

Our Employee Anti-Handbook Handbook

Welcome to Germfree, where we are changing the world with our exceptional Team, Products, and Services. Our Mission is: “*Creating Environments That Serve Life Science Innovation and Advance Global Health*”.

So who are we and what do we do? We are a high-tech company that creates state-of-the-art equipment and facilities for groundbreaking projects and research. We provide an exclusive client experience through our available features, project execution, and attention to detail, that distinguishes us from any other company in our field.

This Anti-Handbook also deviates from the norm, as it does not laundry-list policies and procedures. Our products and services have a global impact, an impact that brings novel solutions to the world. Every employee at Germfree has a significant part in this impact and can proudly say “I made a difference” at the end of each day. Understanding the difference we make is what drives us to exceed standards and employ top-notch individuals who do not need us to define a minimum work ethic with boring policies and procedures.

Our promise to you is that you will have a great place to work with an awesome group of people. If this sounds like the company for you, we are thrilled to have you on our team. If this does not sound like you, you’ll be a better fit in a different company. It is just that simple. At Germfree, we believe in our Mission, and we hire exceptional individuals who fit our culture and align with our Mission. We only employ driven individuals that go above and beyond, without being asked, to serve their clients, co-workers, and company.

About this Anti-Handbook Handbook

If you made it to this section, congratulations! You must want to work with a company like us! Now, you are probably wondering about what you need to get going at Germfree. In this Anti-Handbook, we have included the roadmap of our philosophy and the basics to get started. If you’re wondering about other information, such as our pay policies, meal and rest breaks, time off, and leave policies, see our internal website at <https://germfree.bamboohr.com/home> and click on the “Files” tab for details about those topics. Or, just ask!

Trust is a Two-Way Street

Your #1 job – everyone’s #1 job here – is making this company a success. At Germfree, we place a lot of trust in our employees, and don’t feel the need to micromanage minute-to-minute operations. We are not here to wash your dishes or hold your hand. We do hold every employee accountable for their work and actions. We will always operate this way, and it will always be an expectation that you do the same. To be honest, some people have betrayed our trust. Those few individuals have never stopped us from extending trust to the rest of our Team. Instead, those individuals no longer work here and other members of Team Germfree have risen to the challenge.



Communication

Anyone at Germfree can and should communicate what they think is the fastest way to solve a problem for the benefit of the company. You can and should talk with your manager, your manager's manager, or anyone in Leadership – the best way is to follow the chain of command. Moreover, you should consider yourself obligated to do this until the right thing happens. Proactive communication creates excellence.

One thing we have **zero** tolerance for is a Rumor Mill. Don't be the person who goes around gossiping, you won't last long here.

Responsibilities and Expectations

While your manager will explain your responsibilities and the expectations of your position, it is your obligation to fully understand them. If you are unsure, ask. Failing to do a task because no one "told you how" or "reminded you to do it", will not work around here. Our philosophy does not include baby-sitting our employees, and we are able to continue this because our employees are driven, independent team-players. We will give you everything you need to succeed, just ask.



Feedback and Performance

If you see an area in need of improvement, say something. We are always striving to improve, and we owe our decades of progress as a company to our employees' dedication and attention to detail. Even if a topic is outside of your department or general responsibility, your suggestion could lead to a significantly better procedure or client-experience. You can suggest your ideas through our "Better Together" program at any time. Every great improvement or innovation starts with action, or is lost without it. Germfree can only improve with your input, so make your voice heard – please!

Discussing performance and objectives are an integral part of Germfree, and we encourage you and your manager to evaluate them on a day-to-day basis. If you would like feedback or constructive criticism, inquire with your manager. You should not wait around until Annual Performance Reviews are distributed. Communication and feedback allows us all to improve our performance. If you never ask, you will not unlock your full potential here.





Safety

We take safety seriously. **Period.** We want you to go home every day in the same condition you arrived. **Period.** The way to maintain this is to create a safe environment by using common sense and good judgment in the workplace. This includes, but is not limited to:

- Being self-aware and aware of your surroundings.
- Following all safety rules. We do everything with purpose, and our safety rules are no exception.
- Not exceeding your physical limits or performing a task that you feel would endanger you or others.
- Maintaining cleanliness and keeping all areas unobstructed.
- If you see anything unsafe or hazardous, you are expected to say something.

