

## Rules of Procedure

In fairness to all Stockholders in attendance at the Annual Meeting, we will observe the following rules of procedure:

- 1 The meeting will follow the Agenda posted on the virtual annual meeting webpage. Only items of business properly presented at the Annual Meeting will be considered, which are set forth on the Agenda.
- 2 After all proposals before the Annual Meeting are presented, Stockholders will be given an opportunity to ask questions on the proposals by submitting them in writing through the text box located in the bottom left-hand corner of the virtual annual meeting webpage. Stockholders will not be able to ask questions through live audio. Only questions relating to the proposals will be allowed during this period. A general question and answer session will be held at the end of the meeting to answer other questions about the Company and its business. Please limit yourself to one question during each question and answer period.
- 3 All questions and comments should be directed to the Chairman. Please make your questions as specific as possible. Stockholders of record as of the close of business on September 21, 2020 (or their authorized representatives) are the only individuals that may ask questions at the meeting.
- 4 The Chairman may choose not to address questions that are: (i) irrelevant to the business of the Company or the conduct of its operations, (ii) related to collective bargaining or pending litigation, (iii) derogatory references which are not in good taste, or (iv) substantially repetitious of questions from other Stockholders. We will answer as many stockholder-submitted questions as time permits, and any questions that we are unable to address during the Annual Meeting will be published and answered on our website following the meeting, except with respect to questions that the Chairman may choose not to address, as previously stated.

The Chairman has the authority to preside over the Annual Meeting and is authorized to make any and all determinations with respect to the proper conduct of the meeting and procedures to be followed during the meeting. Thank you for your cooperation.