



CAMEL MANUFACTURING EMPLOYEE HANDBOOK

Company & Proprietary Information

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Welcome to Camel Manufacturing

Congratulations on being a valued employee of the Camel Manufacturing Team! As an Employee, you have the opportunity to share in the excitement of shaping the continued growth of this great Company. I know you will find your work here both challenging and rewarding. Your contributions are very important to our customers and our future success.

Here at Camel Manufacturing we take special pride in the quality and craftsmanship of our products and the role they play in serving our US Government and Military that keep our country safe. We have enjoyed supporting these individuals for nearly 100 years!

The Company was founded in 1919 by World War I veteran B.A. Bower. Camel Manufacturing supported our Military starting with World War II by providing tents and vehicle covers to the US Army. We continued on by supporting our Military in the Korean and Vietnam wars. Today, we continue on in proudly supporting US Government and Military efforts and needs around the world.

The foundation of our success comes directly from our commitment to our Customers and the discipline to produce the highest quality products possible. The daily, active involvement by each of you in our manufacturing processes and the pride and dedication you put forth is a *key* differentiator that sets us apart from our competition.

The Company continually strives to improve its policies and procedures in keeping with the ever changing economic environment and to ensure our employees receive the support they need from the Company. Our constant endeavor is to offer employee benefits that promote growth and prosperity and secure our collective futures. You work for a Company that prides itself on hiring enthusiast employees that work together as a team to make Camel Manufacturing successful.

On behalf of myself and our entire team please accept my sincere welcome to the Company and best wished for a fulfilling career at Camel Manufacturing.

Mark Riffle
President and COO
Camel Manufacturing

About this Handbook

This Handbook has been written to serve as a guide for the Employer/Employee relationship, provide consistent guidance on local policy matters, and place valuable information at your fingertips. There are several things that are important to keep in mind about this Handbook. First, while it contains general information and guidelines, it does not address all possible applications of, or exceptions to, the general policies and procedures described herein. For that reason, if you have any questions concerning applicability of a policy or practice, or eligibility for a particular benefit, you should address your specific questions to your Manager or Supervisor.

Second, nothing in this Handbook is intended to create a contract of continued employment, employment for a specified term, or any contractual obligation of legally enforceable obligations on the part of the Company. In describing out policies, this Handbook does not commit the Company to follow any particular practice in the course of imposing corrective action of terminating employment.

Third, we cannot list every situation where outside laws and regulations may differ from those listed in this Handbook. If there is a discrepancy between this Handbook and applicable law, then the law always governs. Nothing in this Handbook should be construed to limit your right to engage in any activity protected under applicable, including by not limited to Section 7 or the National Labor Relations Act.

Vision Statement

- Camel Manufacturing will provide a world class solution for our customer's Soft Shelter needs.
- We will strive for world class processes in every aspect of our business.
- We will provide our stakeholders with consistency and growth in their investments

Mission Statement

Camel Manufacturing Designs, Manufactures, and Sells soft-sided shelter systems for military, law enforcement, and other government agencies to customers world-wide. Our products will set the Standard for Innovation, Quality, and Value while our Manufacturing Processes will enable Camel to be the low cost provider in our served markets.

Core Values & Guiding Principles

Integrity - In all aspects of our Business Behaviors.

Consistency of Actions - Do what you say you will do.

Operational Excellence - Constantly adapt our business to the market environment to achieve strong financial results.

Transparency - Operate in an environment that allows for ideas to be freely shared and all to gain a common understanding of the wins and losses, and future expectations.

Positive Employee Relations - The Company believe in maintaining positive employee relations. We encourage open dialogue at all levels of the organization and adhere to an “Open Door” approach with all of our employees. We take great pride in our approach and believe it is one of the reasons for our success. We will continue to support this approach of mutual respect and do everything in our legal power to prevent any outside, third party intervention that interfere with the one-on-one communications and operational freedoms that our employees enjoy.

Customer Satisfaction - It is our goal to always provide outstanding Customer service through our employees. We believe that our competitive difference in the market is the dedication of each Camel Manufacturing employee and their commitment to Customer Satisfaction.

Social and Community - Provide high quality employment, responsible environmental stewardship, excellence in safety, and active participation in our community.

Work Environment

Open Door Policy

The Company is committed to open communication between employees at all levels. We believe that by communicating with each other directly, we can maximize opportunities for improvement and minimize misunderstandings. If you have a suggestion, problem, or issue you are encouraged to speak with a member of

Management. Although the Company cannot guarantee you will always be completely satisfied with the response, the Company will take your concern very seriously and do everything it can to explain the outcome to you.

