decisions in performance evaluations, discipline, in termination or promotions.

49.08 MissionWired agrees to give prior notice in the event that any AI tools will be used to collect bargaining unit members personally identifiable information (PII).

49.09 The use of AI Tools will not be the sole factor to cause a layoff of any regular full-time bargaining unit employee. All layoff decisions shall remain subject to Article 21-Layoff and Recall of this Agreement.

ARTICLE 50 – DIGITAL PRIVACY

50.01 The Employer will not utilize company devices or software to monitor or surveil employees through keystroke, audio, video, still image, or other data.

ARTICLE 51 – NEUTRALITY

51.01 The Employer and the Union believe that collective bargaining is a human right of all employees and that employees' voice and choice are important. Accordingly, the Employer respects, and refrains from interfering with, employees' free choice regarding union membership. Among other things, the Employer agrees not to take any action or make any statement that directly or indirectly expresses opposition to the Union.

51.02 The Employer and the Union agree that in the event of an accretion to the bargaining unit covered by this Agreement, the Union will have the opportunity to be voluntarily recognized by card check.

51.03 Nothing in this Article prevents the Employer from providing accurate factual information regarding the National Labor Relations Act (NLRA) or other applicable labor and employment laws.

ARTICLE 52 – SEVERABILITY

52.01 Should any provisions of this Agreement be determined to be in violation of any federal, state, or local law or regulation, such determination shall not in any way affect the

remaining provisions of the Agreement, which shall remain in full force and effect. The parties shall negotiate over such modifications or other measures as are necessary for compliance with the law, beginning as promptly as reasonably feasible under the circumstances, ideally within one (1) month after receiving notice of the determined violation.

ARTICLE 53 – SUCCESSORSHIP

53.01 In the event of sale, assignment, acquisition, merger, consolidation or transfer of a majority of the controlling units of the Employer to any person or entity other than the Employer or an affiliate thereof ("Transferee"), then this Agreement shall be binding upon the Transferee, with the same effect as if it had been originally signed by the Transferee, provided that all of the following conditions are satisfied:

- A) Such Transferee continues to operate the Employer's business in the same or substantially the same manner as the Employer.
- B) Such Transferee employs individuals in at least a majority of the job classifications that were within the Bargaining Unit covered by this Agreement.
- C) A majority of the Transferee's employees following the sale were formerly Bargaining Unit employees of the Employer covered by this Agreement.

53.02 The Transferee's fulfillment of the terms and conditions set forth in Section 1, above, shall be included as an obligation of the Transferee in the written agreement for said sale, assignment, merger, consolidation, acquisition or transfer. The Employer shall provide the Union documentation of the Transferee's signed acceptance of such obligations, at which point the Employer will be relieved of its obligations under this Agreement.

53.03 At least seventy-two (72) hours prior to an internal announcement of the closing of any sale, assignment, merger, consolidation, acquisition or transfer of ownership, the Employer agrees to provide the Union with the following information, subject to the Union's execution of a confidentiality agreement acceptable to the Employer:

- A) The name of the purchasing or surviving entity;
- B) The date and location of the closing;
- C) The operations and/or portions of the company being sold; and

D) The name and contact information for the Labor relations contact of the new entity.

Notwithstanding foregoing, the Union's confidentiality obligation in this Article shall not apply to any information that is in the public domain through no fault of the Union or any party acting on the Union's behalf.

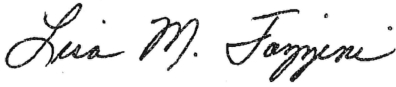
53.04 If at the time of the transaction covered by Section 1, above, the Transferee already has a collective bargaining agreement with CWA covering similarly situated employees, the members of the Bargaining Unit covered by this Agreement who become employed by the Transferee shall have the option, determined by a majority vote conducted by the Union, to accept inclusion in the existing Collective Bargaining Agreement of the Transferee in the event the vote outcome is for inclusion. Any issues or conflicts arising from the transition from one CBA to the other shall be subject to effects bargaining between the Union and the Transferee.

ARTICLE 54 – DURATION

54.01 This Agreement shall be effective as of April 10, 2026 ("Effective Date") and shall remain in effect for a three-year term ending at midnight on April 9, 2029.

