

January 2018



Team Member
HANDBOOK

**This Handbook is Specifically for
ComSol Hourly 24x7 Team Members**

We protect what matters.

 **Stericycle®**

TEAM MEMBER HANDBOOK FOR STERICYCLE, INC.

This Book Belongs to: _____

This handbook is for our US Non-Union team members in Environmental Solutions, Corporate Functions (Finance, Safety, IT, HR), Expert Solutions, and Stericycle Compliance Solutions (SCS). Some benefits may not apply to union team members and in some cases these policies may be impacted by collective bargaining agreements.

This handbook is intended to answer most of the questions you have about our policies, our responsibility to you and your responsibility to Stericycle. This is your copy. Read it, share it with your family and keep it for future reference. The material contained in this document is for informational purposes only and has been designed as an easy reference guide. It would be impossible to list every situation and outcome. We ask that you use this handbook as a guide and contact your manager when questions arise.

The information in this handbook may change without prior notice. Every effort will be made to keep you informed through suitable lines of communication including postings on the Company Intranet, bulletin board, email and/or notices sent directly to you.

In addition to clarifying policies, we hope this handbook also gives you an indication of our interest in the welfare of all who work here.

No person is authorized to make any representations contrary to, in addition to, or to modify in any way this Team Member Handbook without the written approval of the Corporate HR Department.

You must sign and date the acknowledgement of receipt of this handbook. Stericycle complies with all federal, state and local laws regarding labor and employment, including but not limited to those regulating discrimination, harassment, leaves of absence, time off, work hours, work conditions and the payment of wages and benefits. There may be cases when local or state laws or policies supersede or supplement the standard policies contained in this handbook. Since no Team Member Handbook can anticipate every question about policy, please feel free to speak with your manager or contact HR. This handbook is not a contract of employment or continued employment.

Dear Team Member:

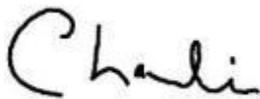
Welcome to Stericycle! We are proud to have you become a part of our great company. Our success has been driven by focusing first and foremost on our team members. We also pride ourselves by offering solutions that delight our customers. We are market leaders in each of our divisions, and have developed a reputation as a premium provider.

As part of our team, I want to make sure you feel connected to our purpose, our core values, and our future position, all of which are described on these pages. Running a values-driven organization is very important to me and I trust that they will quickly become part of your daily decision-making process within Stericycle.

We want to make sure that you always have the tools and resources to do your jobs, and that you are getting the training and development you need to grow and advance. We also want to make sure you enjoy your work and build great relationships with your coworkers.

While we will do our best to make sure you have everything you need to be fulfilled and successful, we are always looking for ways to improve. So I encourage you to use the many ways available to give us feedback, including asking me direct questions on our Intranet site. Our best ideas come from you, and we want to make sure you feel heard.

Once again, welcome to Stericycle. It is our hope that we will grow and prosper together.



Charlie Alutto
President and CEO



CORE VALUES

Integrity

We are honest and open in our interactions with others. When making decisions, we always do the right thing.

Accountability

We take ownership of our own actions and we focus on solutions rather than placing blame. We deliver on our promises.

One Team. One Goal.

We work as a team, no matter the goal. We share successes and failures together and work to make things better.

Customer First

We provide service that is valuable for our customers and exceed their expectations. We respect the value of both our internal and external customers.

Continuous Improvement

We provide the most value while consuming the fewest resources. We embrace the talents of the people who do the work.

Enjoying Our Work

We have a culture that fosters team member engagement and loyalty. We do so with a spirit of camaraderie.



Core Purpose

To help our customers fulfill their promise by providing solutions that protect people and brands, promote health and safeguard the environment.

OUR PHILOSOPHY

Our philosophy is what we call the Circle of Growth. We believe that it all starts with people, and if we can create an environment where people love what they do, it will lead to greater team member engagement. If our team members are engaged, we will earn the loyalty of our customers. If our customers are loyal, it will drive additional profit into our business. We can then invest that profit back into our team members to give them better tools and resources to do their jobs. And the cycle simply repeats.

We value your individual rights and those of all our team members, and encourage everyone to express his/her ideas, suggestions, comments or concerns. We promote learning and value individual and team performance. As such, we foster a work environment that is enjoyable and encourages an open and direct exchange of ideas between our team members and the Company.

We are excited you are part of our team! Together, we have built a successful and unique company; and together we can continue to build an even better Stericycle for our team members and customers alike.



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GENERAL EMPLOYMENT POLICY

Employment at Will

All employment at Stericycle is on an at-will basis. Although we hope our relationship with you will be a mutually rewarding experience, we reserve the right to terminate your employment at any time with or without notice, cause or reason. This Handbook is not a contract of employment. It was created to convey the guidelines of our policies and procedures and may be modified at any time at the discretion of the Company.

Cultural Diversity

Stericycle is dedicated to reflecting the diversity of the community. Stericycle works hard to develop and maintain an environment that works naturally for all of its team members. This means that we each must recognize and appreciate the similarities among people by recognizing and appreciating the differences in culture, values, race, ethnic background, gender, lifestyle, religion and educational background.

Our Commitment to Team Member Engagement

We are committed to maintaining a customer focused attitude and an environment of treating team members as individuals. We do not believe there is a need for third-party representation, particularly a union. While it is our position that every team member can speak for him/herself without having to pay their hard-earned money to a union in order to be heard and have issues resolved, we will always follow laws and regulations regarding labor relations and will always bargain in good faith. The most important relationship is the one between you and your supervisor-thus we maintain an Open Door Policy. Our management philosophy encourages and supports this relationship. If you have a question or problem that you cannot solve with them, Stericycle provides a confidential team member Hotline at **1-866-308-9097**. We greatly value our ability to work with team members individually without their being subjected to burdensome union costs, complicated rules and costly work stoppages which could affect our competitiveness as a Company. We will vigorously strive to preserve an environment which nurtures the fulfillment of our values and core purpose.

Equal Employment Opportunity

It is Stericycle's policy to grant equal opportunity and non-discrimination to all team members and job applicants. Stericycle is committed to providing equal opportunity in all areas of employment including but not limited to recruitment, hiring, assignments, transfers, promotions, demotions, compensation, working conditions and training. Stericycle seeks to select the best-qualified individuals based upon job related qualifications, regardless of any protected group status, under local, state and federal law.

Stericycle does not tolerate any form of discrimination based on protected status, workplace harassment or retaliation. Stericycle provides equal employment opportunity to all team members and applicants without regard to an individual's protected status: race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, creed, age, disability, genetic information, veteran status or other protected status. If you have any questions or have any concerns with this policy, or wish to report a potential violation, please do not hesitate to reach out your HR Business Partner or contact the HR hotline at **1-866-308-9097**.

STERICYCLE CORE VALUES IN THE WORKPLACE

Affirmative Action Policy

It will be the policy of Stericycle, Inc to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, gender, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

All employment decisions shall be consistent with the principle of equal employment opportunity, and only job-related qualifications will be required.

All personnel actions, such as recruitment, testing, hiring, training, compensation, benefits, advancement, transfers, reassignment, promotions, etc. will be administered without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

The Stericycle designated person for issues concerning Affirmative Action/Equal Employment Opportunity is Amanda Beezley / HRCompliance@stericycle.com and copies of the company's Affirmative Action Plan.

Pay Transparency Nondiscrimination Provision

Stericycle will not discharge or in any other manner discriminate against team members or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another team member or applicant.

However, team members who have access to the compensation information of other team members or applicants as a part of their essential job functions cannot disclose the pay of other team members or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Harassment

Stericycle is committed to providing a work environment that is free of discrimination and harassment. Stericycle does not tolerate any form of harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or veteran status or any other protected group by or against any of its team members. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, harassment (both overt and subtle) is a form of team member misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Sexual Harassment is a particular form of harassment defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when any or all of the following conditions exist:

- Submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment; or
- When submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering unreasonably with an individual's work performance or is creating an intimidating, hostile or offensive work environment.

If you have any questions as to what kinds of activity constitutes harassment or want to report an incident of harassment, you should bring this matter to your immediate supervisor. If you do not feel comfortable bringing this matter to the attention of your immediate supervisor, please contact either the HR Business Partner for your area or the confidential HR hotline 1-866-308-9097 or online Ethicspoint <https://secure.ethicspoint.com/domain/media/en/gui/43922/index.html>. These concerns will be handled on a confidential, need to know basis with your supervisor. Team members are encouraged to discuss problems without fear of reprisal.

Also, there may be state specific external resolution assistance available. Please see the federal and state posters located at your facility for additional information.

The team member **HOTLINE** is available to everyone by calling: **1-866-308-9097**

Workplace Violence

Stericycle is committed to maintaining a workplace free from threats and violence and to effectively respond in the event that such acts do occur. This policy will be administered in accordance with state, federal, and local laws. Stericycle expects all team members to behave in a professional manner at all times; therefore threatening/violent behavior is prohibited and will not be tolerated.

All team members, contractors, visitors and customers at any Company facility are responsible for reporting incidents involving workplace violence. This policy also covers any incidents involving individuals from outside the Company perpetrating violence against Company team members.

PROCEDURE:

1. Definitions of Threats and Violence

A threat is any conduct that suggests intent to harm, intimidate, or coerce another person, or to damage or destroy Stericycle property or the property of others.

Violence is any conduct that harms or tends to harm any other person, Stericycle property or the property of others.

2. Threatening/Violent Behavior

Stericycle expects team members to behave in a professional manner at all times; therefore, threatening/violent behavior is not tolerated.

Examples of threatening/violent behavior include, but are not limited to:

- Physically or verbally threatening or intimidating another individual or his/her family, friends, associates, or property.

- Threatening harm or bodily injury to a location or team member, even in a joking manner.
- The intentional destruction or threat of destruction of Stericycle or another's property.
- Harassing or threatening phone calls, e-mails, text messages or other written communications.

3. Weapons

Unless prohibited by local or state law, weapons of any kind on company property or on job locations are prohibited for everyone's safety and well-being. This applies to all Stericycle team members, contract and temporary workers, visitors, customers and contractors on Stericycle property.

Similarly, unless prohibited by local or state law, team members may not carry a weapon while performing any tasks on the Company's behalf. This policy also prohibits weapons at any Stericycle sponsored functions on or off the Company premises, such as parties or picnics.

A. "Weapons" are defined as any object or item considered a weapon under Federal, State, County, and City laws. Examples include, but are not limited to:

- Guns of any kind
- Explosives (including fireworks)
- Dangerous or deadly instruments
- Knives of any kind (excluding pocket knives with blades less than 2" to 3" long)
- Clubs

B. "Company property" includes, without limitation, all of Stericycle's owned or leased buildings and surroundings areas such as sidewalks, walkways, driveways and parking lots under the Company's ownership or control. Company vehicles, whether owned or leased, are included in this policy at all times regardless of whether they are on Company property or off-site. Always consult your state laws and contact your HR Business Partner for issues regarding firearms in vehicles.

Anyone found possessing, carrying, holding or concealing a weapon on Company property or at their job location will be subject to disciplinary action, up to and including termination if they are a team member. Non-team members will be required to leave the premises and may not reenter until a thorough investigation has been completed and management is satisfied that this policy will be complied with. The matter may also be reported to the appropriate law enforcement agency.

4. Searches

Stericycle reserves the right to conduct searches of any person, vehicle, package, computer or container brought onto Company property, unless prohibited by law. Pursuant to this provision, the Company is authorized to search lockers, desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, computer hard drives, electronic mail and other electronic media, company vehicles (owned or leased) and any team member-owned or leased vehicle being used to conduct business on behalf of the Company, regardless of whether the vehicle is located on Company property at the time.

Company management, law officers or security officers may conduct searches. The Company reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the team member being present. If such a search is necessary, to the best of the Company's ability, there will be at least two (2) supervisory or management team members present during the search.

5. Firearms and Dangerous Weapons

The Company strictly prohibits the use or possession of a firearm or other dangerous weapon on Company property to the maximum extent permitted by law. Company property includes Company vehicles, whether or not those vehicles are maintained at locations away from the Company facility.

RESPONSIBILITIES:

Team members must report immediately any instance of workplace threats or violence, or suspected/alleged workplace threats or violence to any of the following: a supervisor/manager, the Human Resources Department, or the or by calling the HR Hotline at 1-866-308-9097. Reports will be investigated and, where appropriate, prompt corrective action will be taken. All complaints will be investigated in a timely and confidential manner. Any form of retaliation against an individual who in good faith reports or cooperates in an investigation of any instance of workplace threats/violence will not be tolerated.

Failure to comply with this policy could result in disciplinary measure up to and including termination of your employment. Furthermore, having or bringing a weapon on Stericycle property (except where otherwise permitted by state law), in violation of this policy, will be considered an act of criminal trespass and will be grounds for immediate removal from company property, and may result in prosecution.

All team members, contractors, visitors and customers shall comply with the workplace violence policy. All Company facilities shall develop procedures for responding to and managing incidents and threats of workplace violence.

All information regarding an incident and/or threat of workplace violence should be treated confidentially to the extent practicable. Statements and reports may be used as evidence in administrative and/or criminal proceedings.

Retaliation

Stericycle strictly prohibits unlawful retaliation against any team member or applicant for employment who reports discrimination or harassment, a report to a supervisor about a good faith belief involving a violation of state or federal laws or who participates in good faith in any investigation of unlawful discrimination or harassment.

What action should you take if you feel you have been a victim of harassment or retaliation?

If you believe you have been the victim of harassment or retaliation of any kind, immediately do the following:

- If you feel comfortable doing so, we encourage you to tell the person in no uncertain terms to stop; and

- Report the incident and the name of the individual(s) involved to your HR Business Partner. If you cannot report the issue to your HR Business Partner for any reason, contact the Team Member Hotline at **1-866-308-9097**. The Hotline accepts anonymous complaints of any kind.

All complaints will be promptly investigated. Please understand that some investigations are sensitive and involve potential criminal liability, reputational harm and concerns of the physical and mental well being of the parties involved. As result and depending on the circumstances, you may be asked to keep confidential details surrounding the investigation and resolution to the fullest extent permitted under the law.

Accommodations Policy

In accordance with the Americans with Disabilities Act and the Americans with Disabilities Amendments Act, and applicable state fair employment laws, reasonable accommodations will be provided to qualified individuals with disabilities so that they may perform the essential functions of a job, compete for a job, and enjoy equal benefits and privileges of employment, unless providing such accommodations would create an undue hardship on the company or cause a threat to workplace safety.

In addition, Stericycle is committed to providing reasonable accommodations to women with pregnancy related medical conditions or common conditions related to pregnancy which are necessary to perform essential functions of their positions.

Request for accommodation

If you believe that you need a reasonable accommodation to perform essential functions of your position, please notify the company's Corporate Benefits Department at HR-Benefits@stericycle.com.

If you are unable to make this request yourself for whatever reason, a family member, physician or other responsible person can make it for you.

What information will I need to provide?

Once the process is initiated, to be able to consider your request, the company may need to obtain information from you or your medical provider sufficient to determine the existence of a disability or pregnancy related condition, the disability related limitations and/or workplace barriers that need to be accommodated because of the condition, and the requested accommodation, if known. Be assured that any Company request for medical information will be limited to what is necessary to ascertain your disability and/or pregnancy related condition and your functional limitations for which the reasonable accommodation is sought. Please also be assured that your request for a reasonable accommodation, including any medical or disability related information you provide, will be treated as confidential and maintained in a separate medical file.

