



Welcome to the team!

# Nosco History

National Office Supply Company (Nosco)  
Founded in Zion, Illinois.



1906

Signed first pharmaceutical contract.



1932

Acquired by Carroll Family Holdings (CRLI) as a privately-held entity.



1980

Acquired Diversco in Carrollton, Texas.



1995

Executed ESOP transaction in December to become a 100% employee-owned company.



2007

Acquired Gooding in Lockport, New York.



2017

Became the first U.S. print provider to adopt HP Indigo digital technology for labels, folding cartons and flexible packaging.



2019

Opened a world-class Packaging Innovation Center and Corporate Headquarters in Pleasant Prairie, Wisconsin.



2021

1925



Relocated to Waukegan, Illinois with several additional site expansions through 1965.

1977



Sold minor remaining piece of office supply business to focus on pharmaceutical business.

1991



Expanded to Gurnee, Illinois, moving label / insert values streams to new facility.

2005



Formalized brand promise and continued focus on 1:1 custom solutions.

2013



Opened digital On Demand Solutions Center (ODSC) in Bristol, Pennsylvania.

2017



Acquired the assets of Knight Packaging and moved to Bridgeview, Illinois.

2020



Nosco acquired the assets of Haapanen Brothers and expanded its product redundancy in Gurnee, Illinois.