Equal Employment Opportunity

The Company is committed to equal employment opportunities for all qualified persons, without regard to race, color, national origin, citizenship, ancestry, sex, religion, creed, age, gender, mental or physical disability, protected veteran or military status, medical condition, marital status, sexual orientation, gender orientation, gender identification, genetic information, or any other status protected by applicable law. The Company complies with all applicable federal, state and local laws governing nondiscrimination in employment. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics. This applies to all areas of employment such as recruitment, hiring, compensation, disciplinary action, termination and all other privileges, terms and conditions of employment.

All employees must follow this policy. Any employee found to have violated this policy will be subject to disciplinary action up to and including termination of employment.

Any employee who feels that he or she has been treated unfairly because of his or her race, color, national origin, citizenship, ancestry, sex, religion, creed, age, gender, mental or physical disability, protected veteran or military status, medical condition, marital status, sexual orientation, gender orientation, gender identification, genetic information, or any other status protected by applicable law should follow the complaint procedure set forth in the Anti-Harassment Policy.

Affirmative Action Plan

Employment and promotion decisions are to be made on the basis of job-related criteria. Managers and supervisors are expected to further the principle of Equal Employment Opportunity, to fully comply with the Equal Employment Opportunity Policy set forth above, and to support the goals of our Affirmative Action Plan.

Reasonable Accommodation of Disabilities

The Company will make reasonable accommodation for the known physical or mental disabilities of an otherwise qualified applicant for employment or employee, unless it poses an undue burden on the Company.

If you require an accommodation in order to perform the essential functions of your job, you should contact your Manager or Supervisor on what accommodations are needed in order to perform your job. The Company will engage in an interactive process with you to determine if you have a “disability” under applicable law and, if so, what effective, reasonable accommodations(s) are available, if any.

Anti-Harassment Policy

The Company believes in respecting the dignity of every employee and expects every employee to show respect for all of our colleagues, customers, visitors, and vendors. Accordingly this policy forbids any unwelcome conduct that is based on an individual's race, color, national origin, citizenship, ancestry, sex, religion, creed, age, gender, mental or physical disability, protected veteran or military status, medical condition, marital status, sexual orientation, gender identification, genetic information, or any other status protected by applicable law. The Company is thus committed to providing a work environment that is free of unlawful discrimination, including harassment. The Company takes a “zero tolerance” in this area and will act swiftly to mitigate any such situations.

The conduct prohibited by this policy, whether verbal, physical, or visual include any discriminatory action and any unwelcome conduct that is inflicted on someone because of that individual's protected status. Examples of unwelcome conduct prohibited by this policy include but are not limited to epithets, slurs, negative stereotyping, intimidating acts, or the circulation or posting of written or graphic materials that show hostility towards individuals . The Company prohibits that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

Sexual Harassment Policy

Harassing conduct based on gender often is sexual in nature but not always. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden under this policy regardless of whether the individual engaged in the harassment and the individual being harassed are of the same or are of different genders.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct becomes an implicit or explicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for any employment decision, or (3) the conduct has the

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

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. Examples of gender-based harassment strictly forbidden under this policy include: (1) offensive sexual oriented verbal kidding, teasing or jokes, (2) repeated unwanted sexual flirtations, advances or propositions, (3) verbal abuse of a sexual nature, (4) graphic or degrading comments about an individual's appearance or sexual activity, (5) offensive visual conduct including leering, making sexual gestures, the display of offensive sexually suggestive objects, (6) unwelcome pressure for sexual activity, (7) offensively suggestive or obscene letters, notes or invitations, or (8) offensive physical contact such as patting, grabbing, pinching or brushing against another's body.

Business Conduct Policy

The Company has a reputation and tradition for integrity it exhibits in conducting business affairs whether in the public or private domain. This reputation has been earned and enhanced by the contributions made by you, our valued employees. This policy therefore, sets forth basic principles you are required to comply with in your dealings with fellow employees, customers, suppliers and visitors.

Confidential and Proprietary Information

All employees are responsible for maintaining the confidentiality and integrity of confidential and proprietary Company information. While employed with the Company, employees may be involved with or exposed to the Company's confidential and proprietary information, both business and technical, which, if disclosed to competitors, could be used in a manner that would be damaging to the Company.

Employees are not permitted to disclose, either directly or indirectly, confidential or proprietary information, to anyone who is not authorized to receive or otherwise use it for authorized Company purposes. Employees may not make unauthorized copies, reproductions, summaries or excerpts of confidential or proprietary information.

Employees also shall not make any use of confidential or proprietary information for their own benefit or the benefit of any person or entity other than the Company.

You should always ask your Manager or Supervisor if you have any questions about confidential and/or proprietary information.

Any unauthorized use or disclosure of confidential or proprietary Company information and/or any violation of this policy will result in corrective action up to

and including *termination*. The Company may also pursue legal action and damages from or against any parties involved.