Next steps

After we receive your request, we will provide you with written confirmation of receipt. We will also follow up with you regarding any additional information that may be needed. Finally, you will receive written notice of the Company's decision on your requested accommodation and the availability of any alternative solutions, if applicable. Although times may vary from case to case, the time frame for responding to your request should be within 10 business days if no additional documentation is needed from you and 30 (thirty) calendar days if the company needs more information to process your request. Of course, these timelines can be impacted by your or your provider's inability or delay in responding to requests for information.

Religious Accommodations

Stericycle respects the religious beliefs and practices of all team members and will make reasonable accommodations for religious practices, unless doing so would result in undue hardship on the business of the company. In determining whether an undue hardship exists, Stericycle will consider factors such as the cost to the company and the impact on the rights of other team members. If your religious beliefs or practices conflict with your job, dress code, work schedule or with other aspects of employment, contact HR to begin the process of determining if such an accommodation can be made.

In any case, team members may elect to use, according to the various policy criteria, vacation, holiday, personal days, or unpaid leave to accommodate their religious observance obligations. When requesting time, adherence to local policies regarding requesting time away from work must be followed.

Nursing Mother's Policy

As part of our family-friendly policies and benefits, Stericycle supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

Lactating team members will be provided reasonable break time each day to express breast milk for their nursing child. Stericycle will also provide lactating team members with the use of a room or other location, other than a toilet stall, in close proximity to the team member's work area, for the team member to express milk in private. Stericycle prohibits discrimination against any team member for exercising their rights under this policy.

This policy regarding break time for nursing mothers to express breast milk does not change or modify any Stericycle policies that provide greater protections to team members. Stericycle will also continue to comply with any applicable federal, state or local law that provides greater protection to team members.

Truth in Information

You must not knowingly furnish Stericycle with false information, such as falsification of signatures. False or misleading information on your employment application or any other company document can lead to disciplinary action up to and including termination.

You are required to complete the forms requested by the Company. These forms are property of the Company. You are responsible for keeping the information up to date on any forms. You must immediately report changes of name, address, telephone number, dependent status and emergency contact. Stericycle will not be responsible for any errors that may occur from your failure to update this information.

PAY AND PERFORMANCE

Compensation Philosophy

Our compensation objective is to pay team members fairly for the work they do and the contribution they make to the organization. Our programs are designed to motivate and reward both team and individual performance based on accomplishment of established goals and objectives. Stericycle pays competitive wages and regularly validates wages based on internal and external benchmark comparisons taking into consideration specific geographic markets.

Employment Classifications*

Stericycle classifies your employment in four ways:

- **Regular full time:** Team members regularly scheduled to work at least 30 hours per week.
- **Regular part time:** Team members regularly scheduled to work at least 15 hours per week but less than 30 hours per week.
- **Temporary employment:** A short-term assignment expected to be compensated for less than 700 hours is not eligible for company benefits.
- **Casual/temporary employment:** Is defined where a team member is employed when and if needed, and there is no guarantee of hours in any given week or guarantee of duration of assignment.

Federal and State laws govern the classification of all regular, part time and temporary team members according to your job duties.

Exempt: Not eligible for overtime compensation.

Non-Exempt: Eligible for overtime compensation and must punch in and out or complete time cards.

Benefit Eligibility: Full-time Team Members scheduled to work at least 30 hours per week are eligible for Benefits. Although, some benefits such as PTO, 401K and ESPP are generally available to team members working 15 or 20 hours per week. Please refer to our Benefits Program materials for more details.

*It is the sole discretion of Stericycle and its management team to make changes to or cancel its benefit programs, including eligibility provisions.

Recoupment of Erroneous Payments

To the extent permitted by law, the Company shall be permitted to recover any compensation or other payment made to the team member due to the Company's reliance on inaccurate information, any restatement of the Company's accounting statements, or any other error under the Company's compensation and benefits programs, policies, plans, or other arrangements. The Company will provide the team member with a calculation of any such erroneous payment and specify the manner in which such amount will be recovered.

Hours and Timekeeping For Exempt and Non-Exempt Team Members

Work Hours

Stericycle establishes the time and duration of work hours as required by workload and workflow, customer service needs, and the efficient management of team members, in accordance with all applicable laws and collective bargaining agreements. All team members are expected to be at work on time for every scheduled shift. Non-exempt team members are required to accurately record all hours worked, including the start and end of their shift, and the start and end of their meal periods.

Non-exempt team members may not perform any work, before the start of their scheduled shift and must cease all work promptly at the end of their scheduled shift, unless additional hours have been approved by a manager in advance.

Non-exempt team members may not perform any work during their meal periods or rest breaks. All hours worked must be reported. Failing to accurately report all hours worked and/or working beyond a scheduled shift without approval is strictly prohibited, and will result in discipline, up to and including termination.

Team members are responsible for reporting errors in timekeeping promptly to Corporate Payroll and/or their supervisor. Team members who need to correct a missing or inaccurate time entry must inform Corporate Payroll and/or their supervisor as soon as they become aware of the missing or inaccurate time entry. Failure to do so may result in discipline, up to and including termination. Please contact the HR Hotline at **1-866-308-9097** in the event you have a dispute about your time with your supervisor. Stericycle expects you to escalate the dispute to Human Resources or Corporate Payroll immediately.

One Day of Rest in Seven Days

Stericycle wants its employees to take rest and spend time enjoying family, recreation and hobbies outside of work. To the maximum extent permitted by law, Stericycle prohibits its employees regularly scheduled to work more than 30 hours in a workweek from working without a rest period of at least 24 consecutive hours during a given calendar week. For the purposes of this requirement, a calendar week begins at 12:01 a.m. on Sunday and ends at midnight the following Saturday. There may be exigent circumstances that require work on these days and the Company will fully comply with all laws regarding the seventh day of work and let employees know as far in advance as possible.

Overtime

During a work cycle, particularly during busy periods, supervisors and managers may need to schedule additional hours or extra shifts based on the needs of the organization.

In these cases, team members will be notified as soon as possible of the need for additional hours. Managers will make every effort to keep such requests to a minimum. However, working such additional hours and/or extra shifts is considered a condition of employment, and refusal to accept them when reasonable notice has been given is cause for discipline, up to and including termination.

In such instances, non-exempt team members may be eligible for overtime pay in accordance with applicable federal and state wage and hour laws. Under federal law, all non-exempt team members who work more than 40 hours during a single workweek will be paid at the overtime rate of one and one-half times their regular rate of pay for those hours exceeding 40.

For non-exempt team members who work in California, except those on an approved 4/10 alternative workweek schedule (“AWS”), overtime will be paid for all hours worked in excess of eight hours in one workday or 40 hours in one workweek as follows:

- Compensation for hours in excess of 40 hours in one work week, or in excess of eight hours and not more than 12 hours in one workday, and for the first eight hours on the seventh consecutive workday in one workweek, shall be paid at a rate of one and one-half times the team member’s regular rate of pay;
- Compensation for hours in excess of 12 hours in one workday and in excess of eight hours on the seventh consecutive workday in a workweek shall be paid at double the team member’s regular rate of pay.

Non-exempt team members who work in California, who are on an approved 4/10 AWS, will be paid overtime for hours worked beyond their regular schedule in accordance with their AWS agreement and applicable law.

For non-exempt team members who work in other states, overtime will be paid in accordance with applicable state laws.

Overtime pay is calculated based solely on actual hours worked. Sick leave, vacation, holidays, and other paid or unpaid time off (including leaves of absence) are not considered hours worked for the purpose of calculating overtime pay within a workday or workweek.

The establishment of any changes in a team member’s work schedule is the responsibility of departmental supervisors and managers – not individual team members. A team member’s work schedule may be adjusted during a workweek to avoid overtime, at the supervisor’s discretion.

Non-exempt team members may NOT work overtime without the prior knowledge and approval of their supervisor and/or manager. Supervisors and managers will monitor overtime violations and address as appropriate.

Team members who fail to obtain approval prior to working hours that extend beyond their scheduled shift will be subject to discipline. Repeated offenses may result in termination. However, all hours worked, including overtime, will be compensated, regardless of whether or not they were approved.

Exempt team members are paid a salary that covers all hours worked. Therefore, they are not eligible for overtime or any other additional compensation if they work time above and beyond their regularly scheduled hours. Exempt team members will receive their full salary for any workweek in which they perform any work, regardless of the number of days or hours worked, unless a deduction is permitted by law. Stericycle strictly prohibits any improper deductions from the salaries of exempt team members. Deductions will not be made for absences caused by the Company or by the Company’s operating requirements. Deductions will also not be made for absences occasioned by jury duty, attendance as a witness, or temporary military leave, unless the leave results in no work being performed in an entire workweek. Team members are not entitled to be paid for any workweek in which they perform no work, unless they elect to use available paid time off.

Neither team members, nor the Company, may waive their rights or obligations under applicable federal and state wage and hour laws. If a team member has questions regarding his/her compensation, or believes Stericycle has failed to pay him/her for all hours worked, including overtime, or that his/her salary has been subject to improper deductions, the team member should immediately report his/her concerns to his/her designated Human Resource Business Partner.

All concerns raised will be promptly addressed. If it is determined that an improper deduction or underpayment was made, the Company will promptly reimburse the team member for such deduction and/or correct such underpayment. The Company will not tolerate retaliation against any team member who makes a complaint about improper deductions or unpaid wages. If you believe you are being retaliated against, you should immediately call the HR Hotline at **866-308-9097** or your designated Human Resources Business Partner.

Meal Periods and Rest Breaks

All full-time non-exempt team members are required to take at least a 30 minute unpaid, uninterrupted, off-duty meal period when they work shifts of various durations in accordance with applicable law. Stericycle will also provide all non-exempt team members with any additional meal periods or rest breaks required by applicable state wage and hour laws. If you have a question about the requirements of your particular state, please contact the HR hotline at **1-866-308-9097** or your designated Human Resources Business Partner.

California team members who work more than five (5) hours in a day will be provided an unpaid meal period of at least 30 uninterrupted, off-duty minutes. California team members are to begin their meal period no later than the end of their fifth hour of work. California team members who work in excess of five (5) hours but less than six (6) hours may voluntarily waive their meal period with Stericycle's consent. California team members who work more than 10 hours in a day will be provided a second unpaid meal period of at least 30 uninterrupted, off duty minutes. This second meal period must begin no later than the end of their tenth hour of work. California team members may voluntarily waive their second meal period with the Company's consent, provided the team member took his/her first meal period and finishes his/her shift within 12 hours.

All team members will be relieved of all duty during meal periods. Stericycle expressly relinquishes control over team members' activities during meal periods. Team members are prohibited from working "off-the-clock" during meal periods. Team members are free to leave the premises during meal periods. If a team member chooses to stay on the premises during his/her meal period, he/she should utilize designated locations at the facility to ensure the team member is relieved of all work during this time. Meal periods are not paid and are not included as hours worked for purposes of calculating overtime. Team members are required to accurately record the start and end times of their meal periods.

California team members are authorized and permitted to take one 10-minute rest break for every four hours worked, or major fraction thereof. The only exception applies if a team member's total daily work time is less than three and one-half hours. For purposes of this policy, "major fraction" means any time greater than two hours (or as otherwise defined by law). For example, if a team member works more than six hours, but not more than 10 hours in a workday, the team member is authorized and permitted to take two rest breaks lasting 10 minutes each. If a team member works more than 10 hours, but not more than 14 hours in a day, the team member is authorized and permitted to take three rest breaks lasting 10 minutes each, and so on. Rest breaks should be taken as close to the middle of each work period as is practical. Rest breaks are counted and paid as time worked. Accordingly, team members are not required to record the start and end times of their rest breaks.

Team members may not combine rest breaks with meal periods or other rest breaks, nor may team members use meal periods or rest breaks to arrive late or leave early from a shift.

Stericycle's policy is that team members must take meal periods and rest breaks and must not work during meal periods or rest breaks. Team members who do not timely take their meal periods or rest breaks, and managers or supervisors who impede or discourage team members from taking their meal periods or rest breaks, will be subject to discipline, up to and including termination.

If you believe that you have been impeded or discouraged from taking a timely meal period or rest break, you should call the HR Hotline at **866-308-9097** or your local Human Resources Business Partner immediately (i.e., the same day). If it is determined that you were not provided with a meal period or authorized and permitted to take a rest break in accordance with this policy, appropriate remedial steps will be taken, in accordance with applicable law.

Team members will not be retaliated against for reporting a violation of this policy. If you believe you are being retaliated against, you should immediately call the HR Hotline at **1-866-308-9097** or your local Human Resources Business Partner.

Attendance Policy for Hourly Team Members:

Stericycle values the contributions made by all team members to the success of the Company. Stericycle's goal is that all our team members will work together and live our Core Values of Customer First and Accountability. Stericycle has taken steps to ensure that team members are able to balance personal and professional responsibilities. Part of this balancing includes regular, predictable attendance and timeliness at work. Excessive absenteeism and tardiness present a burden to achieving our goals, and can cause a hardship to fellow team members. This policy provides guidelines regarding attendance and absences to ensure that all team members understand the importance of reporting to work each day at their scheduled time. Your commitment to your individual responsibilities and your team are vital not only to your success in your role but to the Company's customer serviced objectives

Operations & Attendance Policy

Attendance & Accountability Policy for Hourly Team Members

Every job at Stericycle is important to our success in delivering on our Customer First core value. Your regular and prompt attendance is essential to your job duties of providing excellent customer service to our clients and their customers. Therefore, it is an expectation that you will be at your designated work station (on time) and ready to provide service each day that you are scheduled to work.

We realize that occasionally, due to illness or other unexpected circumstances, you may find it necessary to be absent from work. While this policy has been designed to provide certain latitudes and flexibility for these situations, consistent patterns of absenteeism and/or tardiness are not in the best interest of Stericycle and the clients we serve.

How the Plan Works

As part of the Stericycle Communication Solutions Time Away from Work policy, team members have the ability to "earn and use" vacation time. Team members that are sick or need to take unforeseen time off have the ability to do so using their sick time. Sick time can be used for sick and unplanned absences. Remember, vacation time is planned time off and must be approved by management, unless otherwise required by state or local sick leave laws.

Important Things to Note

Team members need to be logged into their phones within 5 minutes of the start time of their scheduled work shift, or upon returning from breaks or lunch.

Team Members that are tardy or leave early (arrive with more than half of a shift remaining or leave their shift early, completing more than half their shift) will receive half an occurrence. A full occurrence will be issued when team members are tardy or leave early for more than 50% of their scheduled shift.

The following circumstances will still result in team members receiving an attendance occurrence:

- No Call/No Show will result in two occurrences
- If a team member calls out for all or part of a shift and does not provide at least 90 minutes notice prior to the start of the shift (including failure to report for overtime and failure to report for an additional shift)
- If a team member calls out for all or part of a shift and does not have enough sick time to cover the missed hours (regardless of how much notice is given)
- Unscheduled absences that are similar or repetitive in nature (e.g. before or after days off, weekends, holidays, vacation days, or pay days) may be construed to reflect a pattern of absenteeism that improperly utilizes Stericycle's attendance policies and such absences may be subject to disciplinary action.

