



COLLECTIVE BARGAINING AGREEMENT

Between



And

COMMUNICATION WORKERS OF AMERICA

AND ITS LOCAL

CWA LOCAL 1101

**AGREEMENT BETWEEN
SANKY COMMUNICATIONS, INC AND
CWA LOCAL 1101**

March 31, 2026

Effective March 31, 2026 to March 31, 2028

AGREEMENT

THIS AGREEMENT is made and entered into effective March 31, 2026 by and between Sanky Communications (the “Employer”) – as previously located at the time of recognition at 368 9th Avenue, Suite 12-102 New York, New York 1001 (hereinafter referred to as the “New York location”) and the Communications Workers of America, AFL-CIO, Local 1101 (hereinafter referred to as the “Union”).

ARTICLE I. RECOGNITION

The Employer recognizes the Union as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of work, and other conditions of employment for non-supervisory employees including, Copywriter, Data Insights Manager, Designer, Digital Specialist, Direct Mail Specialist, Email Developer, Junior Copywriter, Junior Designer, Paid Media Assistant, Paid Media Manager, Production Design Assistant, Production Designer, Project Manager, Proofreader/Integrated Specialist, Senior Copywriter, Senior Designer, Senior Production Designer, Web Developer, and Web Producer and any title created in the future doing substantially the same work as those titles covered by this Agreement, provided that the duties of the new position are not strictly supervisory, confidential, or managerial as defined by law.

Excluded from the bargaining unit: All supervisors, managers, confidential employees, and guards, as defined in the National Labor Relations Act.

ARTICLE II. UNION SECURITY

Effective thirty (30) days following the effective date of this Agreement, it shall be a condition of employment that all employees of the Employer who perform work covered by this Agreement at the Employer’s New York facility shall become or remain members in good standing of the Union or pay or tender to the Union amounts which are the equivalent of periodic Union dues.

The foregoing shall be subject to any prohibitions or restrictions contained in the applicable state laws.

ARTICLE III. PAYROLL DEDUCTION OF DUES

The Employer agrees to deduct each pay period from the wages of employees who are members of the Union and who have signed authorization cards in the form annexed to this Agreement, the prescribed Union dues and initiation fees levied in accordance with the constitution and by-laws of the Union. This authorization shall continue in effect until canceled by written notice from

either the Secretary-Treasurer of the Union or the employee as set forth in the Payroll Deduction Authorization for Union Dues card.

The Employer also agrees to electronically remit the amount so deducted to the designated representative of the Union monthly by the final working day of the subsequent month and to furnish the Union a list of employees for whom such deductions have been made and the amount of each deduction.

The Union shall indemnify and hold the Employer harmless against all claims, suits, orders, judgments, or other forms of liability which may arise against the Company out of or by reason of the deductions provided for in this check-off Article, the payment of the same to the Union or any other action taken or not taken by the Company.

ARTICLE IV. NO STRIKES OR LOCKOUTS

During the term of this Agreement, or any extensions or renewals thereof, it is hereby agreed that except as otherwise provided elsewhere in this Agreement and this Article no dispute or breach of this Agreement, which may be caused by any of the parties hereto, shall be the occasion for or cause of any lockout, strike, work slowdown, or work stoppage during the term of this Agreement. The Employer expressly agrees that it will not lock out its employees covered by this Agreement.

The Union shall not cause, sanction, or support any strike, including sympathy strikes during the term of this Agreement, or any extensions or renewals thereof. Further, neither the Union nor any of its members or representatives, nor any employee, shall call, cause, authorize, instigate, participate in, aid, condone, encourage, ratify, or engage in any stoppage of work, sit-down, stay-in, or other strike, picketing, walk-out, or slowdown, or other interference with the Employer's business, or publicize by any means whatsoever that the Employer is unfair (an individual's opinion posted on a social media platform shall not constitute a violation of this provision) or that there is a dispute between the Employer and any labor organization, or prevent or attempt to prevent, the access of any person to the Employer's premises for any reason whatsoever, or interfere, or attempt to interfere, with the Employer's clients, materials, equipment, or business for any reason.

The Union shall, upon notice from the Employer, immediately direct any employee engaged in a prohibited strike to return to work.

Any employee who violates this Article shall be subject to disciplinary action, up to and including discharge, at the sole discretion of the Employer. An employee disciplined or discharged for an alleged violation of this Article shall have the right to submit to the grievance and arbitration article of this agreement solely on the issue of whether the employee engaged in conduct constituting a strike or other prohibited activity in this Article. The arbitrator shall have no authority to review the appropriateness or severity of the discipline imposed, nor to substitute

their judgment for that of the Employer. The burden shall be on the Employer to establish only by a preponderance of the evidence that the employee engaged in conduct prohibited by this Article.