NATURAL HEALTH

# Markets Served



PHARMACEUTICAL



PERSONALIZATION



PERSONAL CARE



503B



**CARTONS**



**LABELS**



**INSERTS**



**Products**



**CARDED  
PACKAGING**



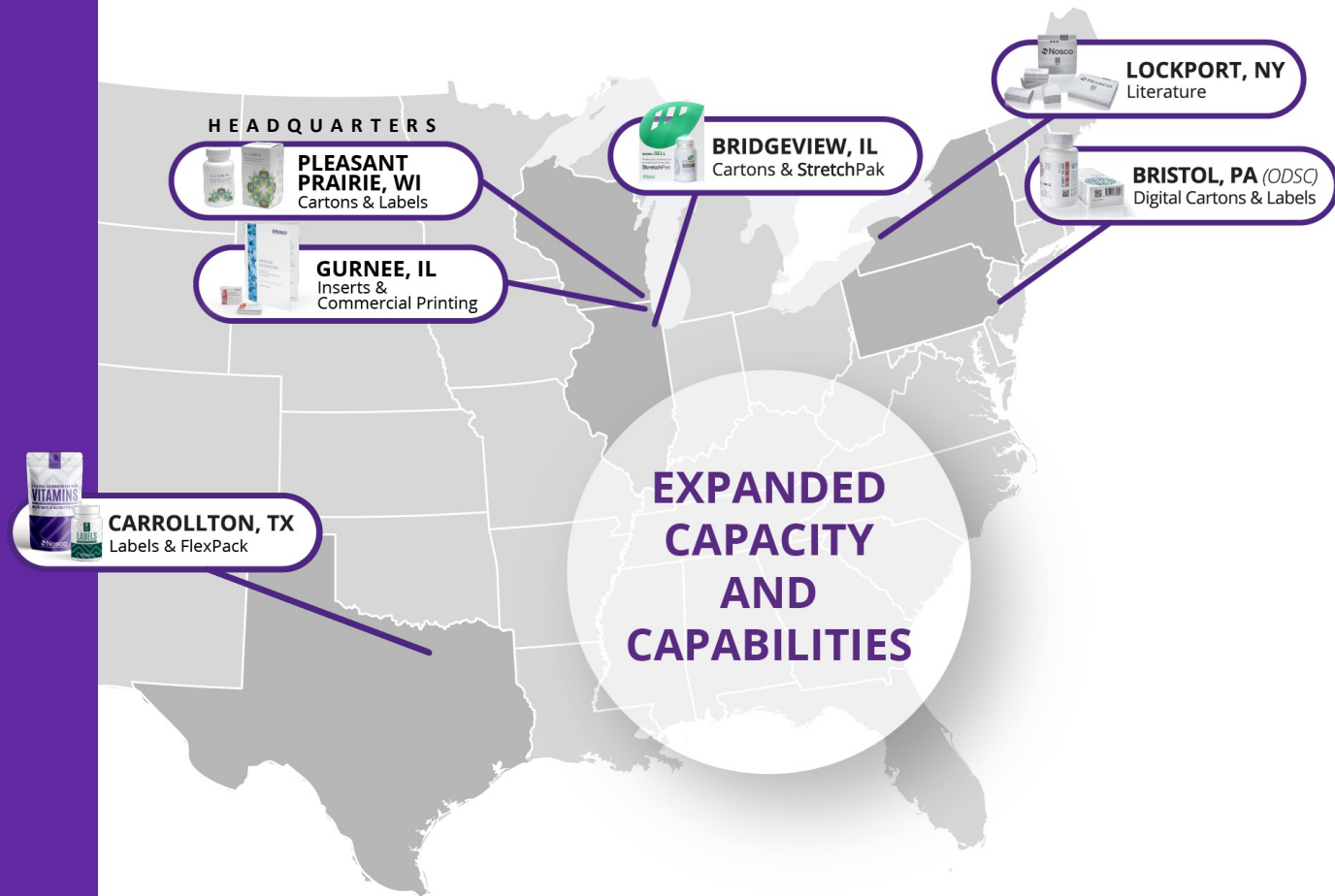
**LIT-A-SURE**



**FLEXIBLE  
PACKAGING**

# Six Facility Locations Offer:

- ✓ Site Redundancy for All Core Products
- ✓ All Nosco Facilities are Union Free
- ✓ DUNS #00-516-2680



# Employee Ownership

Holden Industries, Inc. (Holden) is a 100% employee-owned corporation headquartered in Deerfield, Illinois, USA, and is the parent organization for a group of diversified manufacturing companies (including Nosco).

## Employee Ownership Benefits to Our Customers

- Employees have a vested interest in the long-term success of the business.
- Employee ownership supports a culture that believes in lean manufacturing, product quality, service excellence and innovation.
- Enhanced ability to invest in new equipment, technology and long-term initiatives.
- Creates confidence in the continuity of supply chain partnerships – we are here to stay!

HOLDEN INDUSTRIES





# Employee Handbook Highlights

- Reporting Discrimination, Harassment & Retaliation (page 18)
  - Contact Chief Compliance Officer – Jim Struhar (847) 360-4859
  - Contact People Operations – Alyssa Skarda (847) 360-4854
- Drug Free Workplace (page 7)
- Social Media (page 24)
- Business Communications
- Employee Code of Conduct
  - Falsification of work or employment records, including time or production records, and/or records indicating procedural compliance.
  - Possession or use of firearms or other weapons on company premises, including the parking lot.
  - Malicious conduct directed toward, or that is detrimental to, any other person, and/or conduct that hinders smooth and efficient operations.
  - Use of recording devices or cameras without expressed permission from a manager.
  - ***Additional guidelines can be found in the Employee Handbook***
- Corrective Action
- Holidays



## EMPLOYEE HANDBOOK

# Safety Guidelines

- All accidents / injuries (no matter how minor) must be reported to a manager, and an accident report must be completed. This includes property damage and near misses.
- Guards must be in place when operating machinery.
- Lockout / tagout (LOTO) procedure must be followed whenever it is called for.
- Employees should not attempt to lift or push objects that are too heavy, and should ask for help when needed.
- Cellular devices may not be used on the job without expressed permission by a manager. This includes texting and internet access.
- No horseplay, fighting or other disorderly, disruptive or unruly conduct may occur.
- Personal protective equipment (PPE) must be worn at all times in designated areas.
- Firearms or other weapons are not permitted on company property.
- Security badges must be worn and displayed at all times, and the direction of security personnel should be followed.
- Use of personal listening devices may not be used on the shop floor or in any production area.

***See complete list of guidelines on page 7 of the Nosco Employee Handbook***



# Safety Guidelines - Powered Industrial Trucks

- Employees who operate powered industrial trucks (fork lifts, powered walk-behinds and scissor lifts) **must be trained and licensed by Nosco** and abide by the following:
  - Seat belt use is mandatory for vehicles equipped with them.
  - Horn must be sounded at all intersections, blind corners and when coming up behind pedestrians.
  - Safe speed is considered a “quick walking” pace.
  - No riders, other than the driver, may be on the fork lift at any time (including the forks).
  - Daily safety checks must be performed during each shift.



## Personal Items – Production Floor

Personal items pose a risk for product contamination due to cleanliness, allergens or pests, which could directly expose the product or employees who handle it. No personal belongings (i.e.: coats, purses, lunch boxes, bags and backpacks, etc.) are allowed in the production areas and must be stored inside employee lockers or designated storage areas.