Corrective Action Process

1st Occurrence = Verbal Coaching 2nd Occurrence = Written Warning

3rd Occurrence = Second Written Warning 4th Occurrence = Final Warning

5+ Occurrences = Termination of Employment

Team members will not receive an occurrence for an unscheduled absence if one or more following criteria are met:

1. A team member can request to leave early if business need permits and it has been approved by their Manager/Supervisor or approved by WFM.
2. Team member/contractor is covered by a protected leave law or leave as an approved medical accommodation.
3. Absence or Tardy is excused by department Director or acting Director due to extreme weather or state of emergency where roads may be closed and alternate routes or modes of transportation are not available.

Bridged Occurrences

Absences that result in team members being off work for up to 3 consecutive days and/or shifts may be assessed as an individual occurrence. However, this practice is based on management discretion and may require that the team member provide appropriate medical documentation pertaining to the absences. Team members will not receive occurrences when absences are approved as a Leave of Absence or pre-approved Paid Time-Off (PTO). Team members who are absent for more than 3 consecutive days and/or shifts should reference the "Leave of Absence" section of the Team Member Handbook.

Removing Occurrences

Team members may be offered the ability to earn back attendance occurrences. Supervisors have the flexibility to offer team members the option of covering an open shift that does not interfere with his or her existing schedule as a way of earning back attendance occurrences.

Workforce Management and Center Managers will work together to determine which open shifts qualify and they will be flagged on the open shifts report for team members to see. Last minute call offs are not included on the open shifts report so those will be communicated to the team as they occur and will be flagged accordingly. Open shifts will be filled on a first come first serve basis. All Stericycle hourly team members who have been employed with Stericycle for a minimum of 30 calendar days are able to earn back occurrences.

Perfect Attendance Recognition Program

Stericycle wants to recognize the efforts of those team members who go above and beyond and exemplify the Accountability core value by achieving perfect attendance. We are currently working on a recognition program for 2018, we publish this program and ensure all team members are aware of the program.

DEFINITIONS & EXPECTATIONS:

Absence: A team member not at their assigned work station during their scheduled shift, excluding scheduled breaks or brief interruptions to meet physical needs.

Note: Absences must be reported to your supervisor at least 90 minutes prior to the beginning of your shift.

Reporting an absence to a peer is not considered satisfactory compliance with this expectation.

Tardy: A team member who is not at their work station at the start time of their scheduled work shift, or who fails to return promptly from a meal period or break.

Grace Period: Team members are allowed a 5 minute grace period before being considered late for the start of their shift or returning from a meal period. Grace periods DO NOT apply to rest breaks.

Note: Team members who show patterns of use or take advantage of this policy may have their grace period revoked for a minimum of 30 days. A team member having to use the grace period more than once in a given week or more than 2 times per month would be showing a pattern of use and may be considered taking advantage of the policy.

Leave Early: A team member leaves the assigned work location before the end of his/ her shift.

No Call/No Show: A team member failing to report to work and failing to notify a supervisor they will be absent.

Note: Failure to show for work and report your absence without sufficient medical justification may result in accelerated corrective action up to and including termination of employment.

Job Abandonment: A team member is absent for three or more consecutively scheduled days or shifts without reporting his or her absence to a supervisor.

Note: Stericycle will consider the team member to have voluntarily resigned his or her employment in this circumstance and will process the team members' employment termination documentation.

Attendance Patterns: Absenteeism or tardiness on a recurring basis, regardless of timeframe.

Note: Examples may include occurrences on the same day every week, number of occurrences in a specific period of time or regularly returning late from meal periods or breaks.

Failure to Report for Overtime: A team member fails to report to work for overtime for which they agreed to work or assigned as mandatory overtime.

Failure to Report for an Additional Shift (Coverage): A team member fails to report for work when they have committed to working any shift in addition to their assigned work schedule.

Supervisor: The assigned person that is required to be notified at the team member's contact center location.

Note: This may be a Team Lead, Supervisor, Contact Center Manager, and/or Workforce Management dependent upon your location.

New Team Members: New Team Members: Team members within their first 90 days with Stericycle are considered to be in their orientation period.

Note: This is a critical education period for new hires and more than one absence, tardy, or request to leave early can be detrimental to the learning process and understanding our business. Therefore any occurrences during this timeframe may result in accelerated corrective action up to and including termination of employment.

Voluntary Time Off (VTO): Team members may be excused from work due to low call volume.

Note: If VTO is offered to the team member either prior to or during their shift, this time will not count as an absence, tardy or leave early. Additionally, team members will have the option to use their accrued vacation or personal time to cover the time they were originally scheduled to work or take this time as unpaid.

Inclement Weather & States of Emergency: Extreme weather or states of emergency where roads may be closed and alternate routes or modes of transportation are not available.

Note: Stericycle advises team members to follow local state and/or city mandates regarding road or other closures. Extreme weather or disaster occurrences may be excused by the Contact Center Manager only with Director approval.

Leave of Absence: A period of time during which a team member's absence from work is considered approved and excused for the purpose of Family and Medical Leave Act (FMLA), Short-Term Disability (STD), Personal Leave, an approved medical accommodation, or any other company supported leave program.

TEAM MEMBER DEVELOPMENT AND RECOGNITION

Team Member Evaluations

Performance appraisals evaluate your job performance and compares it to expected objectives and/or job standards. This can assist both you and your supervisor when gauging your effectiveness on the job.

You will generally receive a performance appraisal at least once a year. In some cases, at the discretion of the supervisor, appraisals may be done more frequently. You are encouraged to comment on the evaluation and ask questions. If you are unable to meet the requirements of your position, it is understood that you could be reassigned or terminated from employment.

Completion of the performance appraisal process does not automatically entitle you to a salary adjustment, since salary increases are awarded on a merit basis, embracing other factors such as economic conditions, job performance, achievement of goals, etc.

Promotional Opportunities

We are committed to your career development and career progress. In fact many of our team members began their career in other Stericycle positions. We encourage you to learn about our business, operations and values. As you develop your knowledge and skills, you may have the opportunity, if the need arises, to advance within your location or other Stericycle locations.

It is the policy of Stericycle that whenever there is a position open that the Company needs to fill, we will post that position on our Website: www.stericycle.com and our Intranet site. Stericycle does have the right to recruit outside the company concurrent with the internal job posting. Open positions will stay on the posting list until they are filled or a suitable candidate is identified. Please note that there may be situations where not all positions are posted internally such as department reorganizations or executive/high-level management positions. The Website will contain a brief description of the job duties and the necessary qualifications for the vacancy. Positions are posted for a minimum of 5 days.

Internal Posting Policy

In order to apply for a new position within Stericycle the following criteria must be considered:

- Minimum of 1 year of service with Stericycle
- Minimum of 1 year in current job
- Satisfactory or better performance

Note: Under certain circumstances you may be allowed to apply even if you have not met all of the posting requirements such as department reorganization or a recommendation by your immediate supervisor. Your immediate supervisor and HR must approve these exceptions.

You must receive approval from your immediate supervisor prior to posting for a new position. Team Members without approval will not be considered.

Stericycle uses an electronic application process for all open job postings. You can access this site from SteriPoint. In order to be considered you must submit your resume through the system.

Requirements for Hire and Continued Employment

To be employed and continue to be employed by Stericycle, a Team Member must be a minimum of 18 years old and must successfully meet all company standards and established employment criteria regarding:

- Post-offer, pre-employment drug screen and background check to include criminal background investigations and Motor Vehicle Record (MVR), if applicable
- Proof of eligibility to work in the U.S.
- Employment verification performed through E-Verify by verifying the identity and employment eligibility of all persons hired to work in the United States
- Maintain licenses and/or certifications in good standing that are requirements for the position

Recognition

Our business is people. Our customers depend upon you for service and support. Although everyone works hard at being the best, we have created various programs that recognize the team members who do much more than what is expected and honor him/her for extraordinary service.

Background Check

Pre-employment background checks are required for all candidates who have been offered employment with Stericycle. These checks ensure that the candidate meets the standards established for the position offered as well as protects Stericycle's employees, information, property and customer interests.

After a candidate has been selected for interview, or offered a position, consistent with applicable law he or she will be required to disclose a felony conviction as part of the hiring process. Whether you disclose a criminal conviction or we learn of it through our background check process, you will be afforded an opportunity to provide mitigating evidence you wish us to consider before determining that that you do not meet the qualification for the position offered based on the relatedness of the conviction to your position duties.

Additionally, all employees have an ongoing obligation to inform the Company of any of the following:

- The Conviction of any crime;
- Their name has been added to any sexual predator registry
- They have been excluded, debarred, suspended or otherwise excluded from participation in any federal programs
- Their name appears on the SAM, OIG or state list of persons excluded from federal programs
- They have a job related license or certification that has expired, been suspended or revoked;

Supervisors who have learned any of the above about their subordinates must immediately contact their Human Resource Business Partner.

Types of Background Checks

There are numerous types of background checks which may be conducted, depending on the team member's position and function:

- County criminal Check
- Credit check
- Driving Record check
- Excluded parties list/federal healthcare reimbursement sanctions check, such as the OIG, FDA, GSA and OFAC
- Federal felony and midemenaor check
- National criminal file check
- Sex offender registry check
- Social security number check

Additionally, background checks can include verifications of past or current employment, education, licensure and professional/personal references.

Due to our commitments with hospitals and universities, you may be required to submit to additional background checks as a condition of being permitted to access those facilities to perform services. These checks will be conducted by Stericycle and/or the client and will be fully compliant with any state or federal fair credit reporting law. If for any reason our client determines that you are not qualified to access their premises and Stericycle determines through independent investigation that their reason does not disqualify you from your position, Stericycle will make reasonable efforts to find you alternate work within Stericycle, where feasible.

At the discretion of Stericycle, the company reserves the right to re-verify a Team Member's background, drug and motor vehicle record if deemed job related and otherwise as circumstances warrant. Team members whose position duties include servicing customers, such as financial institutions or hospitals may require additional background screening to access customer facilities or to meet customer requirements. The company will pay all fees for drug screening, background check and motor vehicle report.

Conviction of certain crimes relevant to the Team Member's current position may be subject to disciplinary action, up to and including, termination. In all cases, Stericycle will comply with applicable law in conducting any background screening.

Rehire Policy

Unless there is a written agreement stating otherwise, Stericycle will consider former team members eligible for rehire provided that they have not been involuntary terminated. For team member benefit and vacation accrual purposes Stericycle is able to revert back to your original hire date so long as you become rehired within 30 days of your termination date. Any team member that is rehired outside of this timeline will be considered a new hire

Reference Policy

It is our policy not to give written or verbal employment references on behalf of Stericycle for either current or past team members. Team members can utilize our employment verification vendor (The Work Number) by calling **1-800-367-5690** or contacting them at www.theworknumber.com. Employment status, most recent start date, total time with Stericycle and job title will be shared unless the team member also requests their income to be verified. Our Stericycle Employer Code is 12746. If you choose to provide a personal reference, please indicate that it is personal and does not reflect any opinion of Stericycle's, and it should never include comments about job performance or work habits.

Below are examples of proper and improper references:

Proper

"I have worked with (name) for 12 years and she has a very open and positive communication style. She has always treated me with respect and never says anything negative about other people."

Improper

"I have worked with (name) for 12 years at Stericycle and she has always received satisfactory or better performance ratings in her position. I would recommend her for a position with another company."

If you have any questions, please feel free to contact your HR Business Partner.

Team Member Referrals

Refer your friends and family to Stericycle!

Eligible Stericycle Team Members who refer candidates who meet the qualifications for an existing open position may qualify for a Referral Award if the candidate is hired. Team Member's Manager must complete the **Team Member Referral Form** and forward to Payroll for processing.

Who's Eligible?

All Stericycle Team Members are encouraged to refer friends or family for open positions (Supervisors who could affect the outcome of hiring decisions of a referred candidate, Corporate and Area Vice Presidents and Managers, and Human Resources Staff are **not eligible**).

What's the fine print?

Make sure to tell your referral to list your name on the application when it asks how they heard of the position. Awards will NOT be granted unless the candidate writes in your name (the "Referring Team Member") name on the employment application. There will be no exceptions to this... please make sure you tell your referral how important this is!

- The referral date must be after the date of the job posting. The referral must be hired within 180 days (6 months) of the initial referral date.
- The referral must represent the candidate's first contact with Stericycle. Temporary, summer, contract, and former team members of Stericycle are not eligible candidates for referral awards.
- Interviews are not guaranteed, all candidates will be evaluated for employment consistent with Stericycle policies and procedures. Only candidates who meet the essential qualifications for the position will be considered for employment.
- All information regarding the hiring decision will remain strictly confidential.
- Both new hire and referring team member must be still employed by Stericycle at the time of payment.

Payment is made in 2 parts:

- 50% of the Award will be paid at 90 days from the Date of Hire of the Candidate.
- 50% of the Award will be paid 180 days from the Date of Hire of the Candidate.

Any disputes or interpretations of the program will be handled through your manager and HR.

TEAM MEMBER BENEFITS

The benefits offered to you include an array of benefits for your health, benefits for your protection and benefits for your future. For details on these great benefits, please refer to our Benefits program materials for more details.

TIME AWAY FROM WORK

Overview

As a Stericycle team member, you are an important part of our business. Your regular attendance and timeliness are necessary to meet our customers' needs for quality service. The company provides paid time off and unpaid time off from work each calendar year. This includes scheduled time away for vacation, sick time or leaves of absence; as well as time off for emergencies or when other specific unexpected needs arise.

You are trusted to use good judgment and integrity when taking time away from work. Such time should be used for its intended purpose. For example, the company encourages you to use all of your earned vacation time every year. The company will make every reasonable attempt to accommodate time off requests as appropriate within this policy.

Paid Time Off (PTO) - Vacation Time and Sick Time

Vacation time is considered planned time off and its use requires approval by management. Approvals are based on previously scheduled off team members and business needs. Management will make every effort possible to approve your time off without requiring you to provide coverage, however, it is in your best interest to submit vacation time requests with as much advanced notice as possible. Please remember that business need may only allow a certain number of team members to be off on a particular day but every effort will be made to accommodate time off requests.

Sick Time is considered unplanned time off and can be used for illness and other unforeseen time off. Sick time does not require approval from management and can be used with as much or as little advanced notice as possible, however, at least 90 minutes notice prior to the start of your shift is required to avoid receiving an attendance occurrence. Team members are asked to provide as much notice as possible when intending to use sick time, it can be scheduled in advance. For hourly team members, sick time may be taken in increments of one hour, not to exceed an amount equal to more than one full regular workday.

It is important to note that vacation time cannot be used as a substitute for sick time, except where paid sick leave laws specify otherwise. Consequently, once all sick time has been exhausted, all unscheduled absences will go unpaid.

Team members will have the option of using vacation time when being presented with an opportunity to leave work early due to low call volume (Voluntary Time Off). Lastly, team members cannot use sick time or vacation time to exceed their regularly scheduled weekly hours.

Eligibility Requirements

- Non-exempt (hourly) team members who are actively employed by Stericycle Communication Solutions, based in the United States, and regularly working a minimum of 20 hours per week, unless you are otherwise eligible regardless of how much you work under applicable state, federal or municipal law.
- New team members will become eligible to use Vacation and Sick time following 90 days of employment.

- Team members who transfer jobs or increase their hours will be eligible for vacation and/or sick time in the first full month following the effective date of the change provided it is not a temporary change and they have been with Stericycle for at least 90 days.
- If you become ineligible for vacation during the calendar year, you will be paid out any earned unused vacation time as of the effective date of the change in your regularly scheduled hours.
- Team members who are scheduled to work fewer than 20 hours per week are not eligible, except where state, federal, or municipal law states otherwise.