Nothing in this policy is intended to preclude employees from engaging in legally protected activity, including discussing the terms and conditions of employment.

Conflict of Interest and Ethical Conduct

The maintenance of the Company's reputation for integrity and excellence requires careful observance of all applicable laws and regulations. All employees must avoid situations that result in actual or potential conflicts of interest with our competitors, suppliers, customers, or co-workers.

Any employee involved in such a relationship or having an interest in a similar company or a company that utilizes the same or similar customer base must immediately and fully disclose the nature of the relationship to Management. The Company will make a determination as to whether an actual or potential conflict exists, and if so, how it will be corrected.

Although it is impossible to list every circumstance which may give rise to possible conflicts of interest, the examples below represent some potential conflict of interest situations:

- Engaging in outside employment (including self-employment) that competes with the Company's business, or conflicts with or compromises the Company's interests.
- Performing outside business while on paid Company time.
- Engaging, directly or indirectly, in conduct that is disruptive, disloyal or damaging to the Company.
- Investing in or having a financial or personal interest in a company that competes with the business of the Company.
- Accepting gifts or favors from any outside company or person which seeks to do business with, or is a competitor of the Company.
- Disclosure or use of confidential or proprietary information to outside sources without prior written consent of the Company.
- Allowing personal relationships between employees to influence the initiation or approval or personnel and/or organizational decisions.

The Company does not prohibit you from holding another job so long as you can effectively meet the performance standards of your position with the Company.

Government Contracts

Sensitivity is to be shown in the matter of proper and full compliance with the Company's legal obligations with the jurisdiction and territories in which the Company operates. Of critical importance therefore is the business relationship and activity of

the Company in the conduct of its affairs with government departments and in relation to government contracts. Company employees must be aware that a wide range of obligations are properly referenced in government contracts and non-compliance agreements. Failure to abide by such obligations is an appropriate cause for termination. It is also important that care is taken in the accuracy of any submission made in support of any such contractual relationship. The same level of vigilance should also be applied in all the Company's commercial dealings.

Avoiding Prohibited Conduct

Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment, no employee is exempt from the requirements of these policies. Every employee is expected to inform their immediate Manager, or Supervisor if they believe they see prohibited conduct occurring in the work place.

Company Response

All reports of describing conduct that is inconsistent with these policies will be investigated promptly. The Company will take appropriate action once the investigation has concluded. If an investigation reveals that a violation of these policies has occurred, the Company will take corrective action, up to and including **termination**, as is appropriate under the circumstances.

Policy against Retaliation

The Company forbids that any employee treat any other employee, former employee or applicant adversely for reported harassment, for assisting another employee or applicant in **making** a report, for cooperating in a harassment investigation or for filing an administrative claim with the EEOC or a state government agency. Any employee who experiences or witnesses any conduct they believe to be retaliatory in nature should immediately report the matter to Management.

Confidentiality

In investigating and in imposing any discipline, the Company will attempt to preserve the confidentiality to the extent that the needs of the situation permit.

Acceptance of Policy

All Company employees have a personal responsibility to conduct themselves in compliance of these policies and to report any observations of conduct inconsistent with these policies.

Alcohol / Drug Policy

The Company holds the safety of each and every employee in the highest regard. As such, the Company has a zero tolerance stance on the use of alcohol or drugs in the work place, on Company property, or in reporting to or during work hours.

Any employee, on Company property, that appears to be under the influence of, or is found to have in his or her possession, any form of alcohol or non-medically prescribed narcotic, drug paraphernalia, or controlled substance will be immediately suspended pending a Company investigation. Any contraband will be turned over to state or local authorities as part of the process. Disciplinary action up to and including termination may result based on the outcome of the investigation.

The Company reserves the right to test employees at any time if there is suspected use of alcohol or non-medically prescribe narcotics by one of our employees. Testing will typically occur under the following circumstances:

- Whenever an accident, near accident, or injury occurs on the job.
- Upon reports of suspected alcohol or drug use is occurring on Company property.
- When observation of an employee by a member of Management suggests that he or she may be unfit for duty.
- As part of the new hire, or rehire screening process, or as a condition of returning to work after a break of 30 days or more of employment from the Company.
- Whenever the Company believes it has reasonable cause to do so.

Any employee or potential candidate for hire with the Company that refuses to submit to an alcohol or drug screen will be terminated, or in the case of a potential candidate for hire, be considered to have self-eliminated from the hiring process.

If as a result of the screening process, medical testing shows the presence of alcohol or drugs in the individual's system, the Company in its sole discretion, may request a second test to confirm the original results, however the Company has no obligation to do so.

The Company reserves the sole and exclusive right to search an employee and his or her vehicle, personal property or Company provided property such as lockers, if Management believes any aspect of this policy is being violated by an employee.