## Uniforms – Production Floor

Manufacturing employees will be given a uniform order form upon hire. Uniforms are to be worn throughout the production floors. Nosco pays for these.



## The Top 10 Criticals



	<b>WASH YOUR HANDS</b> Before Returning To Work	Wash your hands <b>BEFORE</b> reporting to work, returning from break, using the toilet, or eating lunch.
	<b>WEAR DISPOSABLE GLOVES</b> When You Handle Food	Always wash hands before putting on gloves. Wear them when handling food. Change them when they are torn, dirty or contaminated.
	<b>WEAR HAIR NET</b> and/or <b>BEARD NET</b> at all Times	Always wear hair net and beard net (when applicable) at all times in the production area.
	<b>DO NOT WEAR JEWELRY</b> or <b>LOOSE CLOTHING</b>	Do not wear jewelry, loose clothing, loose neckwear, or carry items in top pockets in the production areas.
	<b>DO NOT EAT FOOD</b> or <b>DRINK BEVERAGES</b> in the production areas	Do not eat food, drink beverages, chew gum or have food near the production areas to avoid contamination.
	<b>DO NOT WORK</b> when you <b>FEEL SICK</b>	You are not allowed to work if you are sick (contagious), have a lesion or open wound to avoid any type of contamination.
	<b>PERSONAL CLEANLINESS</b> and <b>HYGIENE</b> are required at all times	It is required to maintain personal cleanliness by taking daily baths, hair should be properly groomed and finger nails trimmed and clean.
	<b>NEVER STORE CHEMICALS</b> near or above raw materials or production areas	Always follow precautions which apply to handling, storage and use of chemicals near production areas. <b>Never store chemicals near product or raw materials.</b>
	<b>MATERIALS</b> or <b>FINISHED PRODUCT</b> <b>CANNOT TOUCH</b> the floor to <b>AVOID</b> <b>CONTAMINATION</b>	Raw materials, films or finished product cannot touch or be on the floor to avoid contamination.
	Keep your area <b>FREE OF ALLERGENS</b> at all times to Avoid cross contamination	Keep your production area free of the following allergens: peanuts, tree nuts, soybeans, wheat, seafood, eggs, milk, mustard and sesame. <b>Wash hands prior to work.</b>
	Every employee has the right and obligation to <b>STOP THE PROCESS</b> for any quality or food safety issue	If for any reason you identify a quality defect or food safety issue you <b>MUST STOP THE PROCESS</b> and notify your supervisor.

## Paid Time Off (PTO)

Years of Service	PTO Allowance Non- Exempt 40 Hour Work Week	PTO Allowance Non- Exempt 37.5 Hour Work Week	PTO Allowance Exempt
0-4 Years	10 Days (80 Hours)	10 Days (75 Hours)	12 Days (96 Hours)
5 Years	15 Days (120 Hours)	15 Days (112.5 Hours)	17 Days (136 Hours)
12 Years	20 Days (160 Hours)	20 Days (150 Hours)	22 Days (176 Hours)
25 or More Years	25 Days (200 Hours)	25 Days (187.5 Hours)	27 Days (216 Hours)

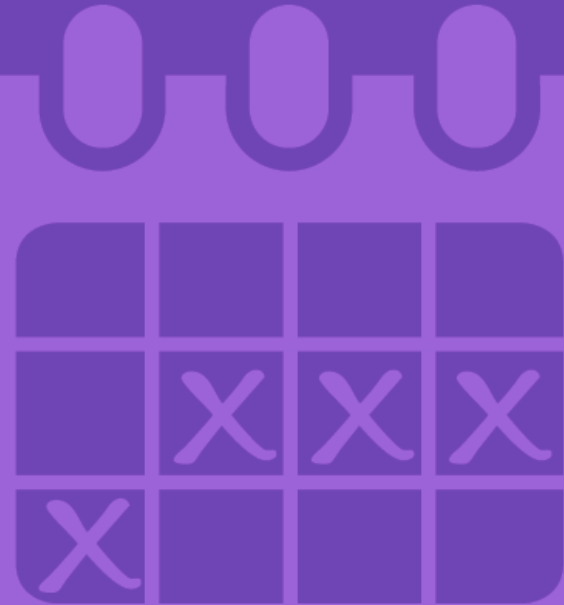
PTO is accrued on a monthly basis and is posted on the first of each month

# Leaves of Absence

Under certain circumstances, employees may request a leave of absence through people operations.