54.02 The Agreement shall be automatically renewed thereafter for successive one-year terms, unless written notification of a desire to change or terminate this Agreement is given in writing by either party to the other, by US Mail and by email with a read receipt, at least sixty (60) days prior to the Expiration Date of this Agreement (or, where relevant, at least (60) days prior to any subsequent one-year anniversary of that Expiration Date).

For Communications Workers of America:



Lisa M. Fazzini-CWA D2-13 Administrative Director

For MissionWired:



[Kate Kline \(Sep 10, 2026 16:39:15 EDT\)](#)

Kate Kline-CEO

Local 2336:

Kelsey Evans

Abby Hardin

Brandon Henry, Local 2336 Executive Vice-President

APPENDIX A

Vacation & Leave Policies

Family Medical Leave

The Family and Medical Leave Act (FMLA) is a federal law mandating that certain large employers provide a balance between the demands of the workplace and the needs of families by providing job-protected, unpaid leave to eligible team members for covered purposes.

Employees who have worked for MissionWired for at least 12 months and have worked 1,250 hours in the 12 months prior to taking leave, and there are at least 50 MissionWired employees within 75 miles of the employee's worksite may be entitled to FMLA leave. Under the FMLA, eligible employees can take up to 12 weeks of unpaid leave in a 12-month period for the following reasons:

- The birth of a child, or placement of a child with the employee for adoption or foster care, and to bond with the newborn or newly-placed child.
- To care for a child, spouse or parent, who has a serious health condition.
- For an employee's own serious health condition when they are unable to perform their job duties.
- A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your spouse, parent or child of any age.
- You are needed to care for your family member who is a covered service member with a serious injury or illness. You are the service member's spouse, parent, child or next of kin.

The 12-Month Period

The 12-Month Period during which an eligible employee's 12 weeks of Family and Medical Leave and Qualifying Exigency Leave (described below) entitlement occurs shall be a "rolling" 12-month period measured backward from the date an employee uses any FMLA

Leave. In no event shall an employee's total FMLA leave (for any FMLA-eligible purpose) exceed 12 weeks within the rolling 12-month period. The amount of FMLA Leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken within the rolling 12-month period immediately preceding the requested leave. *(For example, if an employee used 4 weeks of FMLA Leave beginning on February 1, 2025, 2 weeks beginning on June 1, 2025, and 6 weeks beginning on December 1, 2025, the employee would not be entitled to any additional FMLA Leave until February 1, 2026. Beginning on February 1, 2026, the employee would again be eligible to take up to 4 weeks of FMLA Leave, in that, on February 1, 2026, the employee would recoup (and be entitled to use) 1 additional day of FMLA Leave each day for 4 weeks. The employee would also recoup additional days beginning on June 1, 2026, and additional days beginning on December 1, 2026).*

Qualifying Exigency FMLA Leave

Eligible employees with a spouse, son, daughter or parent deployed to a foreign country while on active duty as a member of the Armed Forces or while on active-duty status in the National Guard or Reserves in support of a contingency operation may also use their 12-week leave entitlement to address certain qualifying exigencies ("Qualifying Exigency Leave"). Qualifying exigencies may include attending certain military events, arranging for alternative childcare or parental care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Military Caregiver FMLA Leave

Additionally, the FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of job protected unpaid leave to care for a covered service member during the applicable 12-month period, less any other FMLA leave or qualifying exigency leave taken during the same period ("Military Caregiver Leave"). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered service member also includes a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes military caregiver leave to care for the veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. The 12-month period in which an employee may take Military Caregiver Leave is

measured differently than other FMLA Leave under this policy. Specifically, availability of Military Caregiver Leave is not based on the rolling 12-month period described above, rather, an employee's available Military Caregiver Leave is measured against the 12-month period that begins on the first day the employee takes Military Caregiver Leave and ends 12 months after that date. MissionWired will continue the employee's health benefits during the leave period at the same level as if the employee had continued to work. Employees are still responsible for their share of the health insurance premium payments to maintain health benefits while on FMLA leave.

Intermittent FMLA Leave

An employee does not need to use their FMLA Leave in one block of time. Medical and family leave and Military Caregiver Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the company's operations. Qualifying Exigency Leave may also be taken on an intermittent basis.

FMLA / Leave of Absence Process

Employees must provide 30 days' advance notice of the need to take FMLA Leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with MissionWired's normal call-in procedures such as notifying the direct manager of an absence. Employees must provide sufficient information for MissionWired to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for Qualifying Exigency Leave or military caregiver leave.