Attendance and Tardiness

We hired you to do something with full confidence that you can do it when it needs to be done. Some positions require your physical presence. Even if you are the most skilled person in your field, if you're not here, you can't do your job. Be the person you want to have on your team! If you can't come to work, let your manager know as soon as possible. Don't let your team down.

Tardiness is for grade school kids and this is not grade school. The approach of, "If you're early, you're on time, and if you're on time, you're late" should be applied. Plan to be at work and ready to start working when you're scheduled. We understand that traffic happens, but we also understand it doesn't delay someone every Monday morning during Football Season.



Don't Be a No Call, No Show

Our assumption will be that if you don't call and don't show up to work, you're a complete jerk. You'd better have a really good reason for not letting us know why you didn't come in or you're out of here. We will have to assume you are no longer committed to Germfree's Mission and Team, and that simply does not work for us. One time is enough.

Stay Home If You Are Sick

This may seem like an ironic statement, but we strive to keep Germfree germ-free. If you feel sick, stay home. We'll say it again: If you feel sick, stay home. Coming to work while you are sick gets the rest of us sick. So for the betterment of everyone, please contact your manager (by any means necessary) as soon as possible, preferably before you are scheduled to work. If you have Paid Time Off (PTO), use it and you will be paid for that day. We understand that life happens, and that's why we have implemented programs like the Time Bank to help those who need it. We are here to support you and maintain a healthy place to work. Please help us do this.





Stupid Stuff

If you do something stupid, you may be coached and given another chance or you may be asked to leave. We can't afford to waste our time dealing with stupid stuff when we have so many important things to get done for important clients.

In case you need them, here are some examples of stupid things people do:

- Stealing or damaging company property (whether intentionally or unintentionally).
- Sharing confidential information.
- Harassing or bullying others.
- Physically hurting someone or threatening violence.
- Smoking on the clock when it's not your break time.
- Standing around like there's nothing to do during work hours.
- Using or possessing illegal drugs in the building.
- Possessing explosives, weapons or firearms in the building.

The above list is not exhaustive, but includes mistakes many workplaces experience. However, this is not just any workplace, this is Germfree. Deliberate and/or repeated mistakes will not be tolerated, as we will always give you everything you need to succeed, the rest is up to you. If the above list sounds like things you want to do or will do, we ask you to make this easy and leave now.



Vacations

We know you need your down-time and we encourage you to take **ALL** of it. After all, that is what PTO is for! We just ask that you do it the right way – by requesting time off ahead of time and getting your manager's approval. We will always try to accommodate your requested time off, but it may not always be possible. Others may have requested off the same dates or there may be crucial projects that require attendance. Scheduling your time off in advance will help avoid any of these scheduling issues.

Fun

Make sure you're having fun at work – meeting new friends, pushing yourself in new ways, enjoying working with awesome and talented people, and creating new things. If you aren't having fun at some level, you'll be unhappy. We don't want that. While not everything we do at work classifies as "fun", it's important that we have exceptional people with great attitudes. We want you to work hard, love what you do, and have fun.

Resolving Concerns

We want to provide a positive working environment and treat people like the awesome individuals that they are. If you have a concern, please speak freely and openly with anyone you think can help evaluate and resolve the issue. If you aren't sure who to talk to, contact Human Resources. We will always do our best to provide a fulfilling, productive, and amicable workplace.



Everything Else

With that out of the way, let's talk about what Germfree can give you. At Germfree, you will not just have a strong social connection to like-minded, driven individuals, you will also have access to the amenities of the facility. We will also occasionally hold events to show our appreciation to our employees.

Here are just a few things to enjoy while you are here:

- Air conditioned Production area
- Ever-improving Bio Gym
- Outdoor dog park and garden area
- Comprehensive kitchen area, including coffee and espresso machines

We want to make sure that you can expect excellence from us as well, and so we provide the best work environment possible to allow you to love what you do. As stated before, we will give you everything you need to succeed, and will also motivate you to push yourself in new and positive ways. Whether this is meeting new people, working on projects you are passionate about, or innovating a process – we will help make it happen. A super hardcore work ethic, talent for building things, common sense & trustworthiness are required, the rest we can train. At Germfree, you will get out exactly what you put in, and we know you can excel with us.

Welcome to Team Germfree!



#TeamGermfree