- Family Medical Leave
- Military Leave
- Bereavement Leave
- Personal Leave
- Illinois Victims' Economic Security and Safety Act
- Paid Parental Leave

For more information please reach out to a member of people operations.





# Attendance Policy

- If you are absent, please call the Attendance Line and contact your supervisor. Call at least a half an hour before your shift time. More notice is appreciated.
- If an employee-owner is absent, and did not get proper coverage, the following occurrence guidelines should be followed:
  - The first five occurrences will not be counted, as these will now be referred to as "Employee Owner Days"
  - One occurrence is issued for a full shift absence.
  - A late/leave early less than two hours is a half (.5) occurrence, more than two hours is a full occurrence.
  - Absences of up to 2 consecutive work days count as one occurrence.
  - Absences of 3-5 consecutive work days (up to one week) count as two occurrences, if properly reported. Absences beyond one week must be substantiated as a Leave of Absence and must be approved by People Operations.
  - Not reporting one's absence—referred to as a "No Call/No Show"—is serious, and results in three occurrences. Three days with no report is considered a voluntary resignation.
  - Occurrences are in effect for the entire calendar year.

# Attendance Policy

- Employee-owners who receive the following number of occurrences, after utilizing their five "Employee Owner Days" within a calendar year will be subject to the following Corrective Action steps:
  - 1 Occurrences = Verbal Warning, documented with warning form
  - 3 Occurrences = Written Warning, documented with warning form
  - 5 Occurrences = Suspension and an acceptable written Personal Decision Statement, possible for mandatory EAP referral
  - 7 Occurrences = Termination

## Employee Security Badge Policy

- Every person who enters Nosco, Inc. must wear a badge and display it clearly. Displaying the badge is important in order to have instant visual identification of unauthorized personnel. There are five (5) categories of badges:
  - Employee Photo ID
  - Visitor
  - Temporary Employee
  - Contractor
  - Security
- The Nosco, Inc. employee who is hosting the visitor, temporary employee or contractor has the responsibility to assure that the proper badge is issued and displayed.

# ADP

This is our employee data system, in which you will have access to do the following:

- View your pay, timecard
- Request time off
- Complete your Onboarding Document sign-offs, if you haven't already
- Enroll in Direct Deposit
- Update tax information
- Enroll in benefits for new hire and open enrollment







HOLDEN INDUSTRIES

2022

# Benefits

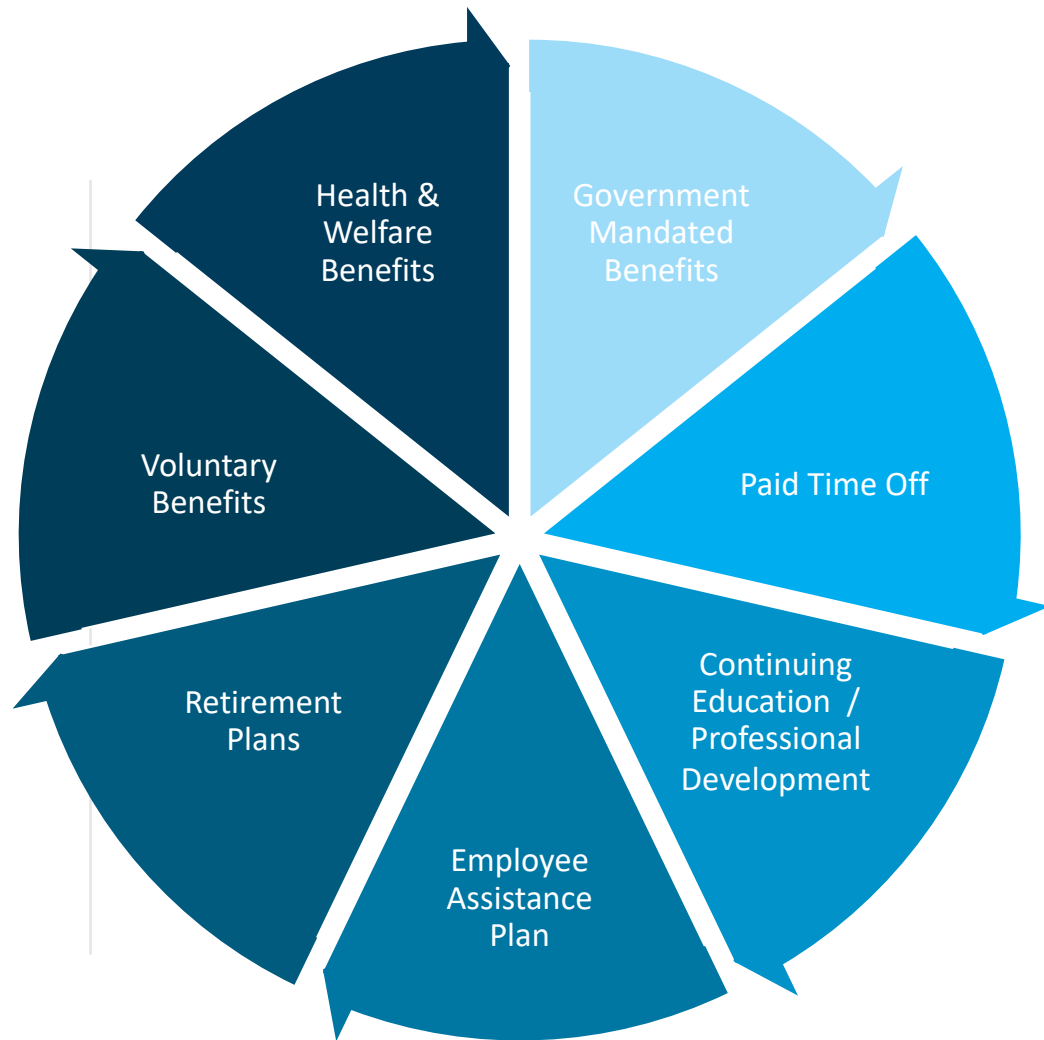
**Encompass** *life*  
COMPENSATION • BENEFITS • RETIREMENT