In the event of any alleged violation or violations of any provision of this Article, either party hereto shall have the right to pursue any legal or equitable remedies with respect thereto to which it may be entitled in a court of competent jurisdiction.

ARTICLE V. JUST CAUSE/DISCIPLINE AND DISCHARGE

No Employee, who has completed probation, shall be disciplined or discharged except for just cause.

New hires shall serve a probationary period of ninety (90) calendar days, during which the Employer shall have the right to terminate the employee with or without just cause and such termination shall not be subject to the grievance and arbitration provisions of this Agreement.

To the extent practicable, a Union representative will be notified in advance of any formal disciplinary meetings and may attend any such meetings or investigatory interviews that might lead to disciplinary action for the employee. The representative may be of the employee's choosing unless having a particular individual's attendance would hinder or delay the investigation.

The Employer shall provide a written notice to the designated Union Business Agent of disciplinary actions taken against an employee rising to the level of a written warning or greater to the earliest extent possible but no later than seven (7) days of such action, with the specific facts alleged to constitute just and sufficient cause.

ARTICLE VI. GRIEVANCE PROCEDURE & ARBITRATION

A. Purpose

The purpose of this procedure is to secure an equitable solution to the problems which may arise affecting the terms and conditions of this Agreement. The parties agree that this procedure will be kept as informal as may be appropriate. The grievance procedure and or arbitration shall be the sole and exclusive procedure for the resolution of grievances involving alleged violations of this Agreement.

B. Definition

A grievance, for purposes of this Agreement, shall be any dispute concerning the interpretation, application or claimed violation of a specific provision of this Agreement.

C. Steps of the Grievance Procedure

Step One:

(a) Within fourteen (14) calendar days after the occurrence of the alleged violation or after which the Union should have reasonably known of the violation, the steward shall submit a written grievance to the Human Resources Director or his/her/their designated alternate citing the alleged violations including the contract provision that applies.

(b) The Human Resources Director or his/her/their designated alternate shall schedule and attend a grievance meeting to review the matter with the Steward and the designated Business Agent or his/her/their designated alternate within seven (7) calendar days of receiving the written action. The Human Resources Director or his/her/their designated alternate shall render his/her/their written determination within fourteen (14) calendar days after the meeting.

Step Two:

(a) In the event the grievance is not resolved through Step One, then within fourteen (14) calendar days following the receipt of the written determination of the Human Resources Director or his/her/their designated alternate, the matter may be submitted, in writing, to the Executive Team or his/her/their designated alternative.

(b) A Senior Leadership representative or his/her/their designated alternate, shall schedule a grievance meeting to review the matter with the Union's Local Vice President or his/her/their designated alternate, within fourteen (14) calendar days after the receipt of the submission of the written grievance referenced in subparagraph (a) of Step Two. The Executive Team or his/her/their designated alternate shall render his/her/their decision, in writing, within fourteen (14) calendar days after the meeting.

If the grievance is not settled after Step 2, the Union may, within thirty (30) calendar days after receipt of the decision at Step Two, submit a written notice of intention to arbitrate to the Employer.

The time limits herein shall be considered conditions precedent to advancement to the next Step and/or arbitration. Failure by the Union and/or the aggrieved employee at any one step of this procedure to appeal within the specified time limits shall be considered acceptance by the Union and the aggrieved employee of the decision rendered at the prior step.

All time limits herein may only be extended or waived by mutual agreement confirmed in writing between the Union and Employer.

D. Arbitration

If the grievance is properly appealed to arbitration, representatives of the Employer and the Union shall select an arbitrator as set out below.

Upon providing notice of intent to arbitrate, as set out in the preceding article, the Union or Employer may submit a demand for arbitration to an individual identified by the Employer to receive such demands and simultaneously request from the American Arbitration Association a panel of seven (7) arbitrators who are members of the American Academy of Arbitrators. The parties will promptly proceed with selecting an arbitrator and scheduling a hearing. If the Union does not timely submit a demand for arbitration, the grievance will be deemed settled in accordance with the Employer's disposition in Step 2.

The decision of the arbitrator shall be final and binding on the Employer and the Union without either party waiving its right to a court review. The arbitrator shall have no authority to expand the grievance beyond the written grievance the parties have submitted for arbitration. The arbitrator shall only have the authority to determine whether the Employer or Union has violated a specific provision of this Agreement. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or imply things into the provisions of this Agreement, or impose upon any party hereto a limitation or obligation not provided for in this Agreement.