Employees must also inform MissionWired if the requested leave is for a reason for which FMLA Leave was previously taken or certified.

MissionWired will inform employees requesting a Leave of Absence as to whether they are eligible under the FMLA. If an employee is eligible, the company will specify any additional information required, such as certifications, as well as the employee's rights and responsibilities. If an employee is not eligible, the company will provide a reason for their ineligibility.

In determining whether leave requested by an employee is FMLA Leave, MissionWired will require that an employee support their request with sufficient certification. The employee must provide a copy of the certification to MissionWired in a timely manner. When the need for FMLA Leave is foreseeable and at least 30 days' notice has been provided, the employee should provide the certification before the FMLA Leave begins. When 30 days' notice is not possible or if the need for FMLA Leave is unforeseeable, a maximum of 15 calendar days from the date of the leave request will be allowed to provide the certification to MissionWired. Certification shall be on forms provided by the company. If an employee fails to provide certification or fails to provide certification within a reasonable time under the pertinent circumstances, MissionWired may deny or delay the employee's FMLA Leave.

MissionWired will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against an employee's FMLA Leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employee of that decision.

During any FMLA Leave, MissionWired will continue to pay its portion of the health insurance premiums attributable to the employee and the employee shall continue to pay their share of such premium (if any). The employee's share of such premium will continue to be a payroll deduction if the employee is being paid while on FMLA Leave. During the time the employee is not being paid while on FMLA Leave, if any, the employee shall pay their share of the premium to the company. Failure by an employee to pay their share of the premium may result in loss of coverage. During any unpaid FMLA Leave, employees will not accrue any additional benefits or seniority. Bonuses (if eligible) will be paid on a pro-rata basis during unpaid leaves.

MissionWired may require an employee on FMLA Leave to report periodically on their status and the intention of the employee to return to work. MissionWired may also require periodic recertification of the need for medical and family leave. An employee taking medical leave due to the employee's own serious health condition may be required to obtain a fitness-for-duty certification, i.e., a certification that the employee is able to perform the functions of the employee's position, prior to the return from leave.

Parental Leave

Full-time employees who are incapacitated due to pregnancy, prenatal medical care, child birth or needing time off to care for the employee's child after birth, or placement for adoption or foster, are eligible for sixteen (16) weeks of paid leave. If the employee is also eligible for FMLA leave, the leaves will run concurrently not to exceed a maximum of 16 weeks.

Unless otherwise required by applicable law, statutory pay and paid leave cannot total more than 100% of employee pay. For example, in the case of a birth parent, if it is statutory to provide 60% of salary for the first 6 weeks following birth, then MissionWired will 'top up' and provide the remaining 40% of salary to ensure the employee receives their full salary for the first 6 weeks and then MissionWired will pay 100% of the employee's salary for the remaining 10 weeks. If eligible for statutory leave, employees must apply in order to be eligible for the MissionWired paid leave benefit. Paid leave is calculated based on base salary.

Employees have one year from the first date of Parental Leave to use their parental leave allotment. Unused Parental Leave is not payable upon termination of employment.

Medical & Disability Leave

MissionWired recognizes that disabilities and medical concerns can have a major impact on your life and finances. Any employee experiencing a medical condition that would cause the employee to miss work for 5 days or more should contact the People team (benefits@missionwired.com) to identify wage and income replacement options available to them based on their respective benefits.

Short-term disability (STD), long-term disability (LTD), and related benefits are payable only for non-occupational injuries or illnesses. If a medical condition is job-related, it is considered workers' compensation. In order to receive disability or medical leave benefits, an employee must be under the regular care of a licensed treating physician who practices within the scope of their license, and the employee's disability must be certified through our administrator which ultimately determines an employee's eligibility for disability benefits. An employee who experiences an injury or illness can use their leave balances, including sick or vacation, during any waiting period related to a claim. If eligible for STD benefits, employees can use accrued leave balances to offset the approved claim amount

from our administrator up to 100% of their normal weekly salary. Our administrator verifies medical necessity for all health-related absences and helps ensure your confidentiality.

