



Bioventus LLC
EMPLOYEE HANDBOOK
For U.S. Based Employees

We are delighted that you are a part of the Bioventus team and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further **Bioventus'** goals.

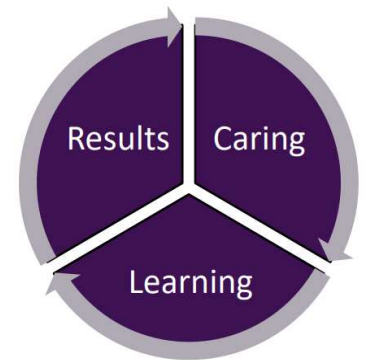
To ensure your success, we feel it is important that all employees understand our fundamental internal processes and procedures that support our company. This Employee Handbook will familiarize you with the various aspects of working with us.

Our Vision – To be the global leader in Innovations for Active Healing.

Our Mission –To partner with the health care community to deliver innovative medical devices and meet the evolving needs of patients, allowing them to resume and enjoy active lives.

Our Culture – Focuses on 3 cultural norms that we strive to live out every day.

1. **Results (Make an Impact)** – We set high goals and drive for results. We believe this creates value, drives growth, and creates opportunities.
2. **Caring (Every Interaction Counts)** – We develop a mutual trust and care about patients, customers, colleagues, and respect differences. We believe diversity of thinking enriches decision making and inclusion.
3. **Learning (Learn through Challenges and Change)** – We continue to learn, grow and make a difference every day. We believe a growth mindset will evolve and improve our organization and ourselves.



Our Employee Value Proposition – At Bioventus, our global business depends on developing our people. We invest in you and challenge you to be the best. Our leaders listen and we value our colleagues for their differences and contributions. Our shared success is in working together to achieve goals and rewards.

It all comes down to our **expectation that Bioventus employees will do the right thing**. There may be times where you need additional guidance to manage your work and balancing time away from work. On those occasions, we encourage you and your manager to use this handbook as a guide to help you identify the correct path forward.

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Purpose of Employee Handbook

This Employee Handbook (“Handbook”) contains information about the employment policies and practices of Bioventus LLC. These policies reflect the Company’s culture principles and we recommend each employee become familiar with information in this Handbook, as it is a valuable reference for helping you understand your job and Bioventus.

This Handbook supersedes all previously issued Employee Handbooks and inconsistent, verbal, or written policy statements made or issued before this Handbook. Except for the policy of at-will employment, Bioventus reserves the right to revise, delete, and add to the provisions of this Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Handbook.

None of our personnel documents and benefit plans, including this Handbook, constitutes, or is intended to constitute, an express or implied contract guaranteeing continued employment for any employee. Not all of our policies and procedures are set forth in this Handbook. We have summarized only some of the most important ones. If you have any questions or concerns about this Handbook or any other policy or procedure, ask your manager or human resources representative.

Nothing in this Handbook or in any other document or policy is intended to violate any local, state or federal law. Nothing in this Handbook or in any other document or policy is intended to prohibit protected conduct or communications relating to employee wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct the employee believes violates any laws or regulations.

Employment at Will

The Company certainly hopes that employees and the Company will find the employment relationship rewarding, satisfying, and mutually beneficial. However, sometimes employment relationships are not always successful or mutually beneficial.

All employment relationships at BIOVENTUS are at-will, which means employment at BIOVENTUS is at the mutual consent of both the employee and the Company. Accordingly, both the employee and the Company can terminate the employment relationship at any time, either with or without cause or advanced notice.

Nothing in this handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period. In addition, only the Chief Executive Officer (CEO) or his/her authorized company representative is authorized to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the CEO or his/her designated representative.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment.

Bioventus employees have the right to engage in or refrain from such activities.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

Bioventus provides equal employment opportunities to all employees and applicants for employment without regard to the person's race, color, religion, sex (including pregnancy and related conditions, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, service in the military or any other consideration projected by federal, state or local laws. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Bioventus expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

If any employee feels they have been subject to retaliation; have questions or concerns about equal employment opportunities in the workplace they are encouraged to bring these issues to their immediate manager, another member of management, a HR representative, or call our Alert Line at 855-311-4148 in the U.S or +1 866-766-9076 outside the U.S. In California, the California Department of Fair Employment and Housing. You can find information about these agencies on the Internet.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, **Bioventus** will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

As part of its commitment to make reasonable accommodations, Bioventus agrees to participate in a timely, good faith, interactive process with any disabled applicant or employee to determine effective reasonable accommodations.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor or the Human Resources Representative, and request the opportunity to participate in a timely interactive process. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them in being able to perform the essential functions of the position they seek or occupy or they hold. The individual with the disability should specify what accommodation he or she needs to perform the job. In considering the requests for an accommodation, the Company will look at a number of factors, including the employee's position and duties, the impact on other employees, the costs involved, the health and safety of other employees and other business needs. The Company will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship on the Company, the Company will make the accommodation. By working together in good faith, the Company hopes to implement any reasonable accommodations that are appropriate and consistent with the Company's legal obligations.

Religious Accommodation

Bioventus respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the business.

Commitment to Diversity

Bioventus is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy, culture principles, the way we do business at Bioventus and is an important principle of sound business management.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Bioventus' commitment to provide a work environment free of sexual and other harassment. To that end, harassment of Bioventus employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Bioventus will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment: "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of **substantially and unreasonably** interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

A true hostile work environment must meet certain legal criteria, according to the U.S. Equal Employment Opportunity Commission (EEOC). An environment can become hostile when:

- Unwelcome conduct, or harassment, is based on race, sex, pregnancy, religion, national origin, age, disability or genetics;
- Harassment is continued and long lasting;
- Conduct is severe enough that the environment becomes intimidating, offensive or abusive.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment: While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

Retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Bioventus.

Complaint Procedure: Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may report the concern directly to your manager, a HR representative, any other member of management with whom you feel comfortable bringing such a complaint or you can confidentially call the Alert Line at 855-311-4148 in the U.S. or +1-866-766-9076 outside the U.S. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals or through the Alert Line at www.StandUp.Bioventus.com .

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred Bioventus will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Protection against Retaliation: No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Conflicts of Interest

Additional information on Conflicts of Interest can be found in the Business Code of Conduct and Business Principles policy located on Bionet.

Conflicts of Interest

Bioventus expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

You should avoid any actual or apparent conflicts of interest. A conflict of interest exists when your personal interest interferes with the interests of Bioventus. A conflict of interest can arise whenever you, as a director, officer, or other employee act or have an interest that prevents you from performing your Company duties and responsibilities honestly, objectively and effectively. Any time a conflict appears, or you are concerned that a conflict might develop, you are required to discuss the matter with your manager or a member of Legal or Compliance. All transactions that would give rise to a conflict of interest involving a director, executive officer, or principal financial officer must be approved by our Board of Directors. Any such approval will not be considered a waiver of this Code.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and the success of Bioventus. Such confidential information includes (but is not limited to) the following: customer lists and contact names and information; customer preferences; marketing strategies; new materials research; pending projects and proposals; plans for new and proposed business and product ideas; proprietary production processes; research and development plans, products and strategies; scientific data; scientific prototypes; technological data; and technological prototypes. All employees are required to sign the Company's Employee Proprietary Information and Inventions Agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment (even if they do not actually benefit from the disclosed information). This obligation shall continue in effect after the employee has left employ. To review their confidentiality and related obligations, employees should review the Employee Proprietary Information and Inventions Agreement.