The fees and expenses of the arbitrator, including transcripts (if transcripts are agreed upon), shall be shared equally by the Employer and the Union.

ARTICLE VII. UNION REPRESENTATION

The Union shall keep the Employer informed of the names of individuals employed by the Employer who are designated as Union Stewards.

The Union and Employer agree that the Employer's workforce is primarily remote and, as a result, employees are not always on site at the Employer's New York location. To the extent employees are on site and the Union seeks to visit the Employer's New York location, the Union agrees to give the Employer reasonable advance notice of its intent to visit the workplace facility and Union representatives will comply with all Company safety policies during such visits and will not interfere with the Employer's operations.

The Employer shall provide the Union with a bulletin board in each workplace where bargaining unit employee(s) are required to report to work. The bulletin board shall be posted in a breakroom or similar area where the Employer usually posts notices. The Employer reserves the right to review all materials intended for posting on the Union bulletin board prior to their placement, to ensure the content is appropriate and complies with the terms of this Agreement.

Union Stewards shall be granted time off with pay upon reasonable notice when attending grievance meetings with management during working hours. It is understood that other Steward activities will be conducted outside of working hours unless circumstances do not permit, in which case the Steward will make every effort to minimize the invasion of work time.

If the needs of the business allow and the Union has given at least one week of notice, bargaining unit employees shall be excused without pay to attend to the business of the Union. There shall be no effect on a bargaining unit employee's seniority or benefits as a result of their excused absence without pay under this provision.

The Employer will allow up to one (1) bargaining unit member time off with pay to attend negotiations for a successor Agreement. The Employer will allow a second bargaining unit member to attend negotiations without pay.

ARTICLE VIII. LABOR-MANAGEMENT COMMITTEE

The Parties agree to establish a Labor-Management Committee (LMC) and to participate in labor-management meetings consisting of two (2) union representatives and two (2) representatives of management. The LMC will meet once every quarter upon a mutually agreeable date to discuss significant issues facing the Employer and the bargaining unit. The Parties may, however, mutually waive a meeting date. The purpose of this committee shall not be to negotiate, nor to serve as a substitute for the grievance procedure. The Union or the Employer shall be granted the opportunity to request additional meetings as needed.

Participants in the LMC will be compensated for their time spent attending the LMC meeting (which shall be paid at the employee's regular rate of pay in the case of non-exempt employees or treated as paid "official time" for exempt employees). Time spent in such meetings shall not be considered time worked for the purposes of overtime.

Discussions of the LMC do not obligate either party to agree to any suggestions or proposals discussed, but the parties agree to work collaboratively and professionally toward the common goal of supporting and improving Sanky Communications Inc.

ARTICLE IX. EMPLOYEE HANDBOOK

A. Handbook and Policies

The policies and benefits set forth in the Sanky Communications Employee Handbook shall apply to bargaining unit members on the same terms and conditions as set forth in the Employee Handbook, except where this Agreement specifies otherwise.

If the Employer intends to modify, change, or eliminate any policies outlined in the handbook, it will provide the Union and its members with advance written notice as early as practicable before implementation.

At the Union's request, such changes will be discussed at the Labor-Management Committee (LMC) subsequent to implementation.

The Employer's decisions regarding the content of the employee handbook, including any modifications, changes, or eliminations of policies, shall remain solely within the Employer's authority and, as such, are not subject to the grievance or arbitration procedure of this Agreement to the extent that they do not conflict with this Agreement or applicable law.
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B. Return to Office

Prior to any mandatory return-to-office requirement, the Employer shall provide employees and the Union with at least thirty (30) calendar days' written notice and will discuss with the Union the terms and conditions of the return-to-office mandate.

ARTICLE X. SEPARABILITY

Should any part hereof or any provision herein contained be rendered or declared illegal, invalid, or an unfair labor practice by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, or by decision of any authorized government agency, including the National Labor Relations Board, the parties shall meet and negotiate with respect to substitute provisions for those parts or provisions rendered or declared illegal, invalid, or an unfair labor practice.

ARTICLE XI. SAFETY AND HEALTH

The Employer, Union and employees recognize the importance of maintaining high standards of safety and health to prevent injury and illness. Each employee has the primary responsibility to observe practices of health and safety. The Employer may establish safe working and operating practices and guidelines to ensure employee and public safety. The Employer is responsible for providing a safe work environment for its employees at any New York, New York office location and for ensuring that employees comply with the Employer's established safety rules and standards, including enforcing all such rules and standards. The Employer, however, bears no responsibility or obligation for the health and safety of its employees to the extent those employees work remotely at locations not controlled by the Employer, unless applicable federal, state and local rules apply. Employees are responsible for abiding by the rules and regulations that govern safe working conditions.

