

Frequently Asked Questions (FAQ)

We look forward to having you join our team!

JOB OFFERS

Q. How do I confirm acceptance of my TWG employment offer?

Acceptance instructions are provided in your offer letter, which includes electronically signing the offer letter sent via Adobe.

Q. By when must I indicate if I am accepting or declining my TWG employment offer?

A specific deadline is noted in your offer letter.

Q. Who can I talk with if I have questions about my job offer?

Please email your questions to onboarding@thewinegroup.com.

Q. Am I required to complete a background check before being employed by TWG?

Yes, but only a criminal records check. Education and prior work history will not need to be verified.

Based on the information in your offer letter, your offer is contingent upon the confirmation of the background check. In some instances, you may be allowed to begin work prior to the completion of the background check. If TWG discovers disqualifying information as a result of the background check after you have started work, you may be suspended without pay pending a final determination, consistent with applicable law. In the event the disqualifying information cannot be cleared or mitigated, you will be subject to termination.

Q. Am I required to complete a drug screen before being employed by TWG?

No, a drug screen is not required for employment.

ONBOARDING

What happens after I sign the offer letter?

As outlined in your offer letter, you will need to go to TWG's onboarding site – www.twgonboarding.com – to complete the necessary steps. The onboarding site clearly outlines the simple steps you need to take in order to become a TWG team member following the transaction close.

Will there be a company orientation session?

Yes! TWG looks forward to hosting Welcome events at each site following the transaction close. At these events, you will receive overview information on TWG, Benefits, key policies, and more.

When and how will I receive my TWG badge?

You will receive your badge at your location's Welcome event following the transaction close.

COMPENSATION

Q. Will there be changes to my current pay rate?

TWG is committed to offering compensation that is consistent to your current base pay rate. TWG does not have a bonus program.

Q. Will CBI's annual performance evaluation pay increase be reflected in TWG's employment offers?

Yes. TWG's employment offers reflect your current base pay plus CBI's intended May increase.

Q. When should I expect my first TWG paycheck after the transaction closes?

Since TWG pays on a bi-weekly basis, you can expect to receive your first paycheck within three weeks following the transaction close.

Q. How often does TWG pay?

TWG pays on a bi-weekly cadence, i.e., every other week on Friday.

BENEFITS**Q. Will I get Health Benefits?**

Yes, TWG offers comprehensive health and wellbeing benefits. After the transaction officially closes and you become a TWG team member, you will enter a two-week New Hire Benefits Enrollment Period. During this time, you can assess and choose the benefits plan that best meets your needs.

Q. When will I start receiving Health Benefits (medical, dental, and vision) at TWG?

Your eligibility for benefits will begin on your first day as a TWG team member. While you will have two weeks to elect your preferred coverage, claims will be covered retroactively to your first day of employment with TWG. Additionally, on your first employment day, TWG Benefits experts will be onsite to answer your specific questions during a Benefits Overview presentation.

Q. When will I receive more information on TWG's Health Benefit offerings?

Benefit information is available on the TWG Onboarding portal – www.twgonboarding.com. Additionally, during your site's TWG Welcome event following the transaction close, you will receive a Benefits overview presentation.

Q. Does TWG offer Kaiser as a health insurance option?

No, Kaiser is not a plan within TWG's Benefits offerings. TWG's provider is Anthem (PPO and HSA).

Q. Does TWG offer a High-Deductible Health Plan with a Health Savings Account (HDHP w/ HSA)?

Yes, TWG offers an HDHP w/ HSA offering. You can find more details in the Benefits Overview materials on the TWG onboarding portal, www.twgonboarding.com.

Q. Does TWG offer gym membership/fitness reimbursement?

TWG does not currently offer fitness reimbursement.

Q. If I participate in TWG's Wellness Program – *Living the Grape Life* – can I earn discounts toward my healthcare premium?

TWG does not currently provide medical premium discounts, however team members can earn wellness points on our recognition site, *Cheers!*, which are redeemable for a wide variety of merchandise and/or experiences.

FINANCIAL BENEFITS**Q. Does TWG offer a 401k match?**

Yes. TWG provides team members with a 50% company match up to the first 6% contributed. You will be automatically enrolled in the 401(k) program at 6% of your pay, however, you can unenroll should you not want to participate. Each year, your contribution is automatically increased by 1% up to a total contribution of 10% of your pay. For complete plan details please see the TWG Benefits Guide on the onboarding portal, www.twgonboarding.com.

Q. Who is TWG's 401k provider?

Charles Schwab administers TWG's 401K program.