If an employee is in possession of or using any medically prescribed narcotic while on Company property or while reporting to work they must make Management aware of its use immediately. Management will determine is use of the medically prescribed narcotic could have an impact on the employees ability to perform his or her

function, or have an impact of their safety or the safety of others in the work place or if a reasonable accommodation will be made.

“Employees testing positive for the first time are required to sign a last chance agreement for mandatory referral to the Employee Assistance Program for evaluation and substance abuse treatment. Employees **will** be subject to return-to-duty drug and/or alcohol testing before returning to work. Employees **will** also be subject to unannounced follow-up testing.” The results of the employees return to work tests must be negative or the employee will not be eligible to return to work and their employment will be terminated.

Employment Status & Records

Employment Application

The Company relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omission in any of this information or data may result in the Company’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Drivers’ License and Driving Record

Any potential or current employee required to drive a Company vehicle as part of their job function must have a valid drivers’ license and maintain a driving record acceptable to the Company Insurance Carrier. Any changes to the status of either an employee driving license or driving records must be reported to your Manager or Supervisor immediately. Failure to do so may result in disciplinary action up to an including termination.

Proof of U.S. Citizenship

Federal regulations required that all applicants must complete, sign, and provide proper documentation as directed on the Federal Form I-9, Employment Eligibility Verification Form. This document and copies of required verification documents will be kept on file by the Company for as long as legally required.

Introductory Period

The Company recruits carefully and strives to hire those they believe are the most qualified. It is beneficial to both the Company and the employee to have an initial period of employment in which the employee has an opportunity to appraise the Company and the Company can evaluate the employee’s job performance and commitment. Therefore, all new employees, full-time, part-time or otherwise are considered to be on an introductory status (the “introductory period”) for the first 60 days of employment.

While we hope our relationship will be mutually satisfying, it should be recognized that all employment is considered “at-will”, meaning that either the employee or the Company can terminate the employment relationship at any time, with or without cause, and with or without notice or other consideration. As such, successful completion of the introductory period does not change your at-will employment status.

First Days on the Job

As you begin your job and become better acquainted with the Company, we will help to familiarize you with the Company’s policies, functions, operations, benefits, compensation and your job responsibilities.

In addition, your supervisor will be available to answer questions about your job and duties and offer assistance when required.

Work Hours

The regularly scheduled work hours at the Company are:

- 7:00am -3:30pm Monday through Friday

Hours of operation and employees scheduled shifts may be adjusted by the Company in order to achieve Customer or Company requirements. All work hours, breaks (if applicable) and a one half hour unpaid lunch will be schedule by your Manager or Supervisor. Employees will not be allowed to work through lunch in order to make up for a late arrival, or early departure. Your Manager or Supervisor has sole discretion to approve exceptions as necessary to achieve Customer or Company requirements.

Time Cards

The Company requires, in accordance with state and federal law that all Non-Exempt, hourly employees must have completely accurate records of time worked, and recorded lunch periods. The Company records all such transactions by providing each employee with an Employee Identification Number that is used at the start and conclusion of their shift. These transactions become a permanent records in the Company’s Time and Attendance system. Employees may not punch in any earlier than six (6) minutes before the start of their regularly schedule shift, or six (6) minutes after the conclusion of their regularly scheduled shift. Any exceptions to this must be immediately reported by the employee to their Manager or Supervisor.

No employee may use the Employee ID Number of another employee, nor alter the clocking of another employee for any reason whatsoever. This is a violation of Company policy and result in disciplinary action up to and including **termination**. In the event of an error in recording your own time you are required to immediately notify your Manager or Supervisor.

Hours of Work and Pay

Salary Basis Requirement (Exempt Employees)

It is our policy to comply with the salary basis requirements of the FLSA and state law. We therefore prohibit improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA or state law.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your Manager or Supervisor. Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be reimbursed promptly for an improper deduction made. The Company does not tolerate any retaliation against employees who make such reports.

Pay Periods

The Company will pay all Non-Exempt hourly employees weekly based on all hours worked during the previous week. The Company will pay all Exempt employees weekly based on 1/52nd their respective annual salary level.

Payroll periods begin on Sunday and end on Saturday of the work week.

The Company will not release your check to anyone other than yourself without a written letter from you authorizing the Company to do so.

Typically, if a holiday falls on a normally scheduled payday, employees will generally be **paid** the preceding workday.

The Company does not grant any type of loans or pay advances.

Base Pay

All employees, Exempt and Non-Exempt hourly are paid commensurate with their skill level and in accordance with the FLSA status. Amongst Non-Exempt hourly employees, the Company encourages and rewards skill development and expansion in terms of a higher hourly wage rate. The Company strongly believes in the growth and promotion of skills from its employees within the organization. It is always our practice to promote from within whenever possible.