Nothing in this Agreement shall be construed to imply that the Employer is responsible for or obligated to address the health and safety conditions within employees' homes while they are working from home.

ARTICLE XII. PERSONAL DAYS

In addition to paid vacation days and holidays, the Employer will offer employees two (2) personal days a calendar year. Employees shall, to the extent possible, provide reasonable advance notice.

Personal days can be taken in half and full day increments and must be communicated with the employee's Direct Manager and appropriately documented in Justworks or similar application.

Personal days are not accruable from one year to the next and will not be paid out upon resignation/termination.

During an employee's first partial calendar year of employment, personal days will be prorated after the probationary period. Personal days will be prorated proportionately for regular employees who work 25 hours or more.

ARTICLE XIII. PARENTAL LEAVE

Regular full-time and part-time employees who work at least thirty (30) hours a week are eligible to take paid parental leave ("PPL") leave for the birth or adoption and/or fostering of a child. The leave is available to both parents, regardless of gender, for up to one year from the time of the birth, or the earlier of the date of adoption or adoption leave commencement. Employees may use PPL for the rest, recovery, care, and bonding associated with bringing a child into an employee's home. Employees who have been with the Employer for twelve (12) months or longer are eligible for ten (10) weeks of PPL for vaginal birth, adoption and/or foster placement and twelve (12) weeks for a caesarean birth.

If both parents are employed by the Employer at the time of birth, placement, or adoption, both parents are eligible for PPL but must coordinate leave requests with their respective supervisors and the HR manager to ensure appropriate staffing plans are made.

Parental leave may be used on an intermittent basis for up to one year from the time of the birth, or the earlier of the date of adoption or adoption leave commencement, and will be in addition to any short-term disability insurance the employee may be entitled to and is inclusive of all paid holidays.

Multiple births, foster placements, or adoptions at the same time do not increase the length of parental leave.

In the event that the employee has given birth, the number of weeks of PPL will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Employees are responsible for understanding and obtaining any leave benefits made available to them in the state where they reside. Employer will provide full pay as outlined above less the amount of any PPL benefit provided at the local level.

Employees will continue to receive all employee benefits previously provided to the extent allowable per health coverage provider guidelines.

If an Employer-paid holiday(s) occurs while the employee is on PPL, such holiday(s) will not extend the total paid parental leave entitlement, and the employee will not receive additional holiday pay.

Upon resignation/termination of the individual's employment with Employer, the employee will not be paid for any unused PPL.

As per existing remote work policies, employees not using the PPL benefit are expected to have reliable child care during work hours, and they are responsible for communicating with their manager about any lapses in that care that could impact work hours.

Employees are expected to notify their manager and HR of their parental leave plans as soon as reasonably possible but not less than forty-five (45) days in advance of their proposed date of leave for birth, adoption or fostering (or if the leave was not foreseeable, as soon as possible) to allow sufficient time to arrange for work coverage.

Employees are responsible for communicating with their supervisor as soon as possible regarding changes to the information provided in the anticipated dates section of the form. Changes include the date of birth or placement, date use of PPL begins, date use of PPL ends, and type of PPL.

With respect to family leave, the Employer will follow its policy as set forth in its handbook: State and local family leave policies, including:

NJ: <https://nj.gov/labor/myleavebenefits/worker/fli/>

NJ: <https://nj.gov/labor/myleavebenefits/worker/tdi/>

NY: <https://paidfamilyleave.ny.gov/2026>

NY: <http://www.wcb.ny.gov/content/main/DisabilityBenefits/employee-disability-benefits.jsp>

CA: <https://edd.ca.gov/Disability/>

CA: <https://edd.ca.gov/disability/paid-family-leave/>

CO: <https://famli.colorado.gov/individuals-and-families>

MA:

<https://www.mass.gov/info-details/paid-family-and-medical-leave-pfmloverview-and-benefits>

ARTICLE XIV. LEAVE FOR JURY DUTY

Employees on jury duty will be paid for up to five days as long as they adhere to the following guidelines. The employee must notify their supervisor in advance when called to jury duty. Employees are required to provide a court summons at the start of jury duty and submit proof of service upon completion of jury duty. Employees are permitted to review this policy on Justworks.