How The Plan Works – Sick Time

Sick time will be accrued at a rate of 1 hour for every 30 hours worked (this includes regular and overtime hours worked, but does not include Vacation, Sick or Holiday time). Team members will be able to accrue up to a max of 40 hours of Sick Time per year. New team members who meet eligibility requirements will begin to accrue sick time upon hire and will be permitted to use this time following 90 days of employment. There will be no automated carryover into the next calendar year and up to 3 days of the remaining sick time balance will be paid out.

How The Plan Works – Vacation Time

Each January 1, tenured team members become eligible for vacation time based on your years of continuous service. Vacation time is earned for every hour worked, up to 40 hours per week, over the course of the entire year. Overtime is not used in calculation of the Time Away From Work Policy. Also excluded from the calculation of accrued vacation time are payments for hours not worked, such as holiday pay, disability payments, voluntary time off (VTO), and paid time off.

YEARS OF CONTINUOUS SERVICE	ACCRUED VACATION HOURS PER HOUR WORKED	TOTAL PTO DAYS/YEAR (BASED ON 40 HR SCHEDULE)
Year of Hire	0.0625	Up to 120 hours
1-4 Years	0.0760	Up to 144 hours
5-10 Years	0.0992	Up to 184 hours
11 Years	0.1039	Up to 192 hours
12 Years	0.1087	Up to 200 hours
13 Years	0.1136	Up to 208 hours
14 Years	0.1185	Up to 216 hours
15+ Years	0.1234	Up to 224 hours

When You Can Use PTO - Vacation Time

You can begin using vacation time on January 1st or upon reaching 90 days of employment up to the amount you will earn in that plan year. For example, if you are eligible to earn 144 hours of vacation time in 2018, you could begin using that time in January 2018, even though you haven't earned all of it yet. We will allow for a team member to borrow against future time earned up to 40 hours or whatever balance you will earn for the remainder of the year. Management discretion will be used in helping team members plan accordingly when requesting to take time off that has not been accrued yet. Team members may not request unpaid vacation days while vacation time is available.

For hourly team members, vacation time can be taken in increments of one hour, not to exceed an amount equal to more than one full workday or your regularly scheduled weekly hours.

If you leave Stericycle, you may be asked to repay the Company for any used vacation time, but not yet earned,

Requesting Vacation Time

You must request vacation time in advance for approval by management. The more notice you provide, the more likely you are to be approved. In certain circumstances, due to business needs, not all requests may be approved. In all cases, you must receive approval from management before you take vacation time. If your vacation request is not approved, management should provide an explanation for the denial. Management maintains the discretion to deny vacation requests for legitimate business/staffing needs.

Vacation Carry Over Options

Stericycle encourages you to use all of your earned vacation time every year. We realize that occasionally personal needs or business needs don't allow you to use all of your vacation time; therefore, ComSol 24 x7 hourly team members will be eligible to carryover up to 40 hours of vacation time to be used within the 1st quarter of the following year (by March 31st). Time that is carried over and not used within the 1st quarter will be forfeited unless they are in the State of CA, in which case they are eligible to carryover up to 1.5x their max accrual amount per year. Any team member that transfers out of CA will be allowed to keep their carryover balance for the remainder of that year.

Coordination of Vacation and Sick Time with Leaves of Absence

If you are approved for a leave of absence that is protected under the Family & Medical Leave Act (FMLA), your accrued, unused vacation time will be applied to any unpaid portion of your leave. FMLA leave categories include STD Elimination period, Continuous & Intermittent FMLA leave. You may choose to use your sick time in lieu of vacation time in these circumstances; however, once your sick time has been exhausted your accrued, unused vacation time will be applied if needed. During an approved Personal Leave, all available sick time, followed by vacation time, will be applied during this absence period.

Payment Upon Termination

If you are a vacation eligible team member and you leave Stericycle, you will receive a payout for all earned unused vacation time, including any carryover, where legally required. Any earned vacation time payout you are eligible to receive will be calculated based on your standard rate of pay at the time of your separation. If you have used more vacation time than you have earned in the year you leave Stericycle, the Company retains the right to require repayment for used, but unearned vacation time, to the extent permitted under federal/state law. When you leave the company, you will not receive pay for any unused sick time.

Note: Accrued but unused vacation time will be processed during a regular payroll cycle unless otherwise mandated by state law.

California-Specific Provisions

Under California state law, unused vacation time does not expire at the end of the calendar year in which it is earned. Thus, California team members are permitted to carry over earned and unused vacation time year after year up to a maximum or "cap" of one and one-half (1.5) times their current vacation schedule allotment. Once a California team member has reached his/ her maximum vacation time carryover under the policy, he/she ceases to earn vacation time until carryover has been used.

Transfer Between Work Places (California)

Eligible team members who transfer within Stericycle from California to a non-California Stericycle location take with them any earned, unused vacation time. Any vacation carryover from previous years (subject to the California cap provisions) must be used within 12 months of the date of transfer. Vacation time will not be earned in the new location until the carryover is used. An eligible team member transferring from a non-California location to California takes with them any unused, earned vacation time.

Note: Management reserves the right to modify this policy at any time with no prior notice.

Premium Pay Days

Many of our Communication Solutions call centers operate 24 hours a day, 7 days a week, 365 days a year. Due to these business requirements and to keep our "Customer First" commitment, we are required to staff our call Centers on all holidays and religious observance days. There are also times throughout the year that are considered premium days that we experience unusually high call volume and, as a result, require increased staffing. To show our appreciation for those spending time away from family and friends, team members who are scheduled to work these days will be eligible for Premium Pay at 2 times their hourly rate of pay.

To be eligible for premium pay you must work the date itself, if you are scheduled. If you do not work a premium pay day, you will not be paid, you must use vacation time to cover that day. Each year team members will be provided a list of the days that are eligible for premium pay.

We encourage team members who would like to use vacation time on or around these days to request the time well in advance and understand that business requirements limit the number of requests we can honor when our customers need us most. The chart below details out the days that are eligible for premium pay in 2018. Management will communicate future schedules to you each year. Team members will be required to let management know if they wish to use vacation time in order to be paid for days listed below that they are not scheduled to work.

Note: Management reserves the right to modify this policy at any time with no prior notice.

Premium Pay Days for 2018

- MLK – 1/15 (Monday)
- President’s Day – 2/19 (Monday)
- Good Friday – 3/30 (Friday)
- Memorial Day – 5/28 (Monday)
- July 4th – 7/4 (Wednesday)
- Labor Day – 9/3 (Monday)
- Thanksgiving – 11/22 (Thursday)
- Black Friday – 11/23 (Friday)
- Christmas Eve – 12/24 (Monday)
- Christmas Day – 12/25 (Tuesday)
- New Year’s Eve – 12/31 (Monday)
- New Year’s Day – 1/1 (Tuesday)

Bereavement

In the event of a death within your immediate family, a leave of absence of up to 3 days will be granted. For the purpose of this policy, the term “immediate family member” includes the following relatives by blood, marriage or adoption of either the team member or the team member’s spouse: Spouse, Domestic Partner, Child, Step-child, Mother, Father, Brother, Sister, Grandmother, Grandfather, Grandchild.

Team members may take up to one (1) day off with pay in the event of a death of an uncle, aunt, first cousin, or brother or sister-in-law.

As soon as it is practical, you should advise your supervisor of your plans to attend the funeral, where and when it will be held and any other special considerations. Your supervisor can thereby determine how much time you will need and how many days of paid absence (up to 3 days) is appropriate.

If you wish to extend your absence beyond the time covered by this policy, you will be allowed to the leave by a maximum of two (2) days, provided you charge the extra time as vacation time.

If you wish to take a leave without pay your supervisor must approve it.

Proof of attendance may be required for the days missed for funeral leave. This can be from the funeral home director.

Jury/Civic Duty Allowance

Stericycle supports a team member’s obligation to the court system. When a team member is called for jury duty, the Company will grant them time off with pay. As permitted by applicable law, Stericycle will pay the difference between what the court pays and the team member’s regular pay rate during the regular hours in which the team member is expected to work in which coincide with civic service. To be eligible for the paid leave a team member must:

- Team Members must notify their manager upon receipt of their summons

Note: A document from the court showing the time and amount paid must be given to your manager.

- If the court dismisses the juror or witness early, the team member is expected to return to work as soon as possible and complete a regular shift comprised of civic time and time on the job.
- Should the team member’s work duties with Stericycle be vital to its operation, the court may be asked to excuse the team member from jury duty. The jury/ civic duty cannot relate to a matter in which the team member has an interest.

All full-time, exempt and non-exempt team members are eligible for jury/ civic duty pay for up to 30 days of jury/civic duty. Full time non-exempt team members will be paid only for hours they are normally scheduled to work. All team members must present evidence of jury/civic duty attendance to their manager when their civic duty has ended

The Company will grant team members reasonable time off without pay to attend criminal related court proceedings if the team member (or his or her spouse or immediate family members) are the victim of a crime, if they are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony in a legal proceeding. Team members must notify their manager no less than two days in advance of their absence, unless it is an emergency situation or it is otherwise not practical to do so. Team members may be required to provide verification of their need to be absent from the workplace. Team members may choose to use accrued and unused paid leave

for absences under this policy. The Company may not be able to accommodate requests for time off for court proceedings if they are not subpoenaed or not requested by the prosecutor to attend court.

Pay for absences due to jury duty or to attend court proceedings is not considered time worked when computing pay for overtime compensation.

Witness Service

When a team member is called for witness service, Stericycle will permit paid leave under this policy to be used. All conditions must be met, including scheduling such leave as to minimize interference with the team member's work schedule, providing adequate advance notice of the subpoena or other legal process and the policy is inapplicable to any case involving a team member or family member's own pecuniary interest.

Time Off To Vote

Stericycle has a continuing interest in encouraging responsible citizenship; therefore, team members are urged to take time to vote. In the event that a team member does not have sufficient time outside of working hours to vote, the team member may take time away from work and may be eligible for pay according to state law. To the extent possible, this time off must be taken at the beginning or the end of the regular working shift. This time must be requested in advance with the team member's supervisor. Pay for absences due to taking time off to vote is not considered time worked when computing pay for overtime compensation.

UNPAID TIME OFF

Family & Medical Leave Act for Stericycle Team Members

The primary purpose of the Family & Medical Leave Act of 1993 (FMLA) and subsequent amendments is to assist team members in balancing work and family life. Stericycle has long recognized the importance of providing assistance to team members in meeting legitimate family obligations. As a result, Stericycle policy and practice provides for a generous amount of paid and unpaid time away from work for the reasons recognized by the FMLA.

Stericycle will not interfere with a team member's rights under FMLA. A lawful exercise of FMLA rights cannot be used as a basis for discipline or any other action that negatively impacts the employment status of a Stericycle Team member.

PURPOSE:

The purpose of this policy is to describe your rights as well as your responsibilities under FMLA including subsequent amendments.

POLICY:

Stericycle, Inc. will provide its team members with family and medical leave guaranteed by Federal law under the Family & Medical Leave Act (FMLA), and under applicable state specific leave laws. Under this policy, Stericycle will grant eligible team members, during a "rolling" 12-month period, up to 12 weeks of unpaid, job-protected leave, and up to 26 weeks of military caregiver leave to care for a *covered service member with a serious illness or injury.

For purposes of this policy, Stericycle uses a "rolling" 12-month period measured backward from the date a team member uses any FMLA leave. State leave laws offering a greater benefit than what is offered under FMLA will prevail.

RESPONSIBILITIES:

The FMLA policy is intended to comply with the federal Family & Medical Leave Act (FMLA). Stericycle will also comply with applicable State leave laws. Claims administration, and decisions are made by Stericycle's external vendor.

Note: Current members of the Armed Forces, including regular components, and National Guard and Reserves. In addition, this includes a Veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy of a serious injury or illness, if the veteran was a member of the Armed Forces at any time during the period of 5 years

PROCEDURE:

Eligibility

To be eligible for FMLA leave, a team member must:

- have been employed by Stericycle or an acquired company for at least 12 months (need not be consecutive); separate periods of employment will be counted, provided that the break in service doesn't exceed seven (7) years.
- have worked at least 1,250 hours in the preceding 12 months from the date FMLA is to be used (not to include any paid or unpaid time for periods NOT worked such as: PTO, Holiday, or Guaranteed hours).

Policy Details

A. Reasons for FMLA leave

To qualify as FMLA leave under this policy, the team member must take leave for one or more of the reasons that follow:

- For the team member's own serious health condition which makes the team member unable to perform the essential functions of their position;
- Birth of the team member's child, or to care for the team member's newborn child;
- Placement of a child with the team member for adoption or foster care;

- To care for an immediate family member (team member's: spouse, domestic partner, child or parent) with a serious health condition.

Leave under state or local law, including worker's compensation leave, or under a disability insurance plan (STD or LTD), that also qualifies as FMLA leave for one or more of the reasons above, will run concurrently with the team member's FMLA leave entitlement, unless prohibited by the applicable law.

Stericycle measures the 12-month period as a rolling 12-month period prior to or after the commencement of leave measured backward from the date an eligible team member uses any leave under this policy. Each time a team member takes a leave, Stericycle's administrator will calculate the amount of leave the team member has taken under this policy, and subtract it from the 12 week entitlement. The remaining balance is the remaining time the team member is eligible to take.

Example for Determining Available Time:

If a team member used four (4) weeks of FMLA leave beginning February 1, 2016, four (4) weeks beginning June 1, 2016, and four (4) weeks beginning December 1, 2016, the team member has utilized their full 12-week entitlement in the rolling 12-month period beginning February 1, 2016, and the team member would not be entitled to any additional leave until February 2017. However, beginning on February 1, 2017, the team member would be entitled to four (4) weeks of leave. On June 1, 2017, the team member would be entitled to an additional four (4) weeks, etc.

FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Where both spouses are employed by Stericycle, they may together take a total of 12 weeks of leave to care for a sick parent, or for the birth or placement and bonding with a child. Each spouse may take 12 weeks' leave to care for their own illness, or for the illness of their spouse or child.

SPOUSE A (NOT COMBINED)	COMBINED	SPOUSE B (NOT COMBINED)
Team Member's own serious health condition	Birth of son, daughter and bonding with newborn	Team Member's own serious health condition.
Care for spouse, son, daughter with serious health condition	Placement of son/daughter with the team member for adoption/foster care, and bonding with newly placed child.	Care for spouse, son, daughter with serious health condition
Qualifying exigency (See "Service Member FMLA")	Care for a parent with serious health condition Care for a covered service member with a serious injury or illness	Qualifying exigency (See "Service Member FMLA")

Leave under FMLA may be taken for the following reasons-Service Member FMLA:

- To care for a covered U.S. service member or an Armed Services veteran with a serious injury or illness incurred or aggravated in the line of duty while on active duty if the team member is the spouse, domestic partner, son, daughter, parent or next of kin of the service member or veteran. (Note: This type of FMLA leave is referred to in this policy as "military caregiver leave".);
- A qualifying exigency arising out of the fact that the team member's spouse, domestic partner, son, daughter or parent is a member of a covered regular component of the U.S. Armed Forces who is deployed on active duty to a foreign country or is a member of the National Guard or Reserves who is deployed to a foreign country on active duty pursuant to Section 101(a)(13)(B) of Title 10 of the United States Code.