State-Mandated Short-Term Disability Coverage

All full-time employees receive short-term disability coverage in states requiring employees to participate in their mandated short-term disability plans. MissionWired will contribute to the state's contribution schedule, where applicable. Any other short-term disability benefit may be eliminated or reduced by benefits received under a state-mandated plan.

Given the complex nature of leaves of absence, we encourage employees to proactively contact our People team (Benefits@missionwired.com) with questions to ensure you are receiving the appropriate benefits.

APPENDIX B

EEO, Harassment & Discrimination Policy

If you find yourself here, we know this may be hard. The language in the following policy is guided by legal standards, however, our intent is always to approach these situations and navigate any outcomes centered on the experience of the people impacted and our commitment to Diversity, Equity, and Inclusion principles.

Equal Opportunity Statement

MissionWired is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity, or expression), pregnancy (including childbirth, lactation, and related medical conditions), reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service) physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. MissionWired is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

MissionWired will, in a confidential manner, conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. MissionWired will take appropriate corrective action, if and where warranted.

MissionWired prohibits retaliation against employees who provide information about, raise concerns about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager or any other designated member of management, including the People team.

Anti-Sexual Harassment & Anti-Discrimination Policy

MissionWired is committed to providing and maintaining a work environment free from all forms of harassment and discrimination, including sexual harassment. Below is information on recognizing and reporting harassment and discrimination, as well as information regarding legal rights.

What Is Sexual Harassment?

Sexual harassment is a form of unlawful sex discrimination. It includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature or are directed at an individual because of that individual's sex. It may consist of unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks that are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment. This is also called “quid pro quo” harassment.

Examples of Sexual Harassment

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body;
 - Rape, sexual battery, molestation, or attempts to commit these assaults
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.
 - Sexually oriented gestures, noises, remarks, or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
 - Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
 - Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as: Interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job; or Sabotaging an individual's work; ● Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment is not limited to women. Anyone can be a target of sexual harassment, regardless of sex or gender. Federal law protects employees, paid or unpaid interns, and non-employees (including independent contractors), and those employed by companies contracting to provide services in the workplace.

As for the harasser, it may be a superior, a subordinate, a coworker/peer, or anyone else in the workplace – including an independent contractor, contract worker, vendor, client, customer, or visitor.

Where can sexual harassment occur?

Sexual harassment can occur in the workplace, but it can also occur elsewhere, such as on a business trip or at a company-sponsored event. It should be noted that sexual harassment does not always occur in face-to-face situations. Harassment can occur through calls, texts, emails, and social media usage, even if it takes place away from the workplace premises, via personal devices, or during non-work hours.

Any employee who feels harassed should report it so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy. Procedures for reporting sexual harassment are discussed below under the heading "Reporting Sexual Harassment and Other Forms of Discrimination."

Other Forms of Prohibited Discrimination

Sexual harassment is one form of discrimination, but it is by no means the only form of discrimination a worker may experience. Unlawful discrimination may be based on an individual's age (40 and older), race, color, national origin, ancestry, religion, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. Such discrimination may be in the form of a hostile work environment based on the protected status, exhibited through offensive words, signs, jokes, pranks, intimidation, or physical violence. Discrimination may also consist of decisions or acts that impact a term, condition, or privilege of an individual's employment, based on or due to that individual's protected status.

Retaliation

No person covered by this policy will be subject to retaliation for reporting sexual harassment or other forms of discrimination prohibited by this policy. Unlawful retaliation is any adverse action that may discourage an individual from reporting sexual harassment or other discrimination. The adverse action may be job-related (e.g., disciplinary action, demotion, termination), or it may be non-job-related (e.g., threats of physical violence outside of work hours, hostile or aggressive communication).

Whether an individual makes a complaint or assists in the investigation of a complaint, that individual need not fear retaliation. Not only would such retaliation violate this policy, it is also unlawful under federal, state, and (where applicable) local law.

Many state and federal civil rights laws protect any individual from retaliation if that individual has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or other discrimination, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving sexual harassment or other discrimination under the federal or local law or other anti-discrimination law;
- Opposed sexual harassment or other discrimination by making a verbal or informal complaint to management, or by simply informing a Manager of harassment;
- Reported that another employee has been sexually harassed or subject to other forms of discrimination; or
- Encouraged a fellow employee to report sexual harassment or other discrimination.

Even if the alleged harassment/discrimination does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges.