Nothing in this policy or in the Employee Proprietary Information and Inventions Agreement prohibits employees from reporting in confidence and/or under seal possible violations of federal law or regulation to any attorney, governmental agency or entity, including but not limited to the Department of Justice, the Securities and Exchange Commission, Congress, and any agency Inspector General, or making other disclosures that are protected under the

whistleblower provisions of state and/or federal law or regulation. Employees do not need prior authorization of the Company to make any such reports or disclosures and employees are not required to notify the Company that they have made such reports or disclosures.

Employment Relationship

Access to Employee Files and Employee Data

Employee File Access. Employee files are maintained by the Human Resources department and are considered confidential. The file contains work-related information and information regarding the employee. Managers and supervisors may only have access to employee file information on a need-to-know basis.

An employee's file is considered property of the company and highly confidential. Therefore, these records will not be made available to unauthorized third parties outside of the Company unless the employee has authorized the release, or the release is to an authorized governmental agency, is required by law, or on behalf of the company's investigations process.

To obtain access to his/her records, the employee should contact Human Resources. At no time may an employee remove any documents from their file. Employee file access by current employees and former employees upon request may be permitted within 3 days of the request, unless otherwise state law requires a different period. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information sooner than 3 days. Bioventus will abide by all federal, state, and local laws related to accessing employee files. Most employee files are now stored electronically or within the company's HRIS.

Employee Data. The Company maintains employee records for benefit purposes (as required by law) and as deemed necessary for efficient operation. It is the employee's responsibility to report any changes in his/her status, including the items listed below to the Human Resources department. Employees can submit changes through Workday.

- Name, address, and/or telephone number
- Marital status
- Social Security Number
- Total number of dependents - name, birthdate, and relationship
- Formal education courses completed and other training skills acquired
- Person(s) to notify in case of emergency
- Physical or other limitations
- Insurance / savings plan beneficiaries.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Bioventus classifies its employees as shown below.

Salaried Exempt. Salaried exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Salaried Non-exempt. Salaried non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Hourly Non-exempt. Hourly non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked

Regular Full-Time. Employees who are not in a temporary status, work a minimum of 20 hours weekly, and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work less than 20 hours and who maintain continuous employment status. Some part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration (typically 6 months or less). Employment beyond any initially stated period does not in any way imply a change in employment status. Interns may fall into this category.

Temporary Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 20 hours weekly for a limited duration. Employment beyond any initially stated period does not imply a change in employment status.

Intern. This is a worker who is hired as a student or trainee who works, sometimes without pay, in a junior level position to gain work experience and knowledge. Employees who are hired as interim replacements to assist in the completion of a specific project and who are temporarily scheduled to work the company's assigned schedules for a limited duration (typically 6 months or less), may be considered interns. Employment beyond any initially stated period does not in any way imply a change in employment status.

Employment of Relatives and Domestic Partners

The company may hire relatives and domestic partners if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as a husband, wife, domestic partner, child or brother, sister, parent, step-parent, step-brother, step-sister, father- or mother-in-law, son-or daughter-in-law, brother- or -sister-in-law, grandparent or grandchild, and the husband or wife of a grandparent or grandchild. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they do not work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

Introductory Period

An employee’s first 90 days of continuous employment will no doubt be a learning experience. The employee will learn his/her job duties and responsibilities, get acquainted with the manager(s) and fellow employees, and become familiar with the Company in general. The Company refers to this initial period of employment as the introductory period. Any significant absence will automatically extend the introductory period by the length of the absence.

While the Company understands that the employee will be learning about his/her new job, he/she is still expected to perform satisfactorily, and his/her performance will be reviewed closely. Either the employee or the Company may end the employment relationship at-will at any time during or after the introductory period. Completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

During the introductory period, the manager will explain the job responsibilities and expected standards of conduct. Because flexibility is necessary, the job responsibilities may change at any time during employment.

Immigration Compliance

The Company is committed to employing only United States citizens and aliens authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory evidence of his/her identity and legal authority to work in the United States. The most common forms of

identification are a valid passport, driver's license and social security card; however, other official forms of identification may be accepted for use. This evidence will be provided to the Human Resources Department by all new hires or rehires no later than three (3) business days after employment start date. No one will be permitted to work beyond the third day unless the appropriate documents are verified.

Meal and Rest Breaks

Employees are entitled to a 30-minute **unpaid** meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30-minute period. Employees are also entitled to two separate 15-minute paid rest periods each day. The department manager will schedule meal and rest breaks as appropriate. Bioventus will comply with all state laws in this regard.

Refer to your state specific laws as it pertains to meal and rest break requirements. Managers are expected to enforce each state's requirements.

Include link to California Non-Exempt Meals and Breaks Policy (on N drive in Policies folder)

Overtime

Non-exempt Employees: The need to require overtime is determined by management, based on business necessity. Overtime is actual hours worked in excess of 40 in a single workweek or as otherwise required by applicable state law.

Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek, unless otherwise required by applicable state and federal law. California requires overtime compensation for work over 8 hours in a workday and 40 hours in a workweek.

Paid leave, such as holiday, sick time, bereavement time, jury duty and short-term disability does not apply toward work time. Non-exempt, full-time employees are expected to work a full eight-hour workday each workday. If an employee arrives late or leaves early for personal reasons, they are to use PTO to account for the full eight-hour workday.

Your supervisor must approve all overtime work in advance.

Exempt Employees. Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees.

Time Keeping

Federal and state law requires that all hours worked by non-exempt employees be documented and retained by the Company. To comply with these laws and to enable the Payroll

Department to properly and promptly calculate wages owed, paid time off and applicable overtime, all non-exempt employees must record all of their hours worked and time taken for meal periods via Workday.

Non-exempt employees must clock in daily showing the time they started and finished work and the time they went to and returned from their lunch break. Employees should not clock out for their two 15-minute paid rest periods. If you make an error on your time record, you should notify your supervisor immediately.

It is your responsibility to clock in and clock out for every shift you work. You may not begin working until you have clocked in and you must stop working after you clock out. Working “off-the-clock” for any reason is considered a violation of Company policy. In the unlikely event that someone asks you to work off the clock, you must immediately advise the Director, Human Resources or any officer of the Company.

If you forgot to clock in or out or if you believe your time records are not recorded accurately, you must notify your supervisor immediately so the time can be recorded accurately for payroll purposes. At the end of each work week, your time records must be submitted and approved by your supervisor. Generally, non-exempt employees may not work from home or after normal work hours without the prior authorization of their supervisor and leadership.

Falsification of time records will lead to disciplinary action up to, and including, termination of employment.

If you are an exempt employee, you are required to report time spent away from work for vacation, illness, and other personal business, utilizing the Workday system.

Paychecks and W-2's

Bioventus' payday for all employees is biweekly on Friday. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts unless prohibited by federal or state law.

- Exempt employees are paid current.
- Non-exempt employees are paid one (1) week in arrears.
- Commissioned employees with a base salary are paid current and incentives are paid according to the terms of their sales compensation plan.