Production Bonus Pay

All Non-Exempt hourly employees of the Company are afforded the opportunity to earn additional higher bonus incentives through enhanced production performance called "Production Bonus Pay". The Company has sole discretion to set pre-assigned values on the type of work being performed based on previous experience performing such work or anticipated performance in the case of new or modified work processes.

In most cases the Production Bonus Pay is computed by multiplying the number of pieces completed by an individual pre-assigned value (or piece rate). The Company encourages its employees to grow and enhance their skill levels so as to maximize the potential for all employees to earn Production Bonus Pay. If however, an individual fails to earn or is earning only limited Production Bonus Pay, the Company reserves the right to transfer or potentially terminate the employee.

If you see opportunities to improve any aspect of work performed at the Company which would result in higher output and greater quality, you are encouraged to bring your ideas to your Manager or Supervisor.

It is our hope that all our employees will be able to earn additional pay by embracing the Production Bonus Pay approach.

The Company reserves the sole and exclusive right to amend or modify the Production Bonus Plan as it deems necessary and for the overall benefit to the Company.

Pay for Work Performed on a Company Holiday

Full-time Non-Exempt hourly employees that are required by the Company to work on a scheduled Company holiday will receive their normal wages paid for that date, plus their the Company paid holiday week.

Call Back Pay

If a Non-Exempt employee is required to report for work a second time in any one workday, said employee shall be paid a minimum of two (2) hours pay for this time. If the employee works longer than the two (2) hours they will be paid for all hours worked.

State or local law providing for greater benefits will supersede this policy.

Wage Garnishments

The Company is required by law to comply with certain court orders, liens and wage garnishments. Payroll will notify the employee when it receives such an order. The employee is encouraged to attempt to settle these types of obligations without involving the Company.

Inclement Weather and "Acts of God"

Non-Exempt hourly employees will not be paid by the Company in the event that operations must closed due to inclement weather or Acts of God, both of which are not controllable by the Company.

In the unusual and unanticipated event when such instances may occur, the Company will make every effort to contact its employees directly and make such announcements through radio (WLAF 1450 AM or WQLA 104.9 FM) or media (TV Channel 4).

Error in Pay

While the Company will make every effort to insure that its employees are always properly paid, there may be rare occasions when this does not occur. If an employee believes they have been improperly paid, including pay overage as well as shortage, they must immediately make their Manager or Supervisor aware of the situation. Prompt action will be taken to rectify the situation as soon as possible and in accordance with state and federal requirements.

Termination and Severance Pay

The Company has no established Severance Policy and as such pays only the state of federally mandated requirements to an employee at the time of termination. Such requirements include

- Pay earned during that payroll period up to the date of termination.

Payroll Deductions

The law requires that the Company make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes (where applicable). The Company must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base".

In addition, there are voluntary deductions that you authorize the Company to make from your compensation. These deductions include such things as Medical & Dental, 401(k), or other Company provided benefits.

If at any time you believe that an improper deduction has been made to your paycheck, it is your responsibility to immediately report this information to your Manager or Supervisor.

Direct Deposit

The Company requires automatic paycheck deposit for your convenience. You will have your paycheck directly deposited to your bank account(s). It takes approximately one payroll cycle for your direct deposit to begin, and pay stubs are received via the ADP website or AP. If you have any questions about direct deposit, see your Manager or Supervisor.

Overtime Pay for Non-Exempt Employees

Overtime compensation is paid to all Non-Exempt employees in accordance with federal and applicable state law and regulations. A Manager or Supervisor can approve and shall approve all overtime before it is performed.

As business or specific operational needs require, it may become occasionally necessary for employees to be available for work beyond their regular daily or weekly work schedules. It may also be necessary for employees to return to work after departing for the day, or to continue working directly following completion of their normal work schedule. Every effort will be made to provide as much advance notice as possible, and overtime work will be scheduled or assigned as fairly and consistently as possible given the nature of the overtime work to be performed.

Employees who fail to work mandatory overtime or who work overtime without receiving prior authorization from their manager may be subject to corrective action, up to and including immediate termination of employment.

Attendance

The Company expects that its employees will be at their work area, and ready to work when their shift begins. If you are late in reporting to work, or have a requirement to leave before the end of your regularly scheduled shift, you must notify your Manager or Supervisor immediately. If you are unable to report for your regularly scheduled shift, you must contact your Manager or Supervisor before the start of your shift. The Company will consider it “job abandonment” for any employee absent from work for three consecutive days without making direct contact with their Manager or Supervisor, and as such employment will be terminated.

In general, the Company considers three (3) unexcused absences or tardies (arriving late or leaving early) in a ninety (90) day period to be excessive and will lead to disciplinary action up to and including termination.