When Leave is due to a Qualifying Exigency: An eligible team member may take up to 12 weeks of leave during any 12-month period to care for any immediate family member in the Armed Forces, Reserves or National Guard on active duty.

When Leave is to care for an injured or ill Service Member: An eligible team member may take up to 26 weeks of leave during a single 12-month period to care for the covered service member. Leave to care for an injured or ill covered service member, when combined with other FMLA –qualifying leave, may not exceed 26 weeks in a single 12-month period.

Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law. The "single 12-month period" begins the first day that the team member takes leave and ends twelve months later.

A. Requests for leave

When the need for leave is foreseeable, the team member must provide Stericycle with at least 30 days advance notice. When a team member becomes aware of a need for FMLA leave less than 30 days in advance, the team member must provide notice of the leave either the same day or the next business day. When the need for leave is not foreseeable, the team member must comply with normal call-out procedure requirements and procedures for requesting leave, absent unusual circumstances. Team members are required to speak directly with their supervisor. Reporting an absence to a peer or having someone report your absence for you is not acceptable, and does not satisfy the Company's notice requirements.

See the "Call-in procedures" section of this policy for more information.

Team members out on continuous FMLA leave will be required to contact their supervisors, at least once a week, to report on their status and intention to return to work at the end of their leave.

Prior to beginning a continuous leave (FMLA, STD, LTD), team members are required to turn in the following devices to their direct supervisor:

- Building access badge or other building access device
- Laptop computer
- Business Cell-phone

Upon return from such approved leave, these items will be returned and building access will be restored.

The Company reserves the right to deny leave requests that are not submitted according to policy. Leave requests that are not submitted according to the policy and as soon as practicable may be delayed or denied based on individual facts and circumstances.

Travel

If FMLA approved leave runs concurrently with a Company-provided paid leave program, team members are required to remain in the immediate vicinity of their home unless seeking medical treatment. Any period of travel not for purposes of seeking medical treatment will require team members to contact the Stericycle LOA Program Manager to discuss such travel arrangements, and determine permissibility. Failure to comply with notice requirements may result in a loss of benefits, and impact the team member's continued employment.

B. Certifications of Leave

Certification of the Team Member and Family Member's Serious Health Condition.

Stericycle will require certification of the team member's serious health condition or the family member's serious health condition. Stericycle's leave administrator will receive all medical certifications for the team member's or family member's serious health condition(s). The team member must respond to the request for certification within the timeframe outlined in the communication documents issued to the team member by Stericycle's external vendor and leave administrator. Failure to comply with these requirements may result in delay or denial of leave or reinstatement from leave, in which case the team member's leave of absence would be unauthorized, subjecting the team member to discipline up to and including termination.

For Covered Service Member FMLA requests, the team member must provide Stericycle's external vendor with the necessary documents to support such request(s) within the required timeframe. Failure to comply with these requirements may result in a delay or denial of leave or reinstatement from leave, in which case the team member's leave of absence would be unauthorized, subjecting the team member to discipline up to and including termination.

C. Leave Determination

All claim determinations, to include: approvals, denials, incomplete certifications, and recertification, will be decided by the Company's external vendor and leave administrator, and communicated directly to the team member. Any deficiencies in the information provided, or failure to provide the proper medical certification to the Company's external vendor may result in a denial of FMLA leave, or delay in its approval

D. Intermittent Leave

Eligible team members may take FMLA leave intermittently (in blocks of time), when medically necessary for their own or an immediate family member's serious health condition or for the serious injury or illness of a covered service member. Intermittent FMLA is also available for leaves due to qualifying exigency. Team members who require intermittent leave must try to schedule their leave so that it will not disrupt their department's operations.

There are two (2) types of Intermittent Leave:

1. Treatment (Foreseeable): This type of leave is for scheduled medical appointments or other medically necessary treatment or recuperation. All absences must be scheduled with a view to reducing the hardship on the team member's work schedule to the extent possible.

2. **Periods of Incapacity (Unforeseeable):** This type of leave is to cover chronic illness that does not allow for foreseeable absences. Under this leave, absences must be reported within the guidelines of the call-in procedures. See the Call-in procedures section of this policy for more information.

The following examples are intended to provide additional distinction between these Intermittent FMLA leave categories, and describe important actions you are required to take. They represent examples of acceptable usage of Intermittent FMLA.

Stericycle reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Company.

Birth of Child/Adoption

Except as mandated by specific state leave laws, Intermittent FMLA leave is not permitted for the birth of a child or for the care of a newborn child or newly adopted child when there is no serious health condition.

Call-in procedures

Absent unusual circumstances, team members must comply with Stericycle's customary call-in procedures when they miss time from work for reasons potentially covered by FMLA leave. Acceptable notification requires that the team members speak directly with their supervisor, and designate their absence as an FMLA covered event each time Intermittent FMLA leave is utilized. Team members who indicate that they are "calling in sick", or fail to speak with their supervisor when reporting an absence will not be considered to have met the FMLA notice requirements. Failure to comply with these procedures may subject the team member to discipline up to and including termination of employment.

Exhaustion of Intermittent Leave

Once FMLA is exhausted or no longer needed, absences will be counted as occurrences. Should a team member exceed the estimated time away from work provided in his or her medical certification, he or she will be required to submit medical documentation or an updated medical certification to the Company's external vendor to support the additional leave. If the need for more leave is protected under FMLA, the absences will not be counted as occurrences. Absences under FMLA must be related to the serious health condition according to the medical certification. Utilizing FMLA for reasons not related to the certification(s) is not permitted.

E. Pay Status While on Leave

A team member who is taking FMLA leave because of their own serious health condition or the serious health condition of a family/service member must use all accrued, unused time off benefits including paid sick leave where applicable during their approved, unpaid FMLA leave. This requirement applies to Intermittent and Continuous FMLA approved absences.

If a team member is receiving Short-term Disability (STD) benefits, and if an unpaid Elimination period is applicable, the team member's accrued, unused time off benefits will be applied within the Elimination period. Payout of accrued unused, and/or future accruals is not permitted during the period in which STD benefits are payable.

Military Caregiver/Exigency

A team member using military caregiver leave for a qualifying exigency must use all accrued, unused time off benefits during an approved FMLA absence.

Exempt Team Member

If an exempt team member is on FMLA, the team member will be paid for periods in which work is performed. However, partial or full days not worked due to FMLA will be charged against the team member's accrued, unused time off benefits. If no accrued, unused time off benefits remain, the team member will be without pay during these FMLA approved absences.

F. Team Member Benefits While on Leave

While a team member is on approved leave, Stericycle will continue the team member's Health Insurance benefits during the leave period at the same level and under the same conditions as if the team member had continued to work, as long as the team member pays his or her portion of the Health Care premium.

While on paid leave, Stericycle will continue to make payroll deductions to collect the team member's share of the premium due.

While on an unpaid leave, the team member must continue to make this payment directly to the Company's benefits administrator, Your Benefits Resources (YBR). YBR will send manual billing notices to the team member's home address of record for the duration of this leave period. Failure to submit timely payment of these billed amounts will result in a loss of coverage.

G. Job Restoration

Team members who take FMLA leave will normally return to the same position or a position with equivalent status, pay, benefits and other employment terms. In general, an equivalent position has the same pay, benefits, and employment terms.

Exceptions to job restoration are permitted when the original assignment ended or the original position is eliminated during the FMLA leave due to a reduction in force, reorganization, or if the team member would not otherwise have been employed even if the leave had not been taken.

The reinstatement guarantees do not apply to team members:

- Whose positions are so unique that the Company cannot, after reasonable efforts, fill that position temporarily; or
- Who have used leave to pursue employment opportunities or to work for another employer.

Stericycle will notify the team member if their position will not be reinstated for either of the above reasons.

Unable to Return after FMLA Leave

If the team member is not medically released to return to work at the end of their FMLA leave and the team member has not been granted any additional leave, employment ends effective the last day of the approved leave, unless a continuation of leave has been granted as an accommodation under the Americans with Disabilities Act as amended, or for other reasons.

Failure to Return after FMLA Leave

Any team member who fails to return to work as scheduled after FMLA (end of certification, release to return to work, or exhaustion of leave entitlement) may be subject to termination of employment. Team members, who exceed their FMLA entitlement without extension(s) of their leave approved under other appropriate leave provisions, may be subject to dismissal from employment and applicable Attendance policies. Team members who choose not to return to work for reasons other than a continued serious health condition of the team member or family member or a circumstance beyond the team member's control may be required to reimburse Stericycle the amount it paid for the team member's health insurance premium during the leave period.

Military Service

If you are part of the military reserves and must attend an encampment that lasts two weeks or less, you will be granted a leave of absence for the duration of the encampment. Please notify your supervisor as soon as possible for the dates you will be attending the encampment. For this leave, you will be paid the difference between your military pay and your normal weekly pay, which will not exceed pay for 40 hours per week.

Your supervisor must approve additional leaves of absence for military schooling or other voluntary functions.

If your participation in the military reserves requires you to be absent from Stericycle for longer than two weeks, either involuntarily or because of voluntary enlistment in the uniformed services or reserves, you may be eligible for reemployment upon completion of your military service, provided that your absence does not exceed five years. To be eligible for reemployment, you must do the following: (1) notify your supervisor promptly if you anticipate being called into military service; and (2) upon completion of your military service, you must notify Stericycle of your return and of your desire to come back to work.

If your military service lasts less than 31 days, you must notify Stericycle of its completion and of your desire for reemployment no later than the beginning of the first work week following your return from service. If your military service lasted for more than 30 but less than 180 days, you must submit an application for reemployment no later than 14 days after your return from service. If your military service lasted for more than 180 days, you must submit an application for reemployment no later than 90 days after your return from service.

Upon reemployment, you are entitled to the length of service and vacation you would have accrued if you had never left Stericycle to enter military service. Upon reemployment, you are also entitled to participate in Stericycle's health care plan to the same extent you were before you left to perform military service.

Leave of Absence

You may also request a "leave of absence" for reasons other than those permitted under FMLA, such as for illness, disability, personal emergency, military, or other justifiable reason. Your supervisor must approve these types of leaves. Though you may or may not be paid during this time (refer to short-term disability benefits) your length of service will continue to accumulate during such leave up to a maximum of three (3) months.

Depending upon the leave type, you may or may not be able to continue the team member portion of your health insurance premiums while you are on leave.

All regular, full time, non-union team members who have at least 6 months of active service may be eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved.

Requests for unpaid personal leave may be denied or granted by the Company for any reason or no reason, and are within the sole discretion of the Company.

Please contact the Company's Leave of Absence administrator for a full description of this program.

Special Note: Drug testing will be required, in accordance with federal and state law upon returning from any type of leave of absence, including a workers' compensation absence where the team member is out of work 30 calendar days or more.

Domestic Violence Leave

If you or a member of your family or household are a victim of domestic or sexual violence, you may be eligible to take an unpaid leave of absence to seek treatment for injuries related to such violence, to recover from such violence, to obtain or seek relief or legal services related to such violence, or to take other necessary actions to ensure the victim's safety from reoccurring acts of violence. Eligible team members may also request reasonable accommodations in the workplace to ensure the safety of the victim while at work. The Company is committed to providing eligible team members with such entitlements in accordance with applicable state and federal law.

If you have any questions concerning your need for such entitlements, please address them with your immediate supervisor or your HR Business Partner. The Company will maintain the confidentiality of the team member's situation and need for leave to the maximum extent permitted by law.

Medical Fitness for Duty Evaluations

Subject to applicable law, it is Stericycle's policy that any applicant who has been offered a position involving operation of a commercial motor vehicle for which a CDL is required, a condition of hire will be that a company chosen physician who is a FMSCA medical examiner will conduct a physical DOT examination and issue a Medical Examiner's Certificate—irrespective of what the applicant already may possess.

There are other circumstances for which Stericycle may require a medical evaluation as a condition of continued employment.

Mental Health

Stericycle has a number of programs, such as leave and EAP referral services, to assist team members who are struggling with mental health or behavioral illness locate tools and/or resources to allow each to safely and effectively perform essential functions of their positions. If a team member is struggling with mental health or behavioral illness and believes that their performance in their role may be impacted, it is incumbent on the team member to contact the Company's the company's Corporate Benefits Department at HR-Benefits@stericycle.com to initiate the accommodations process in advance of any performance related discipline. Stericycle will use its best efforts to work with the team member and his or her mental health care provider to identify any reasonable accommodations to assist team members in performing essential functions.

Where the company, through its designated Disability Case Manager and EAP resource team, believes 1) a team member is unable to perform essential functions and cannot have appropriate interactions with coworkers or customers; or 2) a team member poses a direct threat to his or her own safety or to the safety of others and/or the company, the team member may, to the extent permitted by law, be required to undergo evaluation for fitness-for-duty by their own mental health care provider or through an independent mental health care provider chosen by the Company at the Company's expense as a condition of return to work.

Physical Fitness for Duty

The Company's leave and accommodation programs are designed to assist individuals in safely performing essential job functions. For any team member who is currently taking medications that impair physical responses and movements that are essential for job functions, the team member may, in addition to notifying his or her supervisor (which is required in safety sensitive positions) contact the Corporate Benefits Department to initiate the accommodations process to assist that individual in understanding available reasonable accommodations while the team member is on the medication.

In circumstances where there is a concern about a team member's ability to physically perform essential job functions because, for example, the team member has been observed to be physically struggling with job duties, the team member may, to the extent permitted by law, be required to submit to a fitness for duty evaluation which will be conducted by the team member's own treating physician or an independent medical provider chosen by the Company, as circumstances warrant.

Similarly, where a team member submits conflicting medical documentation to support an accommodation request or leave program, a team member may, to the extent permitted by law, be required to submit to a fitness for duty evaluation which will be conducted by a qualified medical professional of the Company's choosing.

Failure to cooperate with requests of the Company to undergo fitness for duty evaluations may be grounds for discipline, up to and including, termination of employment.

The Company will follow all established protocols in order to permit access to such information to the team member in question and to limit the access to such information only to those at the Company with a need to know and to otherwise assure the maintenance of confidentiality of all information provided by any of the above-mentioned healthcare evaluations.

ELECTRONIC COMMUNICATION POLICY

Credential Confidentiality and Integrity - User Name, Password, Passcode and Encryption Keys

Users of Stericycle Information Systems are required to protect their user identity and password(s). Team members are prohibited from sharing their credentials with other team members, Stericycle IT Staff, external vendor or application support personnel. If a team member believes their password has been lost, stolen, disclosed, or even suspected of being lost, stolen or disclosed, OR if an attempt is made to obtain a team member's credentials, the team member is required to immediately report the incident to the Security Official, or a member of Stericycle Management, Corporate Vice President of Information Systems, or the Enterprise Security Governance Committee, as soon as possible.

Circumventing user authentication or security of any host, network, or account of any sort (regardless if confidential and protected information is involved) is strictly prohibited. Violations of this policy will result in loss of privilege or disciplinary action up to and including termination of employment.

Confidentiality of Password/Passcodes

Team members are not permitted to use a password/passcode, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance in writing from an authorized Stericycle Representative. All password/passcodes are the property of Stericycle. No team member may use a file that has not been issued to that team member in an attempt to gain access to another team member's email file.

Records Retention

In the event a legal action such as a lawsuit, charge of discrimination or administrative complaint is filed against Stericycle, the responsible Record Retention Manager must take immediate steps to preserve all electronic communications related to the legal process. The contents of email may be disclosed without the permission or knowledge of team members or other users of the email systems.