The Company works hard to ensure all employees are paid correctly, but mistakes can happen. When mistakes occur and are called to our attention, the Company will promptly make any corrections necessary. Review each pay stub immediately to ensure it is correct. If you believe

an error has occurred or if you have questions about your pay or your deductions, reach out to your manager, human resources partner, or payroll manager.

W-2 forms that must be filed with the employee's income tax return will be postmarked by January 31 each year for employees requesting a paper copy. Electronic W-2 forms will be available through Workday prior to January 31. Payroll will communicate the actual date each year.

Deductions from Pay/Safe Harbor Exempt Employees

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions permitted include:

- Deductions that are required by law, e.g., federal income taxes, state income tax, locality tax; garnishments, certain child support payments, and social security payments (FICA);
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of company policy.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may only be paid for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction was taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if found an improper deduction has been made, the company will reimburse the employee for the improper deduction.

References/Verification of Employment

All requests for references should be directed to Truework.

- To verify your employment or employment and current salary only - go to truework.com/letter, select the type of letter you need, enter your work email address and you will receive your personalized employment letter via email.
- To verify your employment and income provide the requestor with Truework's email (www.truework.com) or telephone number (1-833-TRUE-WORK OR 1-833-8783-9675). You will receive an email to approve the request before any information is released.

Should you have any questions or need additional information, contact your human resources representative.

Release of Information Concerning Current and Former Employees

Company policy prohibits employees from releasing information, personal or professional, about current or former employees, to third parties for purposes of references or verification of employment. If an employee receives such an inquiry (including but not limited to requests for references, verification of work dates, wages, etc.) regarding a current or former employee, the inquiry should be referred to the Human Resources Department. No employee (including managers and supervisors) may provide such information about current or former employees to third parties.

This policy includes inquiries requests from police officers, investigators, subpoena servers, government officials and even other employees. Be sure to notify the Human Resources Department if you were contacted for a request for information.

It is the Company's policy to only provide dates of employment and position(s) held regarding employees. If you also want the Company to provide information as to your salary, you must indicate your desire in writing.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice (unless previously requested and approved well in advance by the employee's manager; these should be kept to a minimum). Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Return of Company Property

Immediately upon request, employees are required to return all Company property in their possession or control. This includes, but is not limited to, the Employee Handbook, Employee Safety Manuals, tools, equipment (including computers, cellular phones, etc.), customer equipment, medical devices and equipment, electronic access pass, ID badges, keys, and locks and materials/documents. Where permitted by applicable laws, the Company may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. No information belonging to the Company can be copied for the employee's use. The Company may also take all action deemed appropriate to recover or protect its property.

Final Wages

Employees whose employment with Bioventus is ending will be paid for all wages in accordance with the law. Final wages include base salary through an employee's last day of official employment and any accrued, unused PTO, if applicable.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to discuss final pay, benefits after leaving the company, why the employee chose to leave Bioventus, and their perspective on working at Bioventus. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address. The employee and manager is responsible for ensuring all company property is accounted for and returned.

Continuation of Healthcare Coverage

Generally, most separations from employment with Bioventus are qualifying events which allow for health care continuation for an employee and his/her eligible dependents who are covered by group health benefits at the time of the termination. In accordance with The Consolidated Omnibus Reconciliation Act of 1985 (COBRA), the employee and/or his/her eligible dependents are eligible to continue health insurance benefits for a specified period of time after the employee's employment ends.

An employee will be informed in writing of COBRA benefits and the premium payment amount, which is based on prevailing premiums plus legally allowed administrative costs. Detailed information will be mailed to the employee's current address of record. If the Company is made aware of dependent/s residing at an address different from the employee, then the dependent/s will receive separate notification/s.

If your employment terminates, you have sixty (60) days from the date of termination to choose continued coverage.

COBRA administration is outsourced through a third party. You are responsible to confirm all costs and clarify all questions and logistics, including payment amounts and due dates. Failure to make timely payments may end your continued coverage.

Standard Work Hours

Bioventus' standard office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Individual work schedules may vary to meet business needs. In certain company locations, a hybrid work schedule may be permitted, but will be based on business requirements and management approval by department. Employees should seek guidance from their management.

Workplace Safety

Drug-Free and Alcohol-Free Workplace

Because Bioventus is committed to the safety of its employees and visitors as well as to quality performance and quality products, the Company is dedicated to maintaining a drug-free and alcohol-free workplace that is safe and productive for employees and others doing business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Bioventus also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Bioventus prohibits off-premises abuse of controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community. Lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance. Moderate consumption of alcohol is permitted where it is provided or authorized by the company as part of a social occasion, corporate entertainment, or evening medical and/or product education event.

The proper use of medication prescribed by the employee's physician is not prohibited; however, the Company does prohibit the misuse of prescribed medication. An employee's drug use may affect his/her job performance, such as causing dizziness or drowsiness. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair safe job performance and to notify a manager of any job restrictions that should be observed as a result.

To ensure compliance with this policy, substance use screening may be conducted in the following situations and following any applicable state and or local laws.

Pre-employment: As required by the company for all prospective employees who receive a conditional offer of employment.

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

Random: As authorized or required by federal or state law.

Post-accident: As required by the company for an employee whose acts appear to have caused or contributed to a serious accident.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance use screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Health, Safety & Environmental (HSE) Policy

The Company is committed to protecting the environment and providing facilities that support the health and safety of its employees, contractors, visitors, and the public. The Company believes that effective health, safety and environmental (HSE) practices go hand in hand with excellent business performance. The Company recognizes and values the knowledge and skills of our employees, and promotes a workplace culture where employees are supported and encouraged to contribute to HSE programs and initiatives. The Company is committed to taking appropriate measures to minimize environmental impacts and risks of occupational injury, illness, and violence in the workplace.

Health, Safety, and Environmental Programs

Electrical Hazards. Only qualified maintenance personnel using approved materials are allowed to wire electrical equipment, change light bulbs, and hook up auxiliary equipment. Employees should not use auxiliary devices (including extra lighting, etc.) at their workstations without authorization from the HSE department. These devices can, and often do overload electrical circuits and can cause an electrical fire. Under no circumstances should an employee install or repair any electrical equipment. Notify the HSE department of electrical hazards that need attention.

Evacuation. Evacuation plans have been established for emergencies such as fire, tornado, gas leak, etc. Team leaders and managers are responsible for familiarizing employees with posted evacuation plans. Evacuation plans are posted throughout the facilities and can be referenced on Bionet.

Fire Protection and Use of Extinguishers. Report all fires immediately by contacting 911. Be prepared to give information as to the degree of the fire and the appropriateness of evacuating personnel from the area. Only trained personnel should use fire extinguishers. Fire extinguishers should only be used to extinguish incipient-stage fires or to evacuate safely. After using an extinguisher, notify the HSE department to have the extinguisher replaced immediately.

Identification Badges. The Company's identification badge must be used to gain access to Company premises. Badges are Company property and must be returned when employment is terminated. If you lose or break a badge you will be responsible for the cost of the replacement badge. Actual fees are determined by property management and are subject to change.