ARTICLE XV. BEREAVEMENT LEAVE

Regular full-time and part-time employees shall be eligible for bereavement leave. Specifically, an employee who is scheduled to work shall be excused from work because of a death in his/her/their immediate family.

For purposes of this section, immediate family includes the employee's spouse, domestic partner, child, sibling, step relations, and legal guardian relations. If excused, the employee shall be paid an allowance for the hours the employee is regularly scheduled to work at the employee's hourly base rate of pay for each day excused, for not more than five (5) days.

Further, employees shall receive two (2) days of paid bereavement leave to attend the funeral of a grandparent, grandchild, significant other, in-law, aunt, including niece, nephew, cousin, or pet.

An employee, however, is generally not eligible for bereavement leave when on an approved leave of absence, whether paid or unpaid.

In the event of pregnancy loss, an employee shall be entitled to bereavement leave in the amount of five (5) days.

ARTICLE XVI. HOLIDAYS AND VOLUNTEER DAYS

Full-time and part-time salaried employees and full-time hourly employees shall be eligible for paid holidays immediately upon hire.

The holidays shall be as follows:

New Year's Day	Independence Day
Martin Luther King Jr.'s Birthday	Christmas Day
President's Day	Labor Day
Memorial Day	Juneteenth
Thanksgiving Day and Friday	Indigenous Peoples' Day

In addition to the above Holidays, one additional floating holiday may be taken during the calendar year. All other religious observance days must be taken as part of the employee's allotted vacation or personal days. Employer will grant a half day on Christmas Eve.

*New Year's Eve is one of the busiest and most important days of giving throughout the year. When New Year's Eve falls on a weekend, a handful of team members will be needed to support client work. Employees will be compensated with PTO. For example, if an employee works for half a day on a New Year's Eve Saturday, they will receive 1.5 comp days to be taken at a future date.

If the above Holidays cannot be granted due to needs of the business the Employer will grant the employee a comp day (or half day in the case of Christmas eve) of the Employer's choice, to be taken within 30 days from the date of the original Holiday.

Additionally, employees will be given one half day in January at a date of the Employer's choosing subject to the needs of the business and staffing.

Between Memorial Day and Labor Day, the agency will close no later than 1pm EST on Fridays. If client needs make it necessary for work to be completed after 1pm EST on Fridays, the Employer may require one or more employees on the account to stay or be accessible to be recalled, if needed. In the event an employee is required to stay or is recalled to work, they shall receive a prorated compensatory day off the following week of the Employer's choosing provided it does not conflict with client meeting or needs.

With respect to all half days, the Employer reserves the right to make decisions regarding coverage to ensure the Employer meets all client needs. Such decisions are not subject to the Parties' grievance and arbitration procedure.

Employees shall also be eligible for one (1) volunteer day pursuant to the Employer's policy governing volunteer days.

ARTICLE XVII. REMOTE WORK STIPEND

The Employer will offer a \$50 monthly stipend to reimburse for work expenses approved by the Employer including but not limited to desk, ergonomic desk chair, footrest, desk lamp and light bulbs, headset, printer, file cabinet, webcam, mouse, monitor, keyboard, laptop stand, calendar, pens, paper, notebooks, ink, printer paper, and co-working pass and an additional \$20 per month for Internet/Bandwidth supplement. Effective upon ratification on a prospective basis, larger purchases can use prior months' unused stipends within the calendar year as well as be applied to future monthly allowances within the calendar year, if approved by management.

ARTICLE XVIII. PROMOTIONS

A. Promotions

It is the Employer's policy to select well-qualified individuals to perform the many tasks necessary to achieve the mission of the Employer. The Employer and the Union agree that an essential element in selecting individuals to hire or promote is the good faith effort of the Employer to advance equal employment opportunity to all employees.

The Employer and Union further agree performance related feedback is a fundamental ingredient in the creation of an effective working relationship between the Employer and employees. Employees should feel free to suggest changes or improvements to their designated assignments to improve efficiency, or to seek clarification or direction on how to fulfill the needs of the department.

The Employer affirms it will continue to provide all employees with advancement opportunities that are consistent with individual performance and skill development, as well as the business needs and any financial constraints of the Employer. To that end, if the Employer needs to fill an open bargaining unit position, it shall announce via email or other similar method to bargaining unit employees and post the open position on Justworks or any platform the Employer may utilize in the future, including Sanky Communications' website, to allow for internal applicants to seek the position. If a job is posted, employees who are interested in the position should reach out to the HR director to set up a meeting with the appropriate department head. The Employer shall give consideration to existing employees that might be capable of performing the job, with the understanding that the final decision in selecting a candidate rests solely with the Employer. This provision shall not be construed to impose a requirement that the Employer interview or consider any internal candidate who might express an interest in the position. The decision to list a job posting or make any hiring or promotion decisions shall not be subject to the Parties' grievance and arbitration procedure.