Absences of Three (3) or More Consecutive Days

If you are absent because of illness for three (3) or more consecutive days, you should expect to provide the Company with documentation from your doctor indicating the reason for your absence. If you are absent for five (5) or more consecutive days, you should expect to provide documentation from your doctor indicating that you are cleared to return to work as well as any restrictions you may have that the Company needs to consider.

Break / Rest Periods

The Company will provide its employees with two (2) paid rest periods of ten (10) minutes in length. You are expected to be back at your work station up to the time of your rest period and promptly return at the conclusion. The Company may adjust individual Break / Rest Periods as needed to achieve Customer or Company requirements.

Lactation Breaks

The Company will provide a reasonable amount of break time to accommodate an employee needing to express breast milk during the work day. If possible, such break time should be taken during the meal and/or rest periods already provided to the employee. Non-exempt employees should clock out for any time taken for this purpose that does not run concurrently with other normally scheduled break periods, and such time generally will be unpaid. An employee should notify her supervisor in order to request a break or to schedule a regular break under this policy, and the Company will make reasonable efforts to provide a room or other location for the employee to express milk in privacy and security. If the only private area available is not in close proximity to the employee's work location, the employee should contact her Manager or Supervisor as soon as possible so that any necessary action to correct the situation can be taken.

The Company will not tolerate any adverse treatment of an employee who requests an accommodation under this policy. Any employee who experiences any actual or perceived adverse consequences for requesting such an accommodation should notify her Manager or Supervisor immediately.

Lunch Periods

The Company will provide its employees with a thirty (30) minute unpaid lunch period on their regularly scheduled shift. Timing of individual lunch periods may vary as determined by the Company but will typically fall between the 4th and 6th work hour.

You are required to take your full, allotted lunch period and employees shall not be allowed to perform any Company related work during this time period. All employees are automatically clocked in and out from their allotted lunch period. Employees will be allowed to leave Company property during their allotted lunch period, but must clock back in to work on time at the end.

Access to Personnel Files

The Company maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, and documentation of performance appraisals, salary increases and other required employment records.

Personnel files are the property of the Company, and access to the information they contain is restricted. Generally, only Management of the Company who has legitimate reason to review information in a file are allowed to do so. Employee requests to review their own personnel file will be handled in accordance with applicable law.

The Company provides safeguard for the confidentiality of the employee information and attempts to ensure privacy of all personnel records. Documents that contain personally identifying information about an employee (such as Social Security numbers, home address and phone information and financial account information) will be kept in a secure area or electronic storage as applicable and will not be shared with or transmitted to anyone without a business need for such information.

Standards of Conduct

The Company expects all employees to conduct themselves in a professional manner, perform assigned work duties and comply with all established Company policies, procedures and work rules. You are responsible for adhering to the Company's standards of conduct, which emphasizes honesty, as well as personal and professional integrity, in all activities.

Basic Provisions

Appropriate employee conduct should reflect, but is not limited to the following guidelines:

- Performing job duties and responsibilities according to standards set by the Manager or Supervisor.
- Following work hours and work rules established by the Company, your Manager or Supervisor.
- Treating fellow employees, customers, vendors and visitors respectfully and with courtesy.
- Performing duties in a safe and efficient manner that minimizes potential injuries to self or others; and
- Complying with rules of acceptable behavior.

Unacceptable Behavior

Inappropriate and unacceptable behavior includes, but is not limited to the following:

1. Unsatisfactory job performance.
2. Insubordination or Anti-authority behavior.
3. Excessive absenteeism or tardiness (excluding legally protected absences or tardiness) or abuse of meal or rest periods.
4. Failure to report to work as scheduled with following appropriate call-in procedures.
5. Misuse of Company funds, falsification or destruction of any timekeeping, financial, employment or Company records, including and without limitation, time sheets, expense reports, and applications for employment.
6. Illegal conduct on Company premises; violation of public law or a criminal offense.
7. Gambling, possession or sale, use or distribution of alcohol, or use or distribution of illegal drugs or narcotics on Company premises.

8. Fighting, provoking a fight, threatening or inflicting physical violence or bodily harm toward another employee, customer, vendor or visitor.
9. Demonstrating behavior that interferes with the work performance of others of the operations of the Company.
10. Theft, destruction, misuse, tampering or damage of Company property of any type.
11. Misuse of Company systems such as computers, telephones or other electronic systems owned by the Company.
12. Use of the Company transport network, or vehicles for any illegal or unauthorized purpose.
13. Violation of Company safety, security or health rules or engaging in conduct that creates a safety, security or health hazard.
14. Bringing firearms, other weapons, or any other hazardous or dangerous device onto Company property or possessing the same while engaged in Company business, consistent with applicable law.
15. Violation of any of the Company's policies.
16. Abusive treatment or profane language directed toward another employee, customer, vendor, or visitor.
17. Sleeping during work time.
18. Recording any employee without their consent.
19. Misrepresenting reasons for Leaves of Absence.