Hazardous and Toxic Materials. When the job requires the use of hazardous and/or toxic materials, employees are expected to comply with all laws, rules, and regulations concerning their safe handling and disposal. If employees have any questions about the materials they work with or the proper safety procedures to follow, they should discuss them with the manager before handling the materials. Material safety data sheets (MSDS) are intended for employees who may be occupationally exposed to a hazard at work. Employees need to know the proper methods for storage, handling, and emergency responders. The Company has an MSDS in the work place for each hazardous chemical in use and makes them available to employees in their work area.

Work-Related Injuries. The Company provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers most injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits, and if the employee is hospitalized, benefits are immediate.

An employee who sustains a work-related injury or illness should inform his/her manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

Parking and Pedestrian Safety. Parking is provided for employees. The Company can assume no responsibility for fire, theft, or personal liability for any employee's vehicle or its contents. It is recommended that the employee lock his/her car, wherever parked. Parking in unauthorized spaces is prohibited and subject to fine; persons who do so repeatedly can have their parking privileges permanently suspended. Alertness in the parking lot is mandatory for both drivers and pedestrians. Watch out for vehicular traffic when walking through the parking lots and crossing the street.

Reporting an Injury or Illness. Employees are encouraged to always work in a safe manner. However, if a work-related injury/illness does occur while at work, it must be reported immediately. Failure to follow these guidelines may adversely affect eligibility for Workers' Compensation benefits. For more information concerning Workers' Compensation benefits, contact a human resources representative.

Note: These guidelines apply to work-related injuries and illnesses. Consult the employee's individual group insurance plan for non-work-related medical coverage.

Reporting Procedure

Report any work-related injury/illness to the manager immediately. If this individual is not available, report the information to the next level of management, human resources, or the health/safety/environment representative.

The manager must report the injury/illness to the health/safety/environment representative and human resources representative immediately so that medical attention may be provided and/or arranged as quickly as possible.

An Incident Investigation Report must be completed by the employee and manager within twenty-four (24) hours of the injury/illness and returned to the health/safety/environment representative.

While Traveling Business

If immediate medical attention is required, go directly to the nearest medical facility for treatment. Notify the manager as soon as possible, preferably within twenty-four (24) hours.

An Incident Investigation Report must be completed by the employee and employee's manager within twenty-four (24) hours of the injury/illness and returned to the health/safety/environment department.

Smoke-Free Workplace

Bioventus is committed to a healthy environment for all employees at all our locations.

Smoking is prohibited in and on all company owned or leased properties, facilities, buildings or work areas. Smoking is defined as the burning of any type of lit pipe, cigar, cigarillo, cigarette or pipe. "Smoking" includes the use of any tobacco products (including oral tobacco and snuff), electronic smoking devices, vaping and e-cigarettes.

Smoking is only permitted during company break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly. Employees using their break times for smoking may not extend or prolong the two 15-minute break times.

Workplace Violence Prevention

Bioventus is committed to providing a workplace that is free from acts of violence, threat of violence, defacing or damaging Company property, or the threat of damage to Company or customer property. In keeping with this commitment, we have established a policy that provides a "zero tolerance" clause for actual or threatened violence against co-workers, consultants, customers, visitors, or any other persons who are either on our premises or have

contact with employees in the course of their duties. Security and safety in the workplace is every employee's responsibility. It is therefore essential that every employee understands the importance of workplace safety and security.

All Bioventus employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their manager or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Bioventus prohibits the possession of weapons in our work locations to the extent permitted by applicable law. We treat this seriously and expect our employees to do so as well. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, dart guns, pellet guns, and other firearms/automatic weapons, and knives/blades that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including, packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, Bioventus may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all Company property and other items that are in violation of Company rules and policies.

In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought. In such a situation, the employee should immediately contact the law enforcement authorities by dialing X (8 or 9 depending on location) -911.

Right to Observe Employees

In our ongoing effort to achieve the highest level of business efficiency and customer service and to protect the Company and its employees, the Company has installed video cameras throughout our facilities and it is our right to conduct routine business observations.

Emergency Closings/Inclement Weather

Bioventus will always make every attempt to be open for business to meet the needs of our customers. For company declared inclement weather days employees have the following options:

- Employees with access to work from home flexibility, may do so with their immediate supervisor's approval. Some departments will be required to work from home due to the nature of the work they perform. It is the responsibility of the departmental management team to communicate with individuals if they are in a role that is expected to work from home.
- Employee may use paid time off time in 1 hour increments to cover any time missed.
- Employees with no paid time off available will be granted an unpaid administrative absence.

Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee should contact the supervisor at least two hours before, or as soon as possible thereafter the time scheduled to begin working for that day. If the call is less than one hour before the schedule time to begin work, the employee will be considered tardy for that day.

Without extenuating circumstances, or without prior approval, employees should call in on any day they are scheduled to work but will not report to work. Excessive absenteeism or tardiness will result in discipline up to and including termination.

Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for two consecutive days or more, the employee will be considered to have voluntarily resigned from employment.

Bulletin Boards

Bulletin boards are reserved for the exclusive use of the Company for posting work-related notices or notices that must be posted pursuant to local, state, and federal law. From time to time, special notices and information for employees will be posted by the Company on the bulletin boards. Employee postings are not permitted.

Computers, Internet, Email, and Other Resources

The company provides a wide variety of communication tools and resources to employees for use in carrying out day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

The following IT policies are located on Bionet.

- Information Security Policy (IT SECURITY POL-000035)
- Acceptable Use Policy (IT SECURITY POL-000036)
- Information Classification Policy (IT SECURITY POL-000037)
- Physical & Environment Security Policy (ITS SECURITY POL-000047)
- Electronics Communications Security Policy (ITSECURITY POL-000050)
- IT Password Policy (ITSECURITY POL-000056)
- End User SAP Access Policy (ITSECURITY POL-000057)
- Workstation & Laptop Security Policy (ITSECURITY POL-000058)
- Mobile Device Security Policy (ITSECURITY POL-000059)
- System Usage Monitoring Policy (ITSECURITY POL-000061)

These policies may be revised and, new policies may be added as business needs require. Refer to Bionet for a full listing and details on the most current policies.

Personal Appearance and Dress Code

The image that the Company projects to our customers is reflected in the appearance of our employees. Simply stated, employees should look neat, clean, well-groomed, and should be dressed appropriately for the business environment in which they work. Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their own safety, the safety of co-workers, and their need to interact with the public.

Personal grooming and daily hygiene must be of the highest standards at all times. Facial hair must be regularly trimmed. Employees who are unable to comply with the dress code guidelines because of religious observance or any other protected reason must advise the Human Resources Department of their concerns.

Some examples of inappropriate attire or appearance:

- Shorts, leggings, jogging attire, or sweat suits/socks.
- Sweatshirts, T-shirts, tank tops, oversized shirts.
- Trendy wear including short or tight dresses/slacks, crop tops, sweaters, etc.
- Provocative footwear, including stiletto heels/pumps/platforms, etc.

- Dirty, ungroomed, or sexually provocative, revealing clothing or appearance.
- Any clothing item displaying an offensive comment or graphic illustration; logo clothing including sport teams, cartoon characters, etc., unless otherwise specified.
- Jewelry (or other objects of personal expression) that are distracting and disruptive, presents a safety hazard, or represents an unprofessional image as determined by the company, such as large chains and facial jewelry such as nose rings, plugs, etc.
- Clothing, buttons, or emblems that demonstrate support for a social, political, or other non-Company approved purpose.
- Distracting body piercings and tattoos (septum, lip, eyebrow, tongue, or any visible piercing or tattoos), which cause distraction or disruption to our business.
- Extremes in makeup and hairstyles should be avoided.