The Employer shall conduct performance reviews annually. Additionally, with each annual review, employees will receive a list of potential future roles, if any, written feedback regarding performance-related improvements necessary to qualify for such a position, and an assessment of a possible timeline based on current and potential client needs. If the Employee meets the benchmarks discussed in the previous year's annual review and qualifies for a promotion, but

there is no position available at the time, the Employer may provide compensation beyond that specified in this Agreement. Promotion would not be guaranteed.

Article XIX. Hours of Work

A. Work Hours

The standard work week shall consist of Monday through Friday 9:30am-5:30pm EST, and the standard workday shall be 8 hours per day, including a one-hour paid meal period.

B. Flexible Work Schedule

A flexible work schedule is an alternative to the standard work week as defined above. It allows employees to vary their start/end times. Employees may make a written request for a flexible schedule. The request shall state the proposed new schedule and working hours, the reasons why the new schedule is needed and the duration the new schedule will last. The request will be made to the employee's supervisor and the HR Representative or their designee. The decision to grant or deny such a request is not subject to the grievance and arbitration procedure.

C. Timekeeping

To ensure the Employer is appropriately staffing client matters and utilizing resources appropriately, the Employer reserves the right to implement a timekeeping system for employees to log or record time spent on client matters. Timekeeping data shall be used solely for business purposes, including billing, performance tracking, and compliance. The Employer agrees to provide the Union with reasonable notice in advance of implementation of this timekeeping policy and to consult with the Union regarding the scope, procedures, and expectations for the timekeeping policy. The decision to implement or modify this timekeeping policy shall not be subject to the Parties' grievance and arbitration procedure. This prohibition, however, does not preclude the use of the grievance or arbitration procedure for discipline issued pursuant to this policy.

ARTICLE XX. VACATION

Vacation time must be cleared with the Employee's supervisor and HR Director in writing. Vacation time will not be approved unless all PTO is up to date in Justworks. Members of the same team are strongly discouraged from taking vacation at the same time. Vacations will be posted on the Justworks calendar.

Part-time employees who work 25 hours per week or more will be entitled to prorated vacation time. All vacation is based on calendar year calculations.

Full-time employees should refer to the following vacation entitlement:

First partial year of employment – the employee will receive 10 prorated vacation days (prorated by start date). Vacation is allowed to be used after the three-month review period.

Beginning in employees' second full year of employment, employees shall be eligible for their full allotment of vacation days, as specified below, beginning January 1 of said year.

First full year employment: 10 days

2nd full year: 15 days

3rd full year: 18 days

4th full: 20 days

10 years beyond: 22 days

Mid Level staff will start with 15 days of vacation and will be eligible for additional vacation according to the schedule above.

Senior staff will start with 20 days of vacation and will be eligible for additional vacation according to the schedule above.

Staff requesting more than two consecutive weeks of vacation at any time during the year must receive executive staff approval. Up to five remaining vacation days may be carried over to the following year. These rollover days must be used in the rollover year and will not be paid out upon resignation/termination.

The Employer will pay out any accrued but unused vacation time upon an employee's departure.

ARTICLE XXI. WAGES

Effective the first payroll period following ratification of this Agreement, each employee shall receive a 1.5% salary increase applied to their base rate of pay at the time of ratification. In addition, each employee shall receive a one-time fixed pay increase totaling seven hundred dollars (\$700.00) upon ratification. Each employee shall then receive a one-time fixed pay increase totaling six hundred dollars (\$600.00) six months following ratification. This amount shall be prorated and incorporated into regular payroll cycles over the course of the year. It shall not be issued as a lump sum payment. If an employee separates from employment – whether

voluntarily or involuntarily – prior to the full distribution of the pay increase, such employee shall not be entitled to any unpaid portion of that increase. Employees' new base rate of pay shall include the 1.5% and the \$1300 fixed pay increase.

Beginning one year after the implementation of the above described payment, employees shall receive a salary increase of 3% percent applied to their base rate of pay.

ARTICLE XXII. SICK DAYS

Eligible employees who are in the bargaining unit on January 1 of any calendar year shall receive eight (8) days of Sick Leave on January 1 of each year. Eligible employees who enter the bargaining unit after January 1 shall receive one day of Sick Leave for each full month remaining in the calendar year.