Call Avoidance Policy

Call avoidance is a course of action in which you intentionally exclude yourself from the call queue; therefore not making yourself available to process calls. Call avoidance is considered a serious infraction as it significantly impacts our ability to deliver on our Core Values of Customer First and it demonstrates behavior that is inconsistent with our expectation of Integrity.

While a coaching and/or corrective action conversation may be conducted with you for an infraction(s) of this nature, a single instance of call avoidance and/or a pattern of call avoidance may result in termination.

Following are some examples of call avoidance. (Please note: This may not be considered an exhaustive list of examples and may be subject to modification at any time.)

Inbound

- Taking your phone off hook without dialing a call.
- Being logged into voicemail to avoid a call.
- Disconnecting/hanging up on a caller as soon as a call comes in before the opportunity to greet the caller.
- Use of wrap up time, disconnect status or after call work for purposes other than to close out dispatch or document a call.
- Leaving your workstation while in the available state and/or with a caller on the line.
- Failing to greet the caller within a reasonable amount of time, thus leaving the caller to believe that no one answered and therefore they hang up.
- Staying on the line with a caller, client, etc. longer than is necessary to close the call or log any necessary information.
- Staying in conference mode when patching a call to a third party for longer than the script requires you to do.
- Taking excessive bathroom breaks for purposes other than using the bathroom (ex: making a phone call in the bathroom).

- Placing a caller on hold for purposes other than to research a caller's request. Acceptable research protocols may include calling a Team Lead or the Help Desk for assistance. It would be considered unacceptable to read e-mail unrelated to the call on hold, go to the restroom during this time, conduct conversations with other team members unrelated to the call on hold or otherwise engage in behavior that will intentionally delay an answer to a caller.

Outbound

- Taking your phone off hook for an unreasonable amount of time without dialing a call.
- Being in the available state for longer than three (3) minutes without dialing a call.
- Being logged into voicemail to avoid a call.
- Going back and forth between an outside line and available.

Use of Personal Electronic Devices

The use of personal cell phones or other personal electronic devices such as MP3 players is prohibited in waste processing, warehouse, loading and unloading areas during operating hours and any areas subject to vehicle movement at any time. The following are some examples of personal electronic devices, however this list is not all inclusive: Smartphone, MP3/MP4 players, Bluetooth devices (e.g. earbuds/headphones), portable DVD players, e-readers and portable gaming systems. Company issued mobile phones may be used by managers or supervisors in these areas only when such use is required for conducting company business. Personal mobile phones and all other personal mobile electronic devices are to be kept in the team member's locker. Personal phone calls and use of personal electronic devices shall be restricted to meal and break periods. Violation of this policy may result in disciplinary action up to and including termination.

The complete Use of Personal Electronics in the Workplace Policy is located on Steripoint under Safety and Health. For additional information, please contact your supervisor and/or Safety Manager.

PERSONAL CONDUCT

In order to protect everyone's rights and safety, it is the Company's policy to implement certain rules and regulations regarding your behavior as a team member. You are expected to conduct yourself and behave in a manner conducive to efficient operations. Failure to conduct yourself in an appropriate manner can lead to corrective action up to and including termination.

The following are some examples of infractions, which could be grounds for corrective action up to and including termination, however this list is not all-inclusive.

- Possession, consumption, distribution or sale of alcohol, drugs or illegal substances while on premises, or reporting to work under the influence of the above mentioned items.
- Carrying or possessing firearms or weapons of any kind on the Company's property or while engaged in Company assignments.
- Theft

- Dishonesty
- Pilfering of waste.
- Use of profanity or inappropriate language while on Stericycle premises whether on duty or not.
- Gambling on Stericycle premises.
- Acts of violence or violation of the harassment, retaliation or workplace violence policies.
- Engaging in behavior which benefits no one but the employee and which is intended to harm Stericycle's relationships with clients, vendors and other valued business partners.
- Falsifying any Stericycle record or report, including but not limited to an application for employment, a time record, employee benefit forms, a customer record, manifest, invoices, receiving records, sales activities, etc.
- Willfully defacing, damaging, or unauthorized use of Company property or another team member's property.
- Sleeping on the job.
- Continued or excessive absenteeism or tardiness.
- Violation of safety and/or operating rules.
- Smoking or "Vaping" in "No Smoking" areas.
- Refusing to follow the directions of a supervisor or otherwise being insubordinate.
- Violation of the Sexual Harassment policy.
- Failure to punch/swipe in and out when appropriate or punching in/out for other team members.
- Use or possession of drugs or alcohol.
- Engage in illegal activities while on company property.
- Unethical sales practices, including but not limited to providing false information to the Company or to a third-party about sales activities, customer orders, and/or competitors.
- Violations of Code of Ethics including but not limited to the Social Media Policy, Information Security, Supplier and Contractor Relations, Conflicts of Interest, Political Contributions, Integrity of Record, and Appropriate Use of Technology Tools.
- Violation of CSA Policy Keeping/Accounting/Insider Trading.
- Anticorruption Policy.

CORRECTIVE ACTION POLICY

The following are actions that may be taken by the Company to assist a team member in addressing his/her performance problem:

- A. Verbal Notice
- B. 1st Written Notice
- C. 2nd Written Notice
- D. Final Written Notice/Suspension
- E. Termination

Stericycle reserves the right to “skip steps” in the disciplinary process when justified by circumstances and severity of offense. We also may utilize a performance plan in lieu of any step.

COMPANY RULES

Dress Code Guidelines

The dress code guideline is designed to help team members be comfortable and productive while still projecting a professional businesslike image to our clients, potential team members, shareholders and visitors.

The key point in sustaining an appropriate guideline for team members is the use of common sense and good judgment. A good practice to follow is: If you question the appropriateness of the attire, it probably isn't appropriate. When you have a meeting with clients or visitors, business casual attire is appropriate. If you are in a role that is non-customer facing then a relaxed casual dress attire is appropriate. Of course, business casual attire is always acceptable if that is your preference.

Request for advice and assistance in interpreting these guidelines should be directed to your immediate manager or Human Resources.

Non Customer Facing Dress Code Guidelines – Relaxed Casual

- Jeans which are clean, without rips or holes.
- Slacks which are wrinkle free.
- Golf Shirts, Sweaters and Turtlenecks.
- T-shirts will continue to be allowed on Fridays only. Shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans will not be permitted.

- Shirts and sleeves must be of appropriate length.
- Skirts and Dresses (must be of a business appropriate length and touch the top of the knee).
- Capri and Cropped Pants
- Conservative athletic or walking shoes, Sandals, Loafers, Boots, Open-Toed Shoes and Clogs. Flip-Flops with rubber/plastic soles and held on by a Y-shaped strap passing between the first (big) and second toe are not permissible. As a general rule, if they "flip flop" when you walk, they are not approved for Stericycle.

Customer Facing Dress Code Guidelines –Business Casual

On occasions when we are expecting customers to visit our facility, all team members will be notified in advance and may be required to dress in more formal, business attire, as described below:

- Dress pants and slacks similar to Dockers
- Dress shirts (with collars)
- Suit and sport jackets
- Long and short-sleeved collared shirts
- Sweaters
- Golf type shirts
- Casual dresses and skirts (must be of a business appropriate length and touch the top of the knee)
- Shirts and sleeve lengths must extend to the edge of the shoulder
- Suits
- Dress and casual open and closed toe shoes
- Loafers
- Boots (non-work boots)
- Dress flats and heels
- Leather deck-type shoes
- Head covers required for religious purposes or to honor cultural tradition

The following items are not permitted at any time:

- Spandex pants
- Sweatpants and wind pants
- Exercise and warm-up pants
- Spaghetti-strap dresses

- Mini-skirts
- Shorts
- Tank tops, muscle shirts, crop tops or halter-tops
- Shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans
- Jerseys (with the exception of dress down approved days)
- Flip-Flops, slippers, rubber beach, pool or shower shoes
- Midriff-baring apparel
- Fashion statements such as, but not limited to, pants or shirts with holes, off the shoulder shirts, transparent apparel, etc.
- Head dressings (i.e. hats, toboggans, caps, scarves, visors, bandanas, hoods, etc.) of any kind unless pre approved by Human Resources for religious or medical reasons
- Leggings
- Any attire that is determined to be distracting to team members

Whether your attire is Relaxed Casual or Business Casual, ensure that your clothes are of appropriate fit. Appropriate fit simply means that your attire is not too loose (“baggy”) or too tight.

Jewelry and Tattoos

Whether wearing Relaxed Casual or Business Casual attire, it is important to maintain an appearance that represents a business environment. Distracting or offensive piercings in the tongue and cheek that impact speech should not be worn during working hours. Excessive jewelry such as multiple facial piercings, large chains and/or necklaces, large rings or jewelry that depicts or is associated with negative and/or violent elements are not acceptable. In addition, nose rings, eyebrow piercings, lip piercings and ear stretchers are not an acceptable part of our business environment.

Exposed tattoos and/or body art that are considered offensive or distracting will not be permitted.

Violations of Guidelines

Hourly team members who report for work inappropriately dressed may be sent home to change into appropriate clothing and will not be compensated for time away to change clothing. Continuous disregard of these guidelines may result in disciplinary action.

Appearance Accommodations

Team members or applicants requesting a workplace attire/appearance accommodation based on religious beliefs and/or medical needs should be referred to a member of HR.

Stericycle Substance Abuse Policy for Non-DOT covered team members

As noted in our Team Member Drug-Free Awareness Statement, Stericycle supports the concept of a drug-free workplace, as enacted in the Federal Drug-Free Workplace Act of 1988. As a result, all employees will be required to the extent permitted by law to submit to a post-offer pre-employment drug screen as a condition of hire.

To ensure a drug and alcohol free workplace for all Stericycle team members. As noted in our Employee Drug-Free Awareness Statement, Stericycle supports the concept of a drug-free workplace. Stericycle has a vital interest in maintaining safe, healthful and efficient working conditions for its team members. Being under the influence of alcohol or any other drug on the job poses serious safety and health risks not only to the user but to all those who work with or come in contact with the user (i.e., fellow team members, customers, the general public). The manufacture, distribution, dispensation, possession, use or sale of an illegal drug or alcohol in the workplace or on work time also poses unacceptable risks for safe, healthy and efficient operations. Accordingly, it is the right and intent of Stericycle to maintain a working environment that is free of substance abuse.

Introduction

The Company reserves the right to administer this Policy and interpret, change or rescind the Policy in whole or in part, with or without notice or consideration. In addition, amendments to applicable state, local, and/or federal laws or regulations may require the Company to modify or supplement this Policy. In such case, the Company reserves the right to apply the amended requirements immediately, and without giving prior notice to team members and/or applicants, unless such notice is required by applicable law. It is also the Company's intention to comply with all applicable laws governing drug and/or alcohol testing. Addenda to this Policy apply to team members and applicants in certain states where the Company operates. If anything contained in these addenda contradicts or conflicts with any statement in this Policy, the addenda govern.

This Policy is not intended, and should not be construed, as an employment contract. This Policy in no way guarantees employment for a certain period of time or otherwise alters an at-will employment relationship with the Company. Final interpretation and implementation of any of the provisions set forth in this Policy are vested solely with the Company.

Stericycle Team Members Governed by This Policy

Subject to state addendums, such as employees who work in Maine, this policy applies to all non-DOT Stericycle Team Members and applicants for employment at Stericycle. A separate policy that follows the FMSCA guidelines for Drug and Alcohol testing applies to team members subject to Department of Transportation regulations. Unless prohibited by applicable law, Stericycle has the right to, and will require breath, blood, urine and/or hair samples to be used for drug and/or alcohol testing of all team members and applicants governed by this Policy.

Under this Policy, any team member who performs a "safety sensitive" function as defined in this Policy, as defined below, will be subject to random, unannounced drug and alcohol testing. These types of tests are in addition to the pre-employment tests, and other tests provided for under this Policy.

Prohibited Conduct

This Policy prohibits team members from engaging in the following conduct:

- Reporting to work or otherwise being on Company business while under the influence of alcohol, drugs and/or unauthorized substances.

- Applying for employment, reporting to work or otherwise being on Company business with alcohol or with drugs in his/her system sufficient to yield a positive test.
- Using, possessing, purchasing, selling, manufacturing, transferring, dispensing, trafficking, or distributing (or attempting to use, possess, purchase, transfer, dispense, traffic or distribute) alcohol, drugs, and/or unauthorized substances, including related paraphernalia, while on Company business.
- Using, abusing, possessing, purchasing, transferring, dispensing, trafficking, or distributing (or attempting to use, possess, purchase, transfer, dispense, traffic or distribute) the following prescription drugs or over-the-counter drugs while on Company business:
 - Prescription drugs that are not prescribed to the team member and/or prescribed on an invalid or non-current prescription;
 - Prescription drugs that are prescribed to the team member at non-therapeutic levels or used in a manner or quantity other than as set forth in the prescription Over-the-counter drugs in a manner or quantity other than set forth in the directions; or
 - Over-the-counter or prescription drugs used in an unsafe manner.

Proper Use of Prescription Drugs Not Prohibited

Team members' proper use of over-the-counter medication or medication that has been prescribed by a physician for that team member is not prohibited by this Policy. It is each team member's responsibility to check with a physician regarding whether the use of any medication may adversely affect performance or safety at work. Team members who are using or tests positive for a prescription drug for which he or she has a valid prescription, but which drug use may pose a direct threat to the team member or others in the workplace or which may otherwise adversely affect the team member's job performance, may be subject to further assessment. In that case, the Company will conduct an individualized assessment of the team member's ability to perform the essential functions of the job in question while using the drug without posing a direct threat to the health and safety of the team member or others in the workplace, before taking any further action related to the team member's employment.

Team members who perform "safety sensitive" functions, as defined below, who are taking a drug or medication which adversely affects, or which may reasonably be expected to adversely affect, the team member's ability to perform work in a safe and productive manner are required to report the use of such drug and/or medication to Human Resources. Such disclosures are treated confidentially by the Company.

Compliance With Laws

It is the Company's intention to comply with all applicable federal, state, and local laws. Where state and federal law differ, however, the Company will comply with federal law except where otherwise provided. For example, some state laws permit the use and possession of marijuana for medical and/or non-medical purposes, but federal law does not.

In the absence of a state law to the contrary, the company considers marijuana to be a drug that is prohibited by this Policy in *all* states, even those states that allow for medical and/or non-medical use.

In accordance with the Americans with Disabilities Act, the Company does not discriminate against any team member who is a qualified individual with a disability, who is not currently using illegal drugs and who has either successfully completed a rehabilitation program, or who may be currently participating in a supervised rehabilitation program and is no longer using illegal drugs. A current disability of any kind, however, does not entitle a team member and/or applicant to violate any provisions of this Policy.

Definitions

Accident – An unexpected event, causing an injury or results in a fatality, causes property damage (including damage to vehicles owned or leased by the Company or being used for Company purposes) in any amount, or occurred on the premises of a customer.

DOT Team members: those team members possessing a current CDL and operating a CMV \geq 26,001 lbs and above or placarded or other vehicles under DOT jurisdiction.