Employee Ethical Conduct

The successful business operation and reputation of the Company is built upon the principles of fair dealing and ethical conduct of our employees. The Company's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

The Company will comply with all applicable laws and regulations and expects all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide the employee with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed only with the manager, a human resources representative, or the head of compliance.

Compliance with company policies is the responsibility of every employee. Visit the company's intranet for detailed information on the various policies in place.

Retaliation against any employee who raises any questions, concerns, or complaints concerning the honesty and integrity of the Company's operations is strictly prohibited. Similarly, retaliation is prohibited against any employee who provides accurate information to any law enforcement agency about the commission of any federal or state offense. Any employee who feels that he/she has been retaliated against or threatened with retaliation for these reasons should report the matter immediately to the head of compliance or a human resources representative.

Professional conduct, including compliance with company policies, applies when you are on Company premises, attending Company events, or representing the Company in the course of your work.

Lactation Accommodation Policy

In recognition of the well-documented health advantages of breastfeeding for children and mothers, the Company provides a supportive environment to enable nursing mothers to express breast milk during the workday.

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. Employees who need breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. The lactation break time, if possible, should run concurrently with scheduled rest breaks and meal periods already provided to the employee. If the lactation break time cannot run concurrently with rest and meal periods already provided or additional time is needed for the employee, the lactation break time will be unpaid. Where additional time or unpaid breaks are required, the employee should work with her manager regarding scheduling and reporting the extra break time as unpaid. Where state law requires a specified time during each portion of a workday, the Company will comply with any such requirements.

Because exempt employees receive their full salary during weeks in which they work, and they are not normally required to identify break and meal times, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

The Company will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. The Company will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk. This location may be the employee's private office, if applicable.

Employees should discuss with their human resources representative the location for storage of expressed milk. Employees may also provide their own portable small storage unit or cooler for keeping expressed breast milk cold.

Contact human resources during pregnancy or before returning to work to identify the need for a lactation area and because some lactation accommodation requirements differ by state. Speak to human resources to make any other arrangements necessary under this policy.

Job Performance

Communication between employees and managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted twice a year (mid-year and year-end) or upon a change in assignments. These reviews include a documented performance review and discussion between employee and manager about job performance in relation to objectives and competencies.

Media Relations

The Director of Communications serves as the official company spokesperson. Any requests from the media for comments or information related to the business, operational, financial, or strategic matters of the company are to be referred immediately to the main phone number 919-474-6700 and told to ask for the communications department unless specifically directed otherwise in a news release, internal announcement, or other official company communication.

Employees must obtain prior approval from the Communications department before engaging in any conversation or correspondence with the media, whether written, oral, or by email.

Off-Duty Use of Facilities

Employees should not be on Company premises or use company facilities during non-working hours without prior approval from their manager. In addition, employees should not use Company property or Company equipment for personal use unless explicitly authorized by their manager.

Open Door Policy

The Company recognizes that employees will have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with the employee's manager. Feel free to contact the manager with any suggestions and/or complaints. If employees do not feel comfortable contacting the manager or are not satisfied with the manager's response, contact another appropriate member of management within or outside the department or your HR Business Partner.

While the Company provides employees with this opportunity to communicate their views, understand that not every complaint can be resolved to everyone's satisfaction. Even so, the Company believes that open communication is essential to a successful work environment, and all employees should feel free to raise issues of concern without fear of reprisal.

Outside Employment

Every Bioventus employee must be fully committed to his/her job during work hours and able to perform his/her work at a fully satisfactory level. Employees are permitted to work a second job if it does not interfere with their job performance with Bioventus. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Also, outside employment may not create a conflict of interest with Bioventus (i.e., an employee may not work for a competitor of Bioventus while he/she is employed at the company). Employees must inform their manager when they have secured outside employment so that a determination can be made if a conflict of interest exists. The determination of whether outside employment might create a conflict should be made between the employee and the supervisor (Human Resources and Legal may be consulted to make this determination) keeping in mind the best interest of Bioventus. Bioventus retains the right to terminate an employee who works without authorization or permission for a competitor, a supplier, a customer, or any other firm whose business interests are deemed to be in conflict with those of Bioventus or any subsidiary or related company of Bioventus. If the request is authorized, Bioventus will not assume any responsibility for outside employment. Specifically, Bioventus will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of such outside employment. Authorization to engage in such outside employment can be revoked at any time.

Social Media Acceptable Use

Bioventus encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established guidelines for employee participation in social media. Refer to the [Bioventus Global Policy - Social Media](#) on Bionet to review the full policy. Remember if you want to post information or a photograph about one of your co-workers or any Bioventus staff on social media, be sure you have their permission to do so.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. To protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee

doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Non-employees may not trespass, solicit, or distribute materials anywhere on company property at any time.

Code of Conduct and Progressive Discipline

The Company expects employees to comply with the Company’s standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the Company endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Company’s right to bypass the disciplinary procedures suggested.

Corrective actions include in some instances and in accordance with the Company’s Progressive Disciplinary Policy counseling sessions, written reprimands, final warnings, suspensions, and terminations. However, the company reserves the right to take any disciplinary action it considers appropriate, including termination, at any time. Prior warning is not a requirement for termination.

In addition to those situations discussed elsewhere in this handbook, listed below are some other examples where corrective actions and immediate termination could result. While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that will result in corrective actions, including termination of employment:

1. Theft or inappropriate removal of Company property not limited to supplies, inventory, trade secrets, confidential or sensitive employee data, Company or systems information.
2. Unauthorized possession of property belonging to a co-worker, visitor, or customer.
3. Embezzlement or any misappropriation of money or resources due to the company.
4. Dishonesty of any kind, not limited to the falsification of company documents (i.e., timekeeping, attendance records, processes, etc.) or the misrepresentation,

falsification, or omission of facts when applying for employment, promotional opportunities, or any other company opportunity, program or initiative, or falsification of documents or information related to any company investigation.

5. Damaging or destroying company property or property belonging to a stakeholder.
6. Failure to treat any stakeholder (including but not limited to, employees, customers, vendors, and suppliers) with respect and in a professional manner. Examples would include insubordination or bullying, confirmed during investigations.
7. Any public or private behavior or act which may endanger the company's public status or agreements or which detracts from the Company's reputation.
8. Use of skills attained or contracts made from the company to perform any like or similar service of the Company, directly or indirectly, which is not billed through the company.
9. Any declaration which may be considered materially defamatory to the company.
10. Fighting or threatening violence in the workplace.
11. Behaviors creating or leading to a hostile work environment.
12. Possession, distribution, sale, or use of alcohol or illegal drugs in the workplace.
13. Disruptive activity in the workplace including but not limited to selling or soliciting on company premises during working time or distributing literature during working time.
14. Operating or using any piece of equipment or property without being authorized to do so or entering restricted areas without proper authorization.
15. Leaving an employee's work area without permission, loitering, or sleeping during work hours (unless on an approved break).
16. Failure to perform essential duties or maintain standards of quality and/or productivity.
17. Unauthorized use of telephones or other company-owned equipment.
18. Unauthorized disclosure or use of business "secrets" or confidential information.
19. Violation of any PBV policy, including our Code of Conduct or department-specific safety, or other department specific policies or practices.
20. Unsatisfactory job performance.
21. Conviction of a job-related crime.

