



NOTICE REGARDING 2024 WELLNESS PROGRAM

The Company wellness program is a voluntary wellness program available to all employees as a part of the Company's Group Health Care Plan. Your health plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact Human Resource Department, Stacey McAfee at 330-343-1226 x 2261 and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

The wellness program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you may be asked to attend lectures; watch online videos; meet or make contact with our wellness coaches; provide proof of medical and/or dental preventive visits; participate in a wellness activity; complete a nicotine affidavit and complete a voluntary health risk assessment or "HRA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You may also be asked to complete a biometric screening, which will include a blood test for Glucose, HDL, LDL and Triglycerides. You are not required to complete the HRA, meet with wellness coaches, to participate in the blood test or other medical examinations. Refusing to participate will not result in any adverse employment action or result in a termination of your benefits. Your participation is purely voluntary.

However, employees who choose to participate in the wellness program will receive an incentive of adjusted insurance premiums set forth below for meeting the criteria set forth below. Although you are not required to complete the HRA, meet with wellness coaches, to participate in the blood test or other medical examinations, only employees who do so will receive the incentive.

Program Description: 2024 WELLNESS CRITERIA AND INCENTIVES

Nicotine Incentive

Employees and their spouses (if covered) who **do not** use nicotine each month in 2024 **will each** be entitled to a wellness incentive in the form of a premium discount of \$30 per pay during that month. To receive the discount the Employee and the Spouse (if covered) must complete a Nicotine Affidavit certifying nonuse of nicotine on a monthly basis in 2024 or complete a nicotine cessation class during the 2024 calendar year. The nicotine incentive is administered on a monthly basis.

"Nicotine Use" is the use of any tobacco product, including cigarettes, cigars, e-cigarettes, smoking vapor cigarettes, using smokeless tobacco, chewing tobacco, snuff, and/or pipe tobacco, four or more times a week anytime within the past 3 months. (Religious or ceremonial use of tobacco is not considered nicotine use to the extent protected by local, state or federal law).



To be eligible for the nicotine premium discount, participants must either:

- 1) Not be a “Nicotine User” each month in 2024; or
- 2) Agree to participate and successfully complete an approved nicotine cessation program in 2024.

One Company approved nicotine cessation program is the MMO Quit Line Program - (866) 845-7702. It can be completed at no cost to the participant. The approved program you select may be started at any time during any month in 2024. Depending on when you submit a nicotine affidavit verifying you are not a nicotine user or begin and complete an approved nicotine cessation program, the difference between your previously paid monthly contribution and the applicable discounted contribution will be credited retroactively to the beginning of the month and your future contributions for health plan coverage for the rest of 2024 will be at the applicable discounted rate. Successful completion of the program does not require that you quit the use of nicotine, but does require you meet all requirements of the nicotine cessation program you selected.

General Wellness Incentive

Employees electing Single or Employee + children coverage will receive wellness incentives in the form of a premium discount of \$10 per pay **in 2024** if they complete the following items **in 2023**:

- 1) Two meetings with the Health Coach before 12/15/2023. (As an alternative you may show proof of preventative care which will count as one coach consultation);
- 2) Log into Healthy Ways portal and watch two health related videos on the Wellness Coach website before 12/15/2023; and
- 3) Participate in a biometric screening event with Wellness Coach between August and November, 2022 or as an alternative supply a biometric screening from your physician dated between 1/1/2023-11/20/2023.

Employees electing Family coverage or Employee + Spouse coverage will receive a wellness incentive in the form of a premium discount of \$10 per pay for the Employee completing the items set for above; AND a premium discount of \$5 per pay for their Spouse who completes the following items in 2023:

- 1) One meeting/call with the Health Coach before 12/15/2023; and
- 2) Log into Healthy Ways portal and watch two health related videos on the Wellness Coach website before 12/15/2023.

The above benefits are the sole consideration provided for participation in the wellness program and discounts provided above may not be exchanged or converted into cash payments or applied to items other than the insurance premiums identified above. Some employees may not utilize the Company offered health insurance plan, but they are free to continue participating in the wellness program although they will not be able to receive any incentive since they are not on the Company health insurance plan.



Who is eligible? All full time and part time employees, and their respective spouses, are entitled to participate in the wellness program. All full time and part time employees, and their respective spouses, are eligible to participate in the wellness program so long as the employee is an active, full time or part time, employee of the Company. Employees must be eligible to participate in the wellness program to receive the incentives described above, and spouses of employees must sign this disclosure and also have a spouse who is an eligible employee of the Company to be eligible for the incentives.

How to access the program: Posters and paycheck stuffers are issued advertising the wellness program. For additional information please contact the Human Resource Department, Stacey McAfee at 330-343-1226 x2261

Alternative standards are available:

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. The recommendations of an individual's personal physician will be accommodated. You may request a reasonable accommodation or an alternative standard by contacting the Human Resource Department, Stacey McAfee at 330-343-1226 x 2261

The information from your HRA and the results from your biometric screening will be used by the vendor to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program and MMO Disease Management. You also are encouraged to share your results or concerns with your own doctor. Please note the wellness program is not a specifically tailored for any individual, and all participants are advised to consult their physician for specific guidance on a personal wellness program.

Protections from Disclosure of Medical Information:

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and the Company may use aggregate information they collect to design a program based on identified health risks in the workplace, the Company will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements.

The only individual(s) who will receive your personally identifiable health information are Kimble



Company and Kimble Recycling & Disposal, Inc. and their health insurance company (currently Medical Mutual), their benefits advisors and agents (currently A.J. Gallagher), their wellness coach (currently Wellness Coaches), their data support and analytics providers (currently HC Cube) and their wellness vendors (collectively “Wellness Team”), all for the sole purpose of administering Kimble’s wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact the Human Resource Department, Stacey McAfee at 330-343-1226 x2261. The Company reserves the right to discontinue or modify the wellness program at any time if it determines the wellness program is not fulfilling its obligations to promote employee health and prevent disease or is otherwise determined to violate any state, local or federal law.



**THE UNDERSIGNED ACKNOWLEDGE(S) RECEIVING THE ATTACHED NOTICE
REGARDING 2024 WELLNESS PROGRAM DISCLOSURE**

_____	_____	_____
Employee Signature	Print Name	Date

_____	_____	_____
Employee Spouse Signature	Print Name	Date

(Your spouse only needs to sign this form if you are seeking a wellness incentive which includes the nicotine use discount and general wellness discount)