Violation of any of these rules is subject to disciplinary action, up to and including immediate termination. However, the above list is not all-inclusive. The Company will determine in each case whether conduct is inappropriate or unacceptable. If you are in doubt of a rule or policy it is your responsibility to request an explanation from a member of Management.

Corrective Action

When an employee's work performance or behavior falls below our standards, the Company may take corrective action to address the issue as it deems appropriate under the circumstances. The corrective action taken will depend on the Company's evaluation of the seriousness of the situation. Repeated infractions and more serious errors or misconduct may result in more stringent corrective action in the Company's sole and absolute discretion. Matters deemed to warrant immediate termination include, but are not limited to:

- Unsatisfactory work performance; neglect of duties; refusal to perform the required duties of the position; excessive absences and/or tardiness (excluding legally protected absences and tardiness); absence from work without satisfactory explanation.
- Violation of the Company's Drug and Alcohol Free Workplace Policy.
- Violation of the Company's Anti-Harassment Policy.

- Misappropriation or theft of the Company's supplies, equipment, or funds.
- Discourtesy to fellow Employees, customers, vendors, visitors, or a supervisor; any inappropriate behavior which would reflect poorly on the individual and/or the Company; and
- Falsification of Company records, employment records, or time records.

The Company retains the right to apply whatever corrective action procedure it deems appropriate under the circumstances, including immediate termination of employment.

Nothing in this policy alters the Company's policy of at-will employment. Moreover, nothing in this policy should be construed to interfere with employees' right to engage in any activity protected by applicable law, including but not limited to, Section 7 of the National Labor Relations Act.

Disciplinary Actions

Unacceptable behavior that does not result in immediate termination may be dealt with through Progressive Disciplinary Action as noted below:

- Verbal Warning
- Written Warning
- Final (Termination)

Disciplinary write ups will be active on file for 12 months. After a rolling 12 month period the disciplinary action will be removed. Severe disciplinary actions may stay on the file permanently and will be determined at the discretion of your manager.

Employment Classifications

The Company uses the following classifications to define employee status:

Regular Full-Time Employees

A regular, full-time employee is hired to work 40 or more hours per week. Regular full-time employees are eligible for all Company-sponsored benefits after a specified waiting period of *480 working hours*.

Regular Part-Time Employees

A regular, part-time employee is hired to work less than 40 hours per week. A regular, part-time employee is not eligible for health benefits and may receive pro-rated vacation time based on their work schedule as granted on occasion.

Temporary Employees

A temporary employee is someone hired for a specific period of time (such as the summer) or for a specific purpose for a specific period of time. Temporary positions

typically will not exceed a six (6) month period. A Temporary employee is not eligible for health benefits only to the extent required by state and federal laws.

Non-Exempt Employees

Non-Exempt Employees are those who are covered by the federal Fair Labor Standards Act and/or applicable state law. Employees in non-exempt jobs are paid on an hourly basis and are eligible for overtime compensation under applicable state and federal laws, after 40 hours in a work week. Overtime will be paid at 1.5 times the hourly rate of the employee.

Exempt Employees

Exempt employees are those who are exempt from certain provisions of the federal Fair Labor Standards Act and applicable state laws. Employees in exempt jobs are based on an annual salary and are not eligible for overtime pay. Due to the nature of such duties, an Exempt employee may be required to work outside the Company's norm business hours. Notwithstanding any other provisions of this Handbook, the Company's policies including but not limited to discipline and benefits policies, are to be interpreted in accordance with the salary basis requirement of the Fair Labor Standards Act and applicable law.

Performance and Compensation

Compensation Philosophy

The Company compensation program is designed to reward each employee on the basis of his or her contribution to the Company. In order to compensate employees equitably and fairly, it is the Company's goal to pay wages that are competitive with the local marketplace and industry.

The Company strongly believes in the growth and development of its employees. The Performance Appraisal process is the formal vehicle by which the Company documents individual performance. Employees will be continually assessed by their Manager or Supervisor regarding their individual performance, and depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. In between formal reviews, employees are encouraged to speak regularly with their Manager or Supervisor regarding their performance and development.

Positive performance reviews do not guarantee pay increases or promotions. The desire of the Company is to reward those employees that make the most contribution to our success and have the greatest knowledge, skills and abilities in what we manufacture. Pay increases and promotions are solely within the discretion of the Company and depend upon factors in addition to performance, including general economic and industry market conditions.