Safety Sensitive Function – a position that requires tasks involving a potential risk of injury to self or others including, but not limited to, conducting operations involving the use of any Stericycle CMV, or other vehicles used in conducting business for the company; use of any industrial equipment at a Company plant, transfer station or facility, or while conducting operations at a customer facility; a position involving security or protective service functions; or a position responsible for the health, safety, and welfare of team members. Generally, team members who perform or may perform the following tasks on any given day are considered to work in safety sensitive positions, regardless of the team member's job title

- Operate Stericycle or personal vehicles (including but not limited to automobiles, roll-off trucks, box trucks, and other trucks) while conducting business for the company
- Operate or perform maintenance on plant equipment, including or not limited to shredding equipment and waste processing equipment including incinerators and autoclaves
- Handle, sort, and/or consolidate regulated medical waste and/or hazardous waste before it is processed in an incinerator, autoclave, paper shredder or by other means;
- Drive or otherwise operate a forklift, bobcat, or similar piece of machinery used to move equipment and other items throughout a facility.
- Pick up and/or deliver sharps containers
- Plant leads, supervisors or members of management who are directly responsible for the health, safety, and welfare of team members are also considered to be in safety sensitive positions.
- Positions that are considered safety sensitive include: Regulated medical waste plant worker, plant worker or waste technician working in a TSDF or transfer station; shredding specialist, SMS technician; or driver in any of the Company's business lines (HCS, SCS, and ESOL). For a complete list of all safety sensitive positions,

(see Exhibit B found under the Drug and Alcohol Policy tab on the EHS steripoint page.)

For purposes of this Policy and the Company's drug and alcohol testing program, "Company business" includes, but is not limited to, any hospital, medical facility or customer location where work is performed; on or in Company property including a Company vehicle, and work performed on or in a Non-Company vehicle being used for conducting company business. The term also includes meal and break times.

For purposes of this Policy and the company's drug and alcohol testing program, the following terms listed have the following meanings:

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other lower molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol Concentration: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test.

Alcohol Test: As used in this Policy, alcohol test refers to a required breath alcohol or blood alcohol test.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

Aliquot: A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

Breath Alcohol Technician ("BAT"): A person who instructs and assists team members in the alcohol testing process and operates an evidential breath testing device.

Canceled test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected. A canceled test is neither a positive nor a negative test.

Confirmatory Test: A second analytical procedure performed using gas chromatography/mass spectrometry (GC/MS) or another method acceptable under applicable law, to confirm the presence of a specific drug or alcohol.

Dilute Specimen: A urine specimen with a creatinine and specific gravity values that are lower than expected for human urine.

Drugs: The drugs for which tests are required under this Policy, which are any drug or controlled substance that is not legally obtainable under both applicable state and federal law, including but not limited to amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, phencyclidine (PCP), propoxyphene, heroin, narcotics, hallucinogens, inhalants, and designer drugs and/or any substances and/or materials that are prohibited by federal or applicable state regulations.

Drug Test: As used in this Policy, refers to a required drug test.

Invalid Drug Test: When a positive, negative, adulterated or substituted result cannot be established for alcohol or a specific drug.

Limit of Detection (LOD): The lowest concentration at which a measure and can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Negative Result: When a specimen contains no alcohol, drug, or drug metabolite or the concentration of the alcohol, drug, or drug metabolite is less than the cutoff concentration for the alcohol, drug, or drug metabolite and the specimen is a valid specimen.

Non-negative Specimen: A urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite (s)), and/or invalid.

Positive Test: When a specimen contains alcohol, drug(s) or drug metabolite(s) equal to or greater than the cutoff concentrations, the specimen has been subject to a confirmatory test, and any one of the following:

- Refusal to discuss the positive test result with the MRO; or
- After an interview with MRO, the test is verified positive because there is no acceptable medical explanation for the positive result; or
- If, after the Company has successfully made and documented a contact with the team member or applicant and instructed the team member or applicant to contact the MRO within 72 hours and more than 72 hours have passed since the Company contacted the team member or applicant and the MRO has not been contacted; or
- If the MRO after making reasonable and documented efforts to contact the team member or applicant, has been unable to contact the team member or applicant within a reasonable time period from when the MRO receives the confirmed test result from the laboratory, in accordance with applicable law.

Refusal to Test: You have refused to take a drug or alcohol test if you:

- Fail to appear for any test within a reasonable time, as determined by the employer after being directed to do so by the employer.
- Fail to remain at the testing site until the testing process is completed
- Fail to provide a specimen for any test required;
- Fail to provide a sufficient amount of urine or breath when directed and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fail to undergo a medical examination or evaluation after not providing a sufficient amount of urine for a drug test, as directed
- Fail or decline to take an additional drug test the employer or collector has directed you to take, or fail to undergo a medical examination or evaluation, as directed by the MRO as part of the drug verification process;
- Fail to sign any authorization forms required by the Company or by the collector, if applicable;
- Fail to cooperate with any part of the testing process, e.g. behaving in a confrontational way that disrupts the collection process;
- Have a verified adulterated or substituted drug test result;
- Posses or wear a prosthetic or other device that could be used to interfere with the collection process.
- A team member admits to the collector or MRO that the team member adulterated or substituted the specimen.
- A team member fails to wash his or her hands after being directed to do so.

Rejected for Testing: When no tests are performed for a specimen because of a fatal flaw or correctable flaw that is not corrected.

Substance Abuse Professional (“SAP”): A person who evaluates team members who have sought treatment for alcohol or drug related problems before the problems become evident through a positive test or other violation of this Policy (unless applicable state or local law requires otherwise) and makes recommendations concerning education, treatment, Return to Duty testing and aftercare.

Substituted Specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Unauthorized Substances: Over-the-counter or prescription drugs used, possessed, purchased, obtained, transferred, dispensed, trafficked, sold or distributed in violation of this Policy.

Types of Testing Performed Under This Policy

The following instances of Non-DOT related drug and/or alcohol testing may be conducted on team members and applicants in accordance with applicable law.

Follow-up/Return to Duty (drug and alcohol testing only)

- Performed at times upon recommendations by the designated “SAP” (Substance Abuse Professional), and/or per the company Employee Assistance Program.
- Team members returning from a drug/alcohol rehabilitation-related leave of absence may be required to pass a drug and or alcohol test before returning to work and may be subject to more frequent, unannounced testing for a period not to exceed one year.
- Team members in safety sensitive positions as defined in Section 4.3 which are returning from any type of continuous break in employment (non-EAP related) greater than 30 calendar days are required to take a take a Return to Duty drug test.

Pre-employment (drug testing only)

Performed on all Stericycle applicants. Individuals extended a conditional offer of employment with Stericycle will, as a prerequisite to their employment with the Company, be required to submit to a drug test.

Post-Accident & Injury (drug and alcohol testing)

Team members involved in an accident or an injury will be drug and/or alcohol tested only if it has been determined that reasonable suspicion existed by a trained supervisor or manager. Post-Accident & Injury drug and alcohol testing will be applied in a neutral fashion, foster a safe work environment, and only to identify drug/alcohol use in the recent past. Post-Accident testing will not be undertaken to retaliate against team members for reporting any accident or injury.

Random (drug testing only)

All team members in a “Safety Sensitive Position” will be subject to random, unannounced drug testing, in accordance with applicable law. All persons subject to random testing are randomly selected by use of a computer generated neutral selection procedure maintained by the Human Resources Department. The Company does not have the right to waive the selection of any team member who is randomly chosen unless otherwise required by a collective bargaining agreement.

Reasonable Suspicion (drug and alcohol testing)

Where permitted by applicable law, a team member will be subject to drug and/or alcohol testing when the Company has a reasonable belief based on specific facts and rational inferences drawn from those facts that the team member is engaged in the inappropriate or illegal use of drugs and/or alcohol or has otherwise violated this Policy.

In addition to the testing guidelines set forth in this Policy, all testing requirements contained in the Federal Department of Transportation (DOT) regulations will be conducted on applicable team members.

Procedures for Tests

The Company will perform all drug and alcohol testing on team members and applicants in a manner consistent with applicable law.

Follow-up/Return to Duty testing – as instructed by the SAP (Substance Abuse Professional)

For the purposes of this Policy, the team member will be tested utilizing a Non- DOT Chain of Custody form and/or Non-DOT BAT form (check Follow-up/Return to Duty box).

Except as required by the Company's collective bargaining agreement or applicable law, the Company is not obligated, and by the inclusion of this provision in this Policy does not undertake or commit to an obligation under this Policy, to reinstate or rehire any team member who violates any Company requirement concerning drugs and alcohol.

Team members returning from an approved leave during which time they sought treatment and/or rehabilitation for alcohol or drug related addiction must present documentation of successfully completing the rehabilitation program prior to returning to duty.

Team members returning from a drug-rehabilitation-related leave of absence will be required to pass a drug and or alcohol test before returning to work. After the team member is returned to duty by a SAP, the team member is subject to more frequent testing for a specific period as directed by the SAP, not to exceed one (1) year.

The follow-up/return to duty drug test result must be "negative" to maintain continued employment unless applicable state or local law provides otherwise.

Following the team member's return to duty, follow-up tests will be conducted without prior notice.

Per this Policy, any team member who refuses to submit to a follow-up/return to duty test (s), or who tests positive will be subject to disciplinary action, normally termination of employment where permissible under applicable state and local law.

Team members should report back to their supervisor or manager immediately after leaving the testing location for further instructions.

Pre-employment Test Procedures

For the purposes of this Policy, the applicant will be tested utilizing a Non-DOT Chain of Custody form (check Pre-employment box).

For a current team member who applies to change from a Non-CDL DOT job function (operating a CMV $\geq 10,001$ lbs but $\leq 26,001$ lbs) to a DOT CDL function (operating a CMV $\geq 26,001$ lbs or placarded) will be given a DOT pre-employment drug test.

An applicant will be given a pre-employment drug test prior to being given a physical exam. Negative drug test results should be verified prior to the physical exam.

The applicant must have a negative drug test result where permissible under applicable state and local law. If the applicant refuses to provide a specimen or tests positive, the employment offer will be rescinded, unless applicable state and local law provides otherwise.

Stericycle Random for Team Members in Safety Sensitive Positions or team members who will be considered “access” team members under NAID guidelines (unless otherwise prohibited by law)

For the purposes of this Policy, the team member will be tested utilizing a Non-DOT Chain of Custody (COC) form (check Random box).

The Non-DOT COC forms will be sent to the supervisor/manager directly from the Human Resources Department. DO NOT utilize any COC forms maintained on site. This will ensure that results go to the Human Resources Department.

Once notified by the Human Resources Department of the need for testing, supervisors and managers should inform the team member of the required test as soon as practical, and allow that no time variation is allowed between notification and testing. (Once the team member is notified by their supervisor/manager, they must immediately cease duties, and proceed to the testing site without delay).

Team members should report back to their supervisor or manager immediately after leaving the testing location for further instructions.

Reasonable Suspicion Test Procedures

A team member will be given a reasonable suspicion Non-DOT drug and alcohol test when the trained supervisor or manager themselves observe reasonable suspicion indicators exhibited by the team member.

All supervisors and managers will receive documented Reasonable Suspicion training prior to making a reasonable suspicion observation judgment and referral of the team member for testing under this provision.

If the supervisor has not had the documented Reasonable Suspicion training, then they are not adequately prepared to observe this type of behavior, and must not complete related documents. In this case, higher management authority is to be contacted for guidance, and the team member will be prohibited from performing “Safety Sensitive functions” until determined fit to do so by senior management.

For all occurrences of documented reasonable suspicion, notify your designated Field Safety Manager in addition to the Human Resources Business Partner immediately.

Reasonable suspicion observations must be documented on the appropriate “Reasonable Suspicion” form (available on Steripoint), by a properly trained supervisor or manager directly observing the team member.

For the purposes of this Policy, the team member will be tested utilizing a Non- DOT Chain of Custody form and a Non-DOT BAT form (check Reasonable Suspicion box). For drivers covered under DOT regulations, see the DOT Drug and Alcohol Policy.

The team member will not be allowed to drive themselves to the testing site. The manager or supervisor will ensure the team member arrives at the testing site without delay. The manager/supervisor should follow the team member to the test site. After the tests are completed, the supervisor or manager will arrange transportation for the team member to be taken to their home. Under NO circumstances can the team member drive themselves to or from the testing site, nor should they be allowed to return to their duties or workplace until all test results have been verified and return to duty has been authorized.

The manager should contact the Human Resources Department immediately after testing for further guidance. (BAT tests should be immediately received after testing from the clinic performing the BAT test).

If the alcohol and/or drug test results are negative, the team member will be paid for the time away from work, and shall be scheduled for work accordingly.

Refusal to provide a specimen, or positive test results, will lead to disciplinary action up to and including termination. Prior to communicating any decision, the Human Resources Business Partner will be included in making the appropriate determination.

Any questions concerning Non-DOT Reasonable Suspicion testing for drugs or alcohol should be referred to the Safety Team and/or the Human Resources (HR) Department.

Testing Methodology

To ensure the integrity and accuracy of each test, all specimen collections, analysis, laboratory procedures include the following:

- Drug and/or alcohol test specimens (typically breath in the case of alcohol and typically urine in the case of drugs) will be collected by a certified collector approved by the Company;
- The collector will maintain appropriate chain of custody documentation;
- Testing is conducted at a laboratory which has been certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) or otherwise certified in accordance with applicable state or local law;
- All specimens are analyzed at a certified laboratory in accordance with applicable protocols and requirements
- Trained and certified specimen collectors and split specimen collection procedures are used for all drug and alcohol tests;
- No specimen will be deemed to be positive on a drug or alcohol test until the specimen has been subject to confirmatory testing.
- The Company has appointed a qualified third-party Medical Review Officer (MRO) to review drug test results before they are reported to the Company's designated representative.

- Positive test results (or results determined to be adulterated, diluted, or substituted) will be communicated to the MRO and, upon receipt, the MRO will inform the team member of the test results and discuss the results with the team member. In this discussion, the MRO will provide the team member with an opportunity, in confidence, to provide a medical explanation for the result (including the opportunity to identify prescription and non-prescription drug use), the opportunity to contest/rebut the positive test result, and/or the opportunity to provide any information the team member believes is relevant. After speaking with the team member, the MRO will report the results to the Company as appropriate. The Company will then make a determination regarding the appropriate response to the positive test results, which may include discipline up to and including termination of employment or withdrawal of a conditional offer of employment.

The MRO will attempt to contact the team member at least 3 times over a 5 day period. If the MRO cannot contact the team member, the MR will report the test as positive. The results of any and all drug and alcohol tests will be maintained in locked, confidential medical files separate from personnel files. Where required by law, the Company will disclose test-related information to government agencies that regulate the medical/drug testing industry.

Introductory Period

This policy is to ensure that all new team members are provided an introductory period of employment. During the Introductory Period the team member and the supervisor/manager shall evaluate employment suitability in terms of skill, knowledge, performance, and compatibility. During this period the team member shall be given the support and resources needed to learn and demonstrate the duties and competencies required in the new position and to achieve clearly articulated goals.

Stericycle-it uses a 90-calendar-day introductory period for all new team members and team members who have been transferred or promoted. This introductory period allows the team members the opportunity to demonstrate their ability to do the job and to decide if the new position meets their expectations. Stericycle uses this period to evaluate new team member's capabilities, work habits, and overall performance. Among other things, Stericycle evaluates new team members' willingness to learn, ability to be trained, safety habits, ability to perform position duties and functions, and general attitude.