Part-time employees are eligible for up to 40 hours of sick time per year with pay which will be available for use beginning on the date of hire.

Individuals are expected to contact their supervisor (call, email, instant message via Slack or any future electronic platform) as early as possible in the morning to report being sick and post to their Slack status. Unused sick time for the calendar year will be paid out upon resignation or termination of employment.

The Employer will comply with all state and local laws related to sick leave.

ARTICLE XXIII. HEALTH AND DENTAL BENEFITS

See Side Agreement dated 9/23/25 regarding the Employer contribution to health benefits for 2026.

The Employer shall increase its monthly contribution a minimum of 5.5% for the health plan year beginning November 1, 2026.

Dental Insurance:

The Employer shall reimburse full-time salaried employees for dental expenses, including orthodontic and cosmetic dental procedures, up to a maximum of one thousand four hundred and fifty dollars (\$1,450) per calendar year. There shall be no carryover of unused funds from one calendar year to the next, and no cash payment shall be made for any unused portion of the annual reimbursement amount.

ARTICLE XXIV. RETIREMENT BENEFITS

The Employer may contribute, in its sole discretion, up to three percent of the employee's gross annual income to their 401(k) on an annual basis, in October of the calendar year following the plan year.

ARTICLE XXV. LAYOFFS AND SEVERANCE

A. Layoffs

If the Employer has a need to reduce its workforce through layoffs it shall provide the Union with seven (7) calendar days advance notice of its intention to lay off bargaining unit employees. The notice shall include the number of employees the Employer has scheduled for layoff for each job classification. If applicable, the Employer shall also provide notice of the particular team(s) affected by the scheduled layoff. The selection of employees for layoff is a management decision based on skill sets, ability, experience, seniority, and current client roster.

B. Severance

Employees who are laid off shall receive the following severance, conditioned upon the employee executing a release of claims in a form to be determined by the Employer:

Length of Service Severance Pay Continuation of Benefits:

- New hire up to 90th day of employment: No severance.
- Through 90-day Probationary Period but less than one (1) year: Two (2) weeks of salary. The Employer will reimburse employee the equivalent of the full cost of the Employer's share of the COBRA premium for two months (upon receipt of documentation of premium payment)
- One (1) year or more of service: Two weeks of salary plus one week of salary for each full year of service, combined for up to a maximum not to exceed six (6) weeks of salary. The Employer will reimburse employee the equivalent of the full cost of the COBRA premium for two months (upon receipt of documentation of premium payment)

Such severance shall not be in the form of a lump sum payment and will instead be paid to the employee as part of regular payroll payments following the execution of a release.

C. Recall

The unit Employees who have been laid off shall have recall rights from the position they were laid off for a period of two (2) months from the date of their layoff. Unit Employees laid off will

get priority consideration when and if the Employer hires for like and or similar jobs for which the employee is demonstrably qualified during this 2-month period.

A like and/or similar role includes the same position/job title or a role at the same level within the Employer with substantially similar job functions and responsibilities. It shall be the responsibility of the laid off employee to have a current email address on file with the Employer. If a laid off employee fails to respond to a job offer within five (5) business days and reports within an additional two (2) business days of the Employer sending an offer via the most current email address on file, then the laid off employee shall forfeit their recall rights. The Employer may at its own discretion extend the timelines for a recalled employee to report.

ARTICLE XXVI. EQUAL EMPLOYMENT OPPORTUNITY

It is Sanky's policy to provide equal opportunity to all individuals in all aspects of employer/employee relations without regard to age, race, color, religion, creed, gender, national origin, predisposing genetic characteristics, marital status, sex, sexual orientation, gender identity and expression, disability, military status, familial status, domestic violence victim status, citizenship status, pregnancy and maternity, or any other legally-protected basis (collectively "protected status").

This policy affects decisions relating to, but not limited to, recruiting, hiring, promotions, terminations, working conditions, benefits and privileges of employment, and compensation.

Moreover, it is Sanky's policy to comply with applicable local, state, and federal statutes concerning equal employment opportunity. Government Equal Employment Opportunity notices and/or postings will be displayed at the workplace and/or mailed to remote employees as appropriate.

A copy of the Employer's Equal Employment Opportunity Policy is available to all employees upon request.

Americans with Disabilities Act Policy Statement: Sanky is committed to complying with all applicable provisions of the Americans with Disabilities Act (the ADA). It is Sanky's policy to not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of an individual's disability or perceived disability so long as the employee can perform the essential functions of the job.

A copy of the Employer's ADA Policy is available to all employees upon request.