Q. Does TWG offer a Team member Stock Purchase Plan (ESPP)?

No. TWG is a privately held company.

Q. Does TWG offer tuition reimbursement?

Yes, TWG offers a Tuition Reimbursement benefit of up to \$5,250/year for eligible team members and a lifetime maximum amount of \$42,000.

TIME OFF**Q. What is TWG's Time Off policy?**

TWG's time off policy includes:

- **Sick leave:** 80 hours (separate from vacation time) prorated based on hire date/start date.
- **Vacation time:** For full time employees, vacation time starts at three (3) weeks (15 days) for the first (1st) year, with one (1) additional day added every two (2) years. E.g. During your third (3rd) year, you would receive 16 days of vacation.
- Maximum vacation accrual is five (5) weeks / 25 days.

Q. What happens to my current vacation balance?

At the time of transition, CBI will pay you out for any accrued but unused PTO balance.

Q: Will I be eligible for vacation pay with TWG?

Yes. Once employed, you will immediately start to accrue vacation time according to TWG's vacation accrual policy. You will retain your original hire date with CBI so your years of service will provide credit toward your TWG vacation accrual rate.

Q. I have a planned vacation. Can I still go?

Yes, if you have approved time off, TWG will make every attempt to honor it. However, should you not have accrued enough vacation pay to cover the duration of the vacation, that time will be unpaid.

Q. How many paid holidays does TWG offer?

TWG offers 12 paid holidays, 11 calendared and 1 floating holiday to be used at the team member's discretion.

Q. Will we have Christmas off?

Yes, Christmas is a paid holiday at TWG and a day we ensure people can take off.

Q. There are currently two times each year when Operations shuts down (Christmas thru New Years and Fourth of July week). Will this continue?

Following the transition, TWG leadership will evaluate shutdown timing for each site. Should any changes be made, you will be informed.

SCHEDULES & STAFFING**Q. Will the shifts and schedules stay the same?**

Shifts will continue as-is following the transition. Should any changes be made in the future, you will be informed by TWG.

Q. Will some team members still work overtime on Saturdays?

Shifts and schedules will continue as-is following the transition.

Q. What is the attendance policy at TWG?

You will be given an overview of TWG's Attendance Policy on your first day as a TWG team member.

Q. Will TWG keep the temporary team members at Woodbridge?

Following the transition, TWG leadership will evaluate staffing, including temporary roles.

Q. What is the staffing and schedule process like at TWG during Harvest Season?

TWG site leadership will provide you with an overview following the transition.

POLICIES / PROCEDURES**Q. What will happen to team members who are on a Leave of Absence when the transaction is finalized?**

They will complete their Leave of Absence, after which they will be offered employment with TWG.

Q. Will I be able to keep my current company-issued laptop and/or mobile device?

TWG's IT team will share details with relevant team members during TWG's orientation process.

Q. What will happen to company-issued vehicles currently used by applicable team members within vineyard and production operations?

There will be no changes initially. More information will be shared by TWG following the transition.

Q. What will happen to the 'pool' vehicles at Woodbridge. Will the policy change on who can utilize these vehicles?

This is being evaluated. More information will be shared when decisions and processes have been finalized.

Q. What will happen to electronic files (Power BI, databases, etc.)?

More information will be shared when processes have been finalized.

Q. Does TWG provide applicable team members with company credit cards for business purposes?

TWG does not currently provide team members with company credit cards.

Q. How will financial, infrastructure and capital planning processes work?

Information will be shared by TWG following the transition.

Q. What are TWG's contractor and vendor management policies?

More information will be shared by TWG after the transition.

Q. What are TWG's procurement processes?

More information will be shared by TWG after the transition.

Q. How is the maintenance (MRO) process handled at TWG?

More information will be shared by TWG after the transition.

Q. Is there a minimum age requirement for employment at TWG?

For Production/Operations roles, the minimum age requirement to work at TWG is 21 years of age.

OTHER**Q. Will my years of service be retained?**

Yes, your employment start date with CBI will transfer to TWG for service credit.

Q. Is TWG union?

The vast majority of TWG team members are not represented by a union. Team members are not required to join a union to work for TWG.

Q. What Human Resources (HR) platform does TWG use?

TWG uses DayForce as its HR system.

Q. Are there any plans to bring a tasting center to Woodbridge?

There are not any current plans for this.

Q. Will TWG provide a mobile app through which team members without computers can receive information?

Yes, team members can access TWG's intranet and HR platform through their mobile devices.

Q. Does TWG offer Business Resource Groups (BRGs)?

TWG does not currently have BRGs.