If Stericycle determines that the Introductory Period does not allow sufficient time to evaluate a new team member, the period may be extended at Stericycle's sole discretion. Any absence will automatically extend an introductory period by the length of the absence

Stericycle's use of an Introductory Period (or any extensions of the period in Stericycle's discretion) does not alter employment at-will. Employment during the entire introductory period is at-will, just as it is for all team members of the Company, and successful completion of the Introductory Period does not guarantee you a job for any period of time or in any way change the at-will employment relationship. All items such as manuals, uniforms and other company materials and property must be returned immediately upon termination of employment. During this period the progressive discipline process will typically not be applied.

Relationship Policy

Relatives in the Workplace

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both Stericycle and its team members.

For the purposes of this policy the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the team member’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the team member’s life is interdependent and who shares a common residence) and, a daughter or son of a team member’s domestic partner.

It is the goal of Stericycle to avoid creating circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. Stericycle may allow the employment of existing relatives to be maintained or employ individuals who are relatives of current team members under any of the following circumstances:

- Relatives may not work under the supervision of the same manager.
- Relatives must not be in a supervisor/subordinate relationship with one another.
- Relatives may not supervise, evaluate or have influence over the terms and conditions of employment for one another. This includes any reporting hierarchy where a relative is within the chain of supervisory command within a business unit.
- Relatives within the same workplace will not create a negative impact on work productivity or performance.
- The relationship may not create an actual or perceived conflict-of-interest.
- Relatives may not be employed if a member of the team member’s immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the Board of Directors or Executive Leadership Team.

No relative relationship covered by this policy will be allowed to be maintained, regardless of the positions involved, if it creates a disruption or potential disruption in the work environment, creates an actual or perceived conflict of interest or is prohibited by any legal or regulatory mandate. This policy must be considered when hiring, promoting or transferring any team member.

Any existing employment relationship that exists and is contrary to this policy that commenced prior to the date of this policy will be reviewed on a case by case base, with the intention of avoiding any existing or perceived conflict of interest.

Should relationships addressed within this policy be identified with either candidates for employment or current team members the matter should be immediately reported to the VP of Human Resources and the following policies and procedures will be followed:

- A determination will be made whether the relationship is subject to the Stericycle’s Employment of Relatives policy based on the conditions described above.

- If the relationship is determined to fall within one or more of the conditions described in this policy a VP of HR in consultation with the affected team members and Chief People Officer will attempt to resolve the situation through the transfer of one team member to a new position or identifying some other action (e.g., Supervisory reassignment) which will correct the conflict or issue identified. If accommodations are not feasible then, with affected team member suggestions, a VP of HR in consultation with Chief People Officer shall determine which team member must resign in order to resolve the situation.

Stericycle reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve this intent of this policy.

Stericycle reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

It is the responsibility of every team member to identify to the VP of Human Resources any potential or existing personal relationship which falls under the definitions provided in this policy. Team members who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

Romantic Relationships in the Workplace

A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship. This policy applies to all team members without regard to the gender or sexual orientation of the individuals involved. Supervisors or members of management must disclose the existence of any dating relationship with another coworker. Dating relationships between a member of management and any subordinate who that member has the ability to exert influence over his or her terms or conditions of employment are strictly prohibited. Disclosure must be made to the immediate supervisor and the area HR Business Partner. This disclosure will enable the organization to determine whether any conflict of interest exists. Stericycle reserves the right to review each situation on a case-by case-basis and take appropriate action. Any team member who is or becomes married to a person who works for a company that competes with Stericycle must report that relationship to their immediate supervisor in order for management to determine if a conflict of interest exists.

Company Property

Stericycle will supply you with equipment, tools, materials, workspace and other items that you need for your job. We expect you to treat them respectfully and protect them from damage. The unauthorized use of Company property, including cell phones, is prohibited. The use of Company property for personal reasons is limited to only those circumstances that have been approved in advance by your supervisor. If you need to remove equipment or property from the premises, written authorization from your supervisor is required.

Smoking/Vaping

Smoking and vaping is prohibited in all Stericycle buildings, including maintenance areas, locker rooms, office trailers, outside front entrances and private offices. Team members will be permitted to smoke or vape only in designated areas outside of the building. Smokers are expected to properly dispose of cigarette butts.

To create and maintain a working environment where all team members are safe and enjoy coming to work requires cooperation from everyone and a set of guidelines that applies to all. In general, Stericycle expects you to conduct yourself in a manner consistent with our Core Values.

Bulletin Boards

Bulletin boards, which display information of interest and importance to our staff members, are located in the team member areas. These areas are for official Company postings. Non-official personal material must be approved by the facility manager prior to posting. The posting of unauthorized notices anywhere on Company premises may be cause for disciplinary action up to and including termination.

Solicitation

In order to prevent disruption in the operation of the Company, interference with work, or inconvenience to team members, the following rules apply to solicitation, distribution or sales of goods or services of any kind on Company property (including property the Company leases and/or any property the Company controls for purposes of conducting Company business).

1. Solicitation by non-team members on Company property is prohibited for any purposes, anywhere and at any time.
2. Solicitation by team members on Company property during working time is prohibited. Working time includes the working time of the team member doing the soliciting and the team member being solicited.
3. Distribution of non-Company literature by team members on Company property in working areas is prohibited at any time.
4. Distribution of non-Company literature by team members on Company property in non-working areas during working time is prohibited. Working time includes the working time of the team member doing the distributing and the team member receiving the distribution.
5. For this policy, working time is defined as actual work time (i.e., the time during which the team member is engaged in services for the employer) and does not include lunch periods, break periods or other similar periods in which team members are not expected to be working.

Visitors Policy

A Stericycle management team member must accompany all visitors. Under NO circumstances can a plant tour be given unless a Company spokesperson is on site. Those authorized to serve as a Company spokesperson include vice presidents or managers.

All visitors must sign-in at the front desk upon entering the premises. Visitors may be asked to sign a safety release and confidentiality agreement.

Suggestions

Giving and receiving feedback is encouraged to promote a positive, productive and cooperative atmosphere. We encourage you to offer suggestions that improve the operational efficiency and morale. Suggestions can be valuable to our success, and you are encouraged to make those suggestions heard.

Open Door Policy

We believe that regular, respectful communication between you and the Company ensures satisfaction for both you and Stericycle. The most important relationship is the one between you and your supervisor. As the member of management closest to you, your supervisor should be your primary source for answers to questions or problems. Our management philosophy encourages and supports this relationship and all management maintains an Open Door Policy.

We believe that our Open Door Policy allows for respectful and ongoing communication between you and your supervisor without the need of a third party representation. If you have a question or problem that you cannot solve in this manner Stericycle provides a confidential HR hotline at **1-866-308-9097**.

CONCERN RESOLUTION

"One Team. One Goal." includes working together to value differences and resolve disagreements. It is the goal of Stericycle that team members are satisfied with their jobs and contribute to the success of our organization. Stericycle realizes that no matter how successful our efforts are in providing a harmonious work environment, team members will have questions concerning operations, policies and other actions. We encourage all Stericycle team members to bring their concerns to the attention of the company, discuss the situation openly and honestly, and to be an "active" participant in the process of identifying an effective solution to the difficulty.

Listed below are the basic steps designed to assist Stericycle team members in obtaining answers and arriving at solutions to concerns. Should it be necessary to schedule a formal meeting among the parties in order to resolve the problem, this meeting will be held during non-work time.

1. The First Step

The team member has an open discussion with his/her Supervisor. The Supervisor will obtain all the facts, consider the matter, and attempt to satisfactorily settle/respond to the complaint as quickly as possible.

2. The Second Step

If a solution cannot be resolved with the Supervisor, the situation may be referred to the Manager for consideration. In these situations, the Manager will serve to assist the team member in completing a detailed factual review of the situation including all events leading up to the concern, this will be used to record the exact nature of the difficulty. The Manager will review the situation and will meet with the team member and the Supervisor during a combined effort to resolve the problem.

3. The Third Step

If the matter remains unresolved after it is reviewed/considered by the Manager, it shall be referred to your HR Business Partner or the Vice President of HR.

The Manager and HR will arrange a meeting and will render a decision concerning the problem. A copy of this decision will be kept on file in the HR Department. The decision of the HR Department, along with management will be final.

Nothing in this Concern Resolution Policy is intended to create a contract of employment. Employment at Stericycle is at-will.

GENERAL SAFETY STATEMENT

It is the policy of Stericycle to comply with all applicable Federal, State and Local regulations and laws. It is both Stericycle's and your responsibility to ensure safe and healthful working conditions. Stericycle is committed to providing a safe and compliant work environment in which to work and is continually on the alert to minimize hazards. We will provide appropriate equipment, tools, training and safeguards. To further protect you, personal protective equipment (PPE) is furnished wherever necessary for safety or health reasons.

Accidents are costly to Stericycle, but more importantly, they may result in injury to you and/or others. Accidents are caused - they do not just happen. It is also your responsibility to participate in an aggressive and effective accident prevention and control program. Being the most familiar with your work area and the potential hazards, you are required to report hazardous conditions to your supervisor or Safety Manager. This is essential to accident and injury prevention. Personal awareness is the key to an accident free work environment. The prevention of accidents is not someone else's concern, it is our concern collectively. We expect each supervisor to provide a prompt and aggressive investigation of accidents and hazardous conditions to determine what corrective actions need to be taken.

Each team member is, to a large degree, directly responsible for, and in control of, his/her personal safety, both on and off the job. You must adhere to rules and regulations in order to promote individual safety and the safety of those around us. We expect each team member, from our most senior to our newest team member, to comply with these regulations at all times. Regulations and policies are designed with three main objectives: to keep you from getting injured, to avoid injuring others, and to protect our assets.

To ensure that all team members understand these regulations and policies, each new team member will receive safety training before starting his/her new job and will receive refresher training in safety. All safety and environmental training is mandatory, is required by law and is essential in reminding all team members about the safe performance of their job. Unexcused absence from training could lead to disciplinary action.

The price of accidents and injuries are high in human suffering and in monetary costs. They can only be reduced or stopped if you know, accept, take responsibility and fully participate in accident prevention.

Work Related Vehicle Collision and Injury/Illness Reporting

If you experience a work related injury/illness or vehicle collision, you must report immediately to a supervisor or manager who will see that you receive proper attention and that the incident is promptly and properly investigated. If none of these individuals are available, you must notify Dispatch or the Safety Manager immediately to assist in providing appropriate support and in locating appropriate individuals.

You must fill out an Accident and/or Injury Report and other required paperwork before the end of your shift in which an incident occurred. You must not leave your job without first reporting to your supervisor or manager. If you leave work on the day of the incident without completing the proper reports, except under emergency circumstances, it will be considered a violation of the Company Accident Policy and subject to disciplinary action.

Vehicle Collision Review

The Safety Manager and/or Safety Committee shall investigate all vehicle collisions and make recommendations to the Manager and/or Director as to the preventability of the collision following the guidelines established in the National Safety Council's "A Guide to Determining the Preventability of Accidents." If found preventable, the team member may appeal only if the initial report was filled out completely and timely. Team members contesting the outcome of a review must follow the steps outlined in the Preventability Notification Form. If the review determines a collision is preventable (i.e. the team member did not do everything to prevent the collision), disciplinary action will be administered by the appropriate manager.

Repeater Policy

This policy applies to all Stericycle DOT regulated team members operating a Company vehicle who are involved in a preventable vehicle accident. Any team member having 3 preventable vehicle accidents in a rolling 12 month period will be terminated.

Accident Investigation Program

It is Stericycle's policy to fully investigate any accident involving Company personnel and/or vehicles in order to determine the root cause(s) and prevent recurrence. Further specifics are contained on SteriPoint under the Safety & Health Department site.

Personal Protective Equipment (PPE)

As a team member, you may be required to wear personal protective equipment while performing certain job duties. All protective equipment must be kept clean and maintained and stored in the proper place when not in use. PPE requirements will be determined by the hazard assessments of a specific facility. If you are uncertain about required protective clothing or equipment, ask your supervisor or Safety Manager.

A team member's failure to use safety equipment or to use safety equipment properly will result in progressive disciplinary actions up to and including termination even for a first offense.

Safety Meetings

Attendance at Safety meetings and other mandatory training sessions is required as part of your employment. If any team member misses a meeting and is not excused by his/her supervisor or operations manager/transportation manager, he/she may be subject to disciplinary action.

Seat Belt Policy

All Stericycle personnel driving or riding as passengers in Company owned, leased, or personal vehicles on Company business will utilize the vehicle safety belts (front and back) at all times. This includes all automobiles, pickup trucks, service vehicles, powered industrial trucks and commercial vehicles. This is required safety equipment and it is the law. A team member's failure to utilize the vehicle safety belts will result in disciplinary action up to and including termination.

Off-Site Spill Response Procedure

Spills must be acted upon immediately to prevent any further danger or damage to the site. Each vehicle is equipped with a detailed spill response procedure manual. Spills must be reported immediately after clean up to the immediate supervisor. The supervisor will then immediately notify the Environmental Manager who will work with the Safety Manager on the proper reporting procedures to regulatory agencies.

Distacted Driving Policy

Driving is an important part of many of our jobs, whether driving your own vehicle on Company business or a Company owned, rented, or leased vehicle, and requires your full attention. Your safety and the safety of all Stericycle team members is vitally important. The use of wireless communication devices such as mobile phones (e.g. cell/smart phones), PDAs or laptops while driving is a very dangerous distraction and has led to a significant number of motor vehicle accidents. To ensure your safety and the safety of others, Stericycle policy requires that for all team members other than DOT regulated drivers, all wireless communication devices (except for hands-free devices that allow two-hands on the wheel) be used while the vehicle is parked and out of traffic. The use of a mobile phone in the "speaker" mode while held in one hand is not hands-free. In addition, texting is strictly prohibited when operating a Company vehicle or your personal vehicle while on Company business.

The Company has more strict requirements for DOT regulated drivers to include a strict prohibition (except for emergencies) of any wireless communication device (including Bluetooth enabled devices) unless the driver is legally parked in an appropriate safe location or safe haven off the roadway. Additional specifics can be found on Steripoint or by contacting your supervisor or Safety Manager.

Corrective Disciplinary Action Policy for Safety Violations

All work related accidents and injuries/illnesses are investigated. If you are found to be in violation of a regulation or company policy, procedure or practice, you will be subject to disciplinary action, up to and including termination, even for a first offense. For additional information about specific policies and recommendations for improvements please contact your Supervisor or your Safety Manager.

ACTION NEEDED: READ, SIGN, AND RETURN TO HR

Acknowledgement of Receipt of Team Member Handbook

I acknowledge receipt of my copy of the Stericycle, Inc. Team Member Handbook and understand that it is my responsibility to know and abide by its contents.

I also understand that my employment with Stericycle is at-will. As an at-will team member, either Stericycle or I may terminate my employment at any time and for any reason. No representative of Stericycle, other than the Company's CEO, CHRO, COO, CFO or HR has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy manual. Any such employment agreement for a specified period of time and/or contrary to this policy manual, must be in writing and signed by the Company's CEO, CFO, COO or Senior Vice President of HR.

This copy of the Stericycle, Inc. Team Member Handbook supersedes any and all previously published editions. Stericycle reserves the rights to modify, revoke, suspend, terminate or change at any time the terms of this Team Member Handbook.

I also understand that the falsification of any records or failure to disclose errors in my record as soon as I become aware of them, including but not limited to employment applications and timekeeping records, is cause for immediate termination of my employment..

Signed: _____

Name: _____

Title/Position: _____

Branch/Department: _____

Date: _____