Refer to Bionet to review the full policies related to standards of conduct.

- [Bioventus Global Policy Misconduct Investigation and Discipline](#)
- [Bioventus Global Policy Code of Compliance and Ethics](#)

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Company property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify the manager if any equipment, machines, tools, appear to be damaged, defective, or are in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent

deterioration of equipment and possible injury to employees or others. The manager can answer any questions about responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination.

Use of Telephones and Cellular Devices

While at work, the employee is expected to perform his/her job duties and responsibilities. It is recognized that from time-to-time employees may need to place or receive personal phone calls during working hours. However, the number and duration of these calls, along with internet and other cellular media, should be kept to a minimum and should, when possible, occur during breaks or non-working hours. Management reserves the right to coach and discipline employees when personal calls are not permitted, become excessive thus interfering with work or the work of others, or are disruptive.

The use of cell phones and other electronic devices are prohibited in designated manufacturing areas for safety reasons. Notices are posted at the entrance of restricted areas.

The Company monitors all usage of its telephones. In the event it is necessary to make a personal long-distance call, the employee may be asked to reimburse the Company for the cost.

Excessive use of the telephone or abuse of the long-distance call policy may result in disciplinary action, up to and including termination of employment.

Time Off and Leaves of Absence

Important Note: Many states and municipalities have laws related to leaves of absence and paid time off that include family and medical leave, paid sick leave, small necessities leave, leave for victims of domestic violence, etc. In addition, many have laws that are applicable to public sector employers. The provisions below only address federal law and Bioventus will fully comply with the various state and local laws applicable to the employee.

Bereavement

This paid leave is applicable to regular full-time and regular part-time employees. An employee may take up to 3 days (days do not have to be consecutive) of paid bereavement leave upon the death of a member of their immediate family through the day following the funeral. If you need more than the five days off, your supervisor may authorize PTO or additional time off without pay (except as otherwise required by law), if PTO is not available.

- “Immediate family members” are defined as an employee’s spouse, domestic partner, parents/stepparents, siblings, children (biological, stepchildren, adopted, and foster

children), grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime unless required by state or local laws.

Disability Leave (Non-work related)

Disability benefits may be granted to an employee who becomes disabled due to a non-work-related condition, illness, or injury, and has completed the required waiting period.

Eligibility. The Short- and Long-Term Disability Plans do not cover any disability caused by war (declared or undeclared), active participation in a riot, committing or attempting to commit an assault or a felony, intentionally self-inflicted injury, or due to an occupational injury or illness.

Notice and Certification. Benefits are subject to the leave administrator receiving appropriate medical documentation. The employee should provide his/her manager of advance knowledge that he/she will be hospitalized or absent for any personal medical reason, immediately or as soon as reasonably possible. A member of the employee's family may do this if the employee is incapacitated or unable to do so.

Compensation during Disability Leave. The Company's Short Term Disability Plan provides 100% of base salary (excluding overtime or bonuses), for a maximum of thirteen (13) weeks for all full-time or regular part-time employees. Short-term disability benefit begins on the first day of disability.

Medical leave benefits are not payable when:

- The disability entitles the employee to benefits under Workers' Compensation laws, any auto insurance policy, or statutory unemployment program.
- The disability is not supported by a doctor's statement.
- The employee is on an unpaid leave of absence.

Job Reinstatement after Disability Leave. Under most circumstances, an employee will be reinstated to his/her previous position with the submission of a medical certification that says, "Able to return to work." If an employee is disabled, the Company will attempt to accommodate. Disability leaves run concurrently with FMLA Leave, and the provisions of the FMLA Leave policy also apply. A medical certification is a written release by the attending physician indicating an employee's ability to return to work on a full-time basis, with or without restrictions. In the event that the release is limited or restrictive in any way, an explanation of any restrictions must be included from the attending physician. The human resources representative and the manager will review this. Reasonable efforts will be made to

accommodate those returning to work on a restrictive or limited basis. Once an employee has exhausted their short-term leave and applies for long-term disability, we can no longer guarantee a position will be available should they become eligible to return to work. And the company may proceed to post and recruit for the position at that time.

Long-term Disability Benefits. Regular full-time and regular part-time employees (who work a minimum of 20 hours per week) who are unable to return from a Short-Term Disability Leave, or if it is anticipated that the employee will not be able to return to work after 13 weeks of disability, should apply for Long Term Disability Benefits through the designated insurance company. This plan may provide salary continuation of up to 60% of basic monthly salary, up to a maximum of \$15,000 per month. Long-term disability benefits are determined by the insurance company based on the actual disability. If your long-term disability is approved, you may be on a long-term disability leave for up to 26 weeks, with an additional 13 weeks of administrative leave available if you are still deemed disabled by the insurance company. To continue your benefits during this time, you are required to pay your insurance premiums. If you exhaust the 26 weeks of long-term disability and are still unable to return to work, your employment will be terminated and you will be offered the option to continue your health insurance coverage under the COBRA plan. Your disability payments may continue as long as you are deemed disabled by the insurance company. Contact Human Resources to obtain additional information about this benefit.

Family and Medical Leave

Bioventus complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Note there are many requirements, qualifications, and exceptions under these laws and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee’s child after birth or placement for adoption or foster care; (3) to care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work. However, if both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to twelve (12) workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member’s active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections during FMLA Leave. During FMLA leave, the Company will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. This means that if the employee wants benefits coverage to continue during the leave, he/she must also continue to make any premium payments that are required and for his/her dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a period of 12 workweeks. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the Company may recover premiums it paid to maintain health coverage if the employee fails to return to work following an FMLA Leave.

If the employee is on an FMLA Leave but is not entitled to continue paid group health insurance coverage, he/she may continue coverage through the Company in conjunction with federal and/or state COBRA guidelines by making monthly payments to the Company for the relevant premium. Contact the human resources department for further information.

The employee's length of service while on leave will remain intact, but accrued benefits such as vacation and sick leave paid time off will not accrue while on an unpaid FMLA Leave.

Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. For example, if the employee would have been laid off had he/she not gone on leave, or if the position has been eliminated during the leave, then he/she will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent FMLA Leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his/her duties, based on the serious health condition for which the employee took the intermittent leave.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Company's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of the Company's employees within 75 miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave may be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Substitution of Paid Leave for Unpaid Leave. The Company requires employees to use paid time off before going into unpaid FMLA status during FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any paid time off during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the Company's normal paid leave procedures found in its Paid Time Off Policy.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. The Company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the leave administrator to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the leave administrator if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to

provide a certification and periodic recertification supporting the need for leave. The leave administrator also may require a second, and if necessary, a third opinion and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The leave administrator also may delay or deny approval of leave for lack of proper medical certification.

Company Responsibilities. Bioventus utilizes a third party administrator to manage this leave process. Through this administrator, we will:

- Inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, we will provide a reason for the ineligibility.
- Inform employees if the leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If we determine that the leave is not FMLA-protected, we will notify the employee.