Prohibition on Harassment

Sexual harassment is not permitted. Sanky is committed to maintaining a work environment that is free of discrimination or harassment. All employees are expected to comply with Sanky's policy prohibiting harassment.

ARTICLE XXVII. SUCCESSORSHIP

In the event the Employer sells or merges, the Employer will notify the potential purchaser of the existence of the Union and its bargaining unit.

ARTICLE XXVIII. MILITARY LEAVE

The Employer shall provide employees who serve in the armed services with all rights and privileges afforded to them by the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and any other applicable federal and state laws.

Employees must provide HR notice of their need for leave under this provision as far in advance as is reasonable under the circumstances.

Time spent in such service shall be considered time with the Employer in computing severance pay, vacation, and all other benefits which depend in whole or in part upon the length of service with the Employer.

ARTICLE XXIX. TIME FOR VOTING

Employees are eligible for up to two hours of paid time off to vote if they do not have four consecutive hours to vote either from the opening of the polls to the beginning of their work shift, or four consecutive hours between the end of a working shift and the closing of the polls.

ARTICLE XXX. MANAGEMENT RIGHTS

The Employer shall remain vested with full and exclusive control of the management of operation of the business and with the discretion and supervision of the working forces, including its right to fire, suspend or discharge employees for just cause; to hire, layoff, or furlough employees; to transfer employees, temporarily or permanently, to new duties; to relieve employees from duty because of lack of work or for other legitimate reasons; to schedule its operations; to extend, limit, curtail or re-schedule its operations when, in its sole discretion, it may deem it advisable to do so, except as specifically set forth otherwise in this Agreement; to alter, extend, reduce or

discontinue existing programs, groups, equipment, facilities, and locale of operations; to determine or modify the type of personnel to perform duties; to determine or modify the number, qualifications, scheduling, responsibilities and assignments of Unit employees; to assign work locations; to determine how and when and by whom services are delivered; to contract out or subcontract work performed by bargaining unit members; to evaluate and determine the timing, content, criteria and procedures of Unit employee evaluations; to increase or decrease the workforce; to utilize current and new technologies to the fullest extent possible; and to establish and require Unit employees to observe the Employer's rules and regulations.

The above listing of management rights is not intended to be exhaustive and does not exclude other management rights not specified herein, nor shall the exercise or non-exercise of rights constitute a waiver of any such rights by the Employer.

No action taken by the Employer with respect to management rights shall be subject to any grievance procedure or collateral suit unless the exercise thereof violates an express written provision of this Agreement.

ARTICLE XXXI. TERM OF AGREEMENT

Section I.01 This Agreement will take effect March 31, 2026 and will expire two (2) years from the date of ratification of the first contract.

Section I.02 This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

Section I.03 Any letter of understanding or supplemental agreement into which the Employer and Union enter will not be considered a part of this Agreement and is not subject to the grievance and arbitration procedure hereof, unless specifically provided in such letter of understanding or supplemental agreement.

Section I.04 Wherefore, the undersigned authorized representatives of their respective principals agree to be bound by the terms of this collective bargaining agreement.

Type text here.

Signed:

W. STEFANDEL Date: 4-1-2026
FOR CWA LOCAL 1101

W. Stefan
PRINT

[Signature] Date: 4/1/2026
FOR SANKY COMMUNICATIONS

Harry Lynch
PRINT

MEMORANDUM OF UNDERSTANDING

BETWEEN

SANKY COMMUNICATIONS, INC.

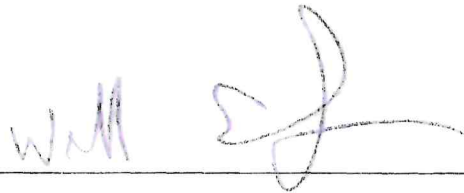
AND

COMMUNICATION WORKERS OF AMERICA, LOCAL 1101

On this day March 31, 2026 Sanky Communications, Inc. ("Employer") and The Communication Workers of America and its Local 1101 ("Union") enter into this Memorandum of Understanding. The Employer and Union hereby agree to the terms and conditions specified in the (Union's/Employer's) last contract proposal for a collective bargaining agreement between Sanky Communications and The Communication Workers of America Local 1101 presented to the (Employer/Union) on March 31, 2026 subject to ratification of the bargaining unit employees.

For the Union:

Signed: _____



Date: _____

3/31/2026

Print: _____

WILLIAM STEFANDEL

For the Employer:

Signed: _____



Date: _____

4/1/2026

Print: _____

Harry Lynch