 **Nosco**<sup>®</sup>  
complete packaging | individual solutions

## Retirement Plans

Holden helps you build resources for retirement through:

- 401(k) – both pretax and Roth after tax
- Employee Stock Ownership Plan – as an employee you become a beneficial owner in the company
- Eligibility – the first of the quarter following 90 days of employment



# Holden Health Plan Options

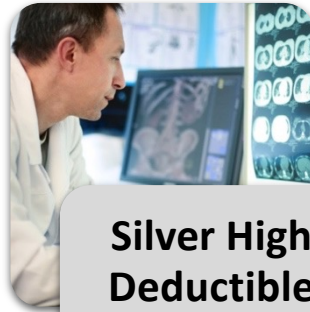
1



**PPO + Health  
Contribution  
Account**



2



**Silver High  
Deductible  
Plan + Health  
Savings  
Account**



3



**Bronze High  
Deductible  
Plan + Health  
Savings  
Account**

# Voluntary BCBSIL Dental Plan & EyeMed Vision

	Holden BCBSIL Dental
<b>Annual Maximum</b>	\$1,000
<b>Deductible</b>	
Employee	\$50
Family	\$150
<b>Preventive Services</b> (i.e. exams, x-rays)	100%
<b>Basic Services</b> (i.e. minor restorative, extractions, oral surgery)	Deductible, then 80%
<b>Major Services</b> (i.e. crowns, dentures, bridges)	Deductible, then 50%
<b>Orthodontia</b>	50%, \$1,000 lifetime max (up to Age 19)



If you enroll in any medical plan option, you are also automatically enrolled in the EyeMed vision plan

**Once Every 12 Months Receive The Options Below**

Eye Exam: \$10 Copay

Single Vision or Bifocal Lens: \$25 Copay

Contact Lenses: \$0 Copay | \$130 allowance

**Once Every 24 Months Receive One Of The Two Options Below**

Frames at Target Optical or Sears Optical: \$0 cost for the first pair

Frames purchased elsewhere: \$0 copay | \$150 allowance | 20% off balance over \$250

**40% off Amplifon Hearing Care Exam**



# Group Coverage (no cost to you)

- Short Term Disability & Long Term Disability
- Life /Accidental Death & Dismemberment
  - \$50,000
- Employee Assistance Program (EAP) through Aetna
  - Counseling - 5 no cost sessions per issue per year
  - Financial – 30 minute consultation per financial matter
  - Legal – 20 minute no cost in person consultation per year, 25% discount on additional fees
  - Daily life assistance resources (i.e. child care and elder care, household services, etc.)
  - Confidential 24-hour access





*Thank You!*

LET'S WORK TOGETHER.