Other Provisions. Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Company has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Holidays and Employee Choice Days

The company observes and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas
- 3 Employee Choice Days

If a holiday falls on a Saturday, the company usually observes the holiday on the preceding Friday, and if it falls on a Sunday, it is usually observed on the following Monday. Holiday observance will be announced in advance and posted on the company's intranet site.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their manager and/or human resources representative. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take paid time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

Holiday pay. Regular full-time and regular part-time employees are eligible for holiday pay. Temporary full-time and temporary part-time employees are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times his regularly scheduled hours (not to exceed 8 hours).

Holiday hours and pay is counted for the purpose of calculating overtime hours worked and pay.

To receive holiday pay, an eligible non-exempt employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid time off. If an employee is absent on one or both of these days because of an illness or injury, the company may require verification of the reason for the absence before approving holiday pay.

Unused holidays are not paid out upon leaving the company.

Jury or Witness Duty/Court Appearance

Bioventus supports employees in their civic duty to serve on a jury. For this reason, all employees will be granted time off to serve as a juror. You must present a copy of your jury summons to your supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

An employee called to jury duty will receive his/her usual straight-time pay for the period absent. For non-exempt employees, jury duty pay is not considered time worked for purposes of calculating overtime pay. Exempt employees will be paid for jury duty in accordance with

state and federal law. Employees are allowed to keep any payment issued to them by the court for participating in the jury or witness duty process. If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that workday.

Bioventus will allow for reasonable time offer in the event that an employee receives a mandate to appear in court as witness and is not a party to the legal action, by subpoena or court order. It is the responsibility of the employee to present a copy of the official request to appear in court as soon as possible to allow advanced planning related to the absence.

Military Leave

Bioventus supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This policy discusses military leave under USERRA. In addition, almost all states impose additional obligations on employers with respect to military leaves. USERRA effectively establishes a “floor” for the protection of employees’ rights; states can implement greater protections.

Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Eligibility for Leave. The Company provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services include the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or emergency. The uniformed services also include participants in the National Disaster Medical System (“NDMS”) when activated to provide assistance in response to a public health emergency or to be present for a short period of time when there is a risk of public health emergency, or when they are participants in authorized training.

Service consists of the performance of any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full-time National Guard duty, and absence from work for an examination to determine fitness for such duty. Total military leave time may not exceed five (5) years during employment, except in special circumstances.

Notice of Leave. Advance notice of leave is required in writing. Provide the manager with as much advance notice as possible of any anticipated leave of absence for military duty or training.

Benefits during Leave. Accrued paid time off will be paid during military leave at the employee's request. An employee's salary will not continue during military leave unless required by law. However, employees may request to use any available paid time off during their military leave.

Employees on military leave may elect to continue their health plan coverage at their own expense for up to twenty-four (24) months or during service, whichever is shorter. Benefit coverage will continue for thirty-one (31) days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than thirty-one (31) days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102% (includes 2% administration fee) of the total cost of their health benefits for up to twenty-four (24) months or during service, whichever is shorter.

Reinstatement after Military Leave. In order to be eligible for reinstatement, the employee must provide advance notice of the military obligation and have completed his/her service honorably. Employees who are absent from work thirty (30) days or less or who are absent to take a fitness exam must report to work at the beginning of the first regularly scheduled work day following completion of service, after allowing for the safe travel home and eight (8) hours of rest. If the employee serves 31 to 180 days, he/she must apply for re-employment within fourteen (14) days after completing service. If the employee has served 181 days or more, he/she must apply for re-employment within ninety (90) days after completing service. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of re-employment rights.

Parental Leave

Bioventus offers regular full-time and regular part-time employees who work a minimum of 20 hours per week up to 6 weeks of paid parental leave. (Pay will be based on the employee's standard working hours). This applies to birth mothers, fathers, domestic partners, and adoptive parents. For domestic partner relationship, a signed affidavit must be on file with the Benefits department. Those not eligible are foster parents, surrogate mothers, employees

adopting a child age 18 or over, employees adopting a stepchild, or employees obtaining guardianship or custody of a child.

Requesting and Taking Parental Leave. The employee should request leave in writing at least 30 days' in advance (or as much notice as practicable if the leave is not foreseeable), through the Benefits team at benefitshelp@bioventus.com or contacting our benefits manager. You should also discuss your leave plans with your manager. Documentation may be required evidencing the birth or adoption.

Parental leave may begin on or after the child's date of birth or date of placement for adoption and must be used within 12 months of that date. For adoptive parents, parental leave may begin at the time of travel to a destination to adopt a child.

Parental leave may be taken consecutively or intermittently but must be taken in full-day increments. If requesting intermittent leave, you must work with your manager and the benefits manager to determine a leave plan that will meet your needs and have minimal disruption on your department's operations. Parental leave will run concurrently with FMLA and/or other federal or state leave laws for which you are eligible.

If both parents are eligible employees with us, each can use this benefit. The leave time may run concurrently or consecutively but is not transferable from one parent to another.

Continuation of Benefits and Other Leave Types. Employee benefits will continue and premiums will continue to be deducted from the employee's pay. Accrual of paid leave benefits will continue.

Maternity Leave/Short Term Disability - If you are taking leave due to the birth of a child, your leave may consist of two parts:

- First, if you are disabled due to pregnancy or childbirth, you may be eligible for short-term disability benefits. Your period of disability begins when certified by your health care provider and ends after a period of postpartum recovery. The recovery period after the birth of a baby is typically 6 – 8 weeks depending on the type of delivery. This portion of the leave is subject to the provisions of the Short-Term Disability Policy.
- Second, if you would like to take additional time after your pregnancy-related disability ends, you may request parental leave of up to 6 weeks. All short-term disability benefits must be exhausted prior to the commencement of parental leave.

Return to Work. Your job will be held for you in accordance with applicable laws while you are on parental leave. Nothing in this policy requires us to reemploy individuals who are not eligible for reemployment rights under applicable law.

A return to work date should be identified when parental leave is approved. If this date changes, you should notify the Benefits Team as soon as possible. If you fail to return to work as scheduled after parental leave you may be subject to disciplinary action, up to and including termination of employment.

Personal Leave - Unpaid

An employee may apply for an unpaid leave of absence if he/she has a compelling reason to be away from work such as an extreme misfortune, family concerns, or a catastrophic event.

Unpaid personal leaves of absence must be approved in advance by the employee's manager. The personal leave of absence may be for up to four (4) calendar weeks with the possibility of an extension for an additional four (4) calendar weeks. Extended personal leave of up to six (6) months may be requested only if the employee is a regular full-time employee and has been employed by the Company for at least forty-eight (48) months prior to the start of the leave.

In deciding whether to approve a requested leave, the Company will consider such factors as the purpose of the leave, current and forecasted business needs, years of service, and attendance records. Personal leaves of absence will be granted solely at the discretion of the manager, with advice and consent from human resources. Any available paid time off or bonus time must be exhausted prior to taking an unpaid personal leave of absence.

While an effort will be made to place the employee in the same or similar position following a period of personal leave of absence, the Company cannot guarantee that the employee's position will be held open. If the employee's position has been filled and no other opening exists when a personal leave of absence ends, the employee may be separated from the company.

Employee Responsibilities.