Reporting Harassment and Other Forms of Discrimination

The process for reporting a potential instance of harassment or discrimination is as follows.

Any employee, or non-employee who has been subjected to behavior that may constitute discrimination or harassment is encouraged to report such behavior to their Manager or the People team. Anyone who witnesses or becomes aware of potential instances of discrimination or harassment should report such behavior to their Manager or the People team.

Such reports may be made verbally or in writing. A form for submission of a written complaint is linked at the end of this section, and all employees are encouraged to use this complaint form. The form can also be obtained by requesting it from the People team. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Similarly, an employee should engage in bystander intervention such as alerting their Manager or the People team about a harassment or discrimination situation they have observed or heard about.

Employees can file complaints using the form linked at the end of this section, or with the People team.

Managerial Responsibilities

Managers **are required** to report to the People team, any complaint or information about sexual harassment or discrimination that they receive, including information received from others or based on their own observations of harassing or discriminatory behavior. Failure to do so will subject a Manager to discipline, up to and including termination.

How We Handle Concerns of Harassment and Other Forms of Discrimination

Instances of potential sexual harassment or other discrimination will be investigated, whether it was reported verbally or in writing. This review will be conducted in a timely manner and will be confidential to the extent possible.

Any employee may be asked to cooperate as needed in a review of the situation or potential investigation. MissionWired will not tolerate retaliation against employees who raise a concern, file a complaint, support another colleague's concern, or participate in an investigation regarding a violation of this policy.

While the process may vary on the situation, our approach will generally include the following steps:

- Upon receipt of an issue related to this policy, an appropriate member of the People team will conduct a review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the individuals involved), as appropriate.
- Any resulting fact-finding will be documented appropriately.
- MissionWired will keep any associated documents in a secure and confidential location.
- MissionWired will promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified.
- MissionWired will inform the individual who reported the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Employees who have been sexually harassed or subjected to other forms of discrimination have the right to pursue legal remedies with certain governmental entities including the EEOC or local police. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

Civil Rights Act of 1964 (Title VII)

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 180 days from the alleged violation. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at or via email at info@eeoc.gov.

Contact the Local Police Department if Applicable

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Complaint Form for Reporting Sexual Harassment or Discrimination

If you believe that you have been subjected to sexual harassment or discrimination, you are encouraged to complete [this form](#) and submit it to your Manager or the People team. You will not be retaliated against for filing a complaint.

APPENDIX C

How To Raise Questions and Concerns

MissionWired strives to provide a fulfilling, productive, and ethical work environment. To this end, we want you to feel comfortable speaking up about bringing any problems, concerns, or grievances you have about the workplace to the attention of your Manager and, if necessary, to the People Team or senior leadership.

There are several forums to report issues, concerns or seek guidance about conduct or behavior you believe may violate our Standards of Conduct, our policies, or employment or other laws that may apply to you or the workplace. Team members can submit their good faith questions or concerns using any of the following options:

*Your Manager,
Your Next-level Manager, or
The People Team.*

MissionWired managers and senior leadership are excellent resources for guidance or help to address concerns related to Company policies and processes, work responsibilities, issues with or concerns about coworkers, development or promotion opportunities, and other concerns related to MissionWired's work environment.

If you don't feel comfortable going to your manager, you can email the People Team at peopleops@missionwired.com - or reach out directly to someone on the People team on Slack or email. Depending on the nature of your concern, you may find the document on PeopleWired called [“Who Do I Go To...”](#) helpful.

When raising concerns, we ask you to keep in mind the following steps which may be helpful when escalating any issues.

1. Meet with your Manager
2. Meet with your next-level Manager or the People Team
3. Engage in a resolution process.

Coming forward with questions or concerns may sometimes feel like a difficult decision, but we are committed to fostering an environment that does not deter individuals from speaking up when they observe conduct that may violate our code of conduct, our policies or an employment law. Team members who believe that they have been subjected to any conduct that violates this policy may register a complaint using the procedures outlined

above. There is additional information related to retaliation in the section of this handbook on EEO, Harassment & Discrimination.

We will always make space and time to hear these concerns. As the scope and nature will vary widely, there is no prescriptive course of action for many workplace issues that may come up. Our goal is always to ensure your concerns are heard by the appropriate people, you have trust and confidence in your confidentiality, and you receive a timely and appropriate response.