



INNOVATIVE ON LAND.
EXCEPTIONAL AT SEA.

May 12, 2025

AUSTAL USA COMMUNICATIONS

In our continued efforts to support flexibility and better accommodate your needs and the needs of your teammates, we are pleased to announce a change in our Vacation time usage policy.

Effective May 12, 2025, Vacation time may now be used in 1-hour increments, rather than the previously required 2-hour minimum. We believe this adjustment will provide greater flexibility and empower you to better manage your time and personal responsibilities. Except as stated, all other terms and conditions of the Vacation policy (e.g., how to request time-off, advance notice requirements, etc.) remain unchanged.

Please note that Personal Time off will still require the use of 2-hour increments and cannot be used in conjunction with Vacation time.

If you have any questions about this change or how it may apply in any given situation, please speak with a Human Resources representative.

Thank you for your continued dedication and contributions.

A handwritten signature in black ink, reading "Michelle Kruger".

Michelle Kruger
President

A handwritten signature in black ink, reading "Kristin Taylor Parsons".

Kristin Taylor Parsons
Vice President Human Resources



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