Personal leave of absence requests and any requests for extension of personal leave must be in writing and given to the employee's manager and the Benefits team.

Employees must confirm their return date or request an extension at least two weeks before they are scheduled to return to work.

Employees on leave who do not return to work as scheduled, and fail to request or cannot show good reason why an extension should be granted, will be considered to have voluntarily resigned as of the day the leave expired.

Employees may not accept other employment for pay while on an unpaid personal leave of absence.

During the first 30 days of an approved personal leave, the employee is required to pay their portion of their benefit premiums. Any time after the first 30 days the employee is required to pay the full amount of his/her benefit premiums.

Time Off for Voting

Bioventus recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this will not be the case, contact your supervisor to discuss scheduling accommodations.

Paid Time Off (PTO)

Voluntary Time Off (Authorized, Unpaid)

The voluntary unpaid time-off option allows a manager to allow a non-exempt hourly employee to take voluntary time off when there is a lack of work. This will be unpaid administrative absence. The employee may request to schedule any available paid time off in order to be paid.

Volunteer/Philanthropy Day

We recognize that giving back to the communities we live and work in is important to our employees. Bioventus offers each employee one day off or a standard 8-hour workday (based on your normally scheduled working hours) with pay to volunteer for a cause that is important to them.

Worker's Compensation Leave & Benefits

Eligibility. Workers' Compensation Insurance pays for medical care and physical rehabilitation and other costs that may be incurred for employees who are injured or become ill due to the performance of their job duties. Workers compensation helps to replace a portion of an employee's lost wages while he/she is unable to work. All full-time and part-time employees are eligible for workers' compensation.

Notice and Certification Requirements. Employees must immediately report all work-related accidents, injuries, and illnesses, no matter how minor, to their immediate manager. The Company will coordinate the appropriate care and assist employees in scheduling a physician's appointment if indicated. A drug test is required for all injuries and medical treatment beyond first aid. Refusal to comply may include disciplinary action up to and including termination. Most states have specific laws governing who is allowed to provide medical treatment. An employee must speak with the human resources representative prior to seeking treatment

unless it is an emergency. In emergency cases, the employee must notify the human resources representative as soon as possible.

Benefits Regarding Lost Time. State laws, which vary significantly, govern the amount of benefits paid and other compensation provisions. During the employee's recovery period after the occurrence of a work-related injury or illness, the employee will be expected to return to work to perform modified and/or limited job duties if meaningful work can be identified within the physician's restrictions. If the employee is deemed unable to return to work by the designated Workers' Compensation Health Care Provider, a health care provider's statement is required, certifying that the illness or injury is work-related and outlining the employee work restrictions, if applicable, and the expected duration of leave. The human resources representative will work with the employee to obtain this certification. All leave taken under the workers' compensation and disability policy will run concurrently with FMLA Leave, under both state and federal law.

Compensation during Workers' Compensation Leave. The state of Tennessee does not require Workers' Compensation insurance carriers to provide coverage during the first 80 hours after a work-related illness or injury. However, the Company provides 100% of wages during the first 80 hours of work-related illness or injury.

Other Benefits During Workers' Compensation Leave. If eligible for family and medical leave under the federal and state family and medical leave laws, the Company will maintain, for up to a maximum of 12 work-weeks, any group health insurance coverage that the employee was provided before the leave on the same terms as if he/she had continued to work. In some instances, the Company may recover premiums it paid to maintain health coverage if the employee does not return to work following a workers' compensation disability leave. If the employee is not eligible for FMLA Leave, he/she will receive continued coverage on the same basis as employees taking other leaves. If not entitled to continue paid coverage, the employee may continue the group health insurance coverage through the Company in conjunction with federal COBRA guidelines by making monthly payments to the Company for the relevant premium. Contact a human resource representative for further information.

Reinstatement after Workers' Compensation Leave. Upon the submission of a medical certification that the employee is able to return to work, he/she will be reinstated in accordance with applicable law. If disabled due to an industrial injury, the Company will attempt to accommodate the employee. If returning from a workers' compensation disability leave that runs concurrently with FMLA Leave, the provisions of the FMLA Leave policy will also apply. A medical certification is a written release by the attending physician indicating an employee's ability to return to work on a full-time basis, with or without restrictions. In the event that the release is limited or restrictive in any way, an explanation of any restrictions must be included from the attending physician. This will be reviewed by the human resources

representative and the manager. Reasonable efforts will be made to accommodate those returning to work on a restrictive or limited basis.

Employee Benefits

General Information

Bioventus recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits package. For detailed information regarding current benefits, refer to the benefits section on the company's intranet or contact the Benefits team at benefitshelp@bioventusglobal.com.

Bioventus offers the following benefits:

- 401(k) Plan
- Basic Life & Accidental Death & Dismemberment (AD&D) Insurance
- Business Travel Insurance
- Dental Insurance
- Dependent Life Insurance
- Fitness Reimbursement
- Flexible Spending Accounts
- Group Accident Insurance
- Group Critical Illness Insurance
- Group Life Insurance
- Health Savings Account
- Hospital Indemnity Plan
- Life Assistance Program
- Long-Term Disability
- Matching Gifts Program
- Medical Insurance
- Parental Leave
- Paid Family Leave (PFL)
- Personal Accident Insurance
- Pet Insurance
- Short-Term Disability (STD) Salary Continuation
- State Disability Insurance (SDI)
- Student Debt Employer Contribution Program
- Supplemental Life Insurance
- Tuition Assistance
- Vision Insurance
- Wellness Program
- Workers' Compensation

Benefit offerings are reviewed annually are subject to change as we continue to strive to offer benefits that meet the needs of our employees.

STATE DISABILITY INSURANCE (SDI)

If applicable, most employees are covered under their respective state Disability Insurance Plans (SDI). The insurance provides disability protection if an illness or injury not caused by the job prevents you from working. Claim forms are available from your doctor or the state's website for disability insurance. The Bioventus leave administrator will also provide information on how to file state disability. State Disability benefits may be enhanced through additional Short-Term Disability benefits that the Company pays for. In states where no government program exists, the Company's Short-Term Disability plan applies.

PAID FAMILY LEAVE (PFL)

Certain states are eligible for Paid Family Leave, which provides certain payments when an employee takes time off from work to care for a seriously ill child, spouse, parent, domestic partner or for the birth, adoption, or foster care placement of a new child. PFL is not a guaranteed leave and does not guarantee an employee time off from work. Rather, if an employee is given time off from work by the Company to care for a seriously ill child, spouse, parent, domestic partner or for the birth, adoption or foster care placement of a new child, the employee can apply to the state to receive some wage replacement. The leave administrator will provide information on how to file state Paid Family Leave.

Employee Handbook Acknowledgment Statement

I hereby acknowledge receipt of the employee handbook of Bioventus that is inclusive of the company's Code of Conduct and Ethics and Harassment Policies. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice. Additional information pertaining to employment for certain states may be provided and acknowledgment requested.

I further understand that I am an at-will employee, that neither this document nor any other communication shall bind the company to employ me now or hereafter, and that I or the company without reason may terminate my employment at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period to assure any other personnel action or to assure any benefits, terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the Chief Executive Officer of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Chief Executive Officer of the company.

Acknowledgements will be completed through Biolearn process.