Advancement, Transfers and Promotions

The Company generally seeks to promote its present employees whenever opportunities arise when it determines, in its discretion, that such promotion is warranted. We believe this serves as a reward and incentive for our employees. That said, not all positions can be filled with an internal applicant because the Company is committed to filling vacant positions with the most qualified individuals, whether they are current employees or outside applicants. Much like the Performance Review process, employees are encouraged to speak to their Manager or Supervisor regarding opportunities for advancement and how they can best be achieved.

Employee Relations

Resolution of Problems

It is the intent of the Company to provide our employees with an effective means to discuss and bring to resolution any work related problem or concern. **The company practices an open door policy.** In general, we encourage our employees to follow the steps below whenever possible:

1. Employees should promptly bring any problem or complaint to the attention of their immediate Manager or Supervisor.
2. If employees prefer not to discuss the situation with their Manager or Supervisor, or the Supervisor does not address the issue satisfactorily, employees may choose to speak to the President.

Safety Mission

The Company strives to provide a place of employment free from hazards which may cause illness or injury to any employee. Our goal is to aggressively identify and eliminate workplace hazards that could affect our employees, customers and the general public. We will work closely with our employees to establish Safety & Health Programs that ensure continuous improvement including meeting all applicable laws, establishing and teaching safe work practices, and correcting unsafe conditions and practices. We are firmly committed to the belief that most accidents can be prevented. Accident prevention will be achieved through proper training, equipment design and operation, and, most importantly, through attention and constant concern by each employee.

The Company is committed to:

- ***Our employees***
By continually seeking opportunities to improve the safety of our work practices and environments and providing the appropriate training, tools and resources to help our employees carry out their responsibilities in a safe manner.
- ***Our business***
By integrating health and safety considerations into our strategic decision-making and planning processes and by proactively developing and advancing

innovative processes that will enable us to excel in health and safety performance.

- ***Our customers***
By providing products that, when properly used, meet or exceed applicable health and safety standards.
- ***Our suppliers and contractors***
By working with our suppliers and contractors to maintain appropriate levels of commitment to health and safety performance.
- ***Regulatory authorities***
By cooperating with all regulatory authorities in reaching our mutual goal of protecting the health and safety of our employees and the public.

General Safety

The Company will comply with all health and safety rules and regulations prescribed by applicable law. Each employee is responsible for adhering to the Company safety policies. It is also the responsibility of each employee to assist the Company by notifying his/her immediate Manager or Supervisor of any violations and/or hazardous conditions. One of your most important responsibilities is to perform your job in a safe manner, carefully following all Company safety policies. You will be required to attend periodic safety training to learn about general safety policies.

Personal Protective Equipment

The purpose of Personal Protective Equipment (PPE) is to minimize the risk of injury to our employees. PPE refers to articles of clothing, respiratory equipment, and such other devices, which can provide the wearer with specific protection, such as to the eyes, ears, head, lungs, hands, feet, and legs. The use of PPE is required as a part of our safe work practice and is provided at no cost to employees. PPE devices are not to be solely relied upon to protect against hazards, rather, these devices will be used in conjunction with guards, engineering controls, and other sound manufacturing practices. Employees will be issued PPE as determined by the scope of their responsibilities. Employees are responsible for maintaining and caring for their PPE. Failure to use PPE at all times may result in corrective action, up to and including **termination**.

Safety Violations Policy

The health, safety and well-being of our employees are of primary importance and consideration in operating the Company. The Company's goal is to provide a safe and healthy work environment for all employees and visitors.

Members of Management are expected to do everything within their control to assure a safe environment and to always be in compliance with federal, state and local safety regulations. Additionally, all employees are expected to do their part to work

safely. The Company expects employees to do everything possible so as not to create conditions that can result in injury to themselves or others.

In this regard, every employee is required to follow the Company's safety guidelines. In support of this goal, each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. If an employee observes an unsafe work condition, he/she should report it to his/her Manager or Supervisor immediately. Working together, we can succeed in having a safe, healthy, and profitable workplace from which we will all benefit.

Anyone caught engaging in unsafe behavior and or failing to report an unsafe work condition may be subject to disciplinary action. The following list contains some examples of conduct that may lead to disciplinary action, up to and including termination of employment:

1. Horseplay.
2. Causing an accident involving property damage and/or injury.
3. Operating equipment without permission/ authorization.
4. Not reporting accidents or damage of property immediately.
5. Not using safety devices provided on or for equipment (horns, safety belts, etc.).
6. Blocking a safety zone or main drives.
7. Equipment misuse (carrying more than the rate capacity, pushing, bumping, etc.).
8. Not obeying traffic laws.
9. Not wearing all necessary PPE in required areas.
10. Not following proper lockout/tag out procedures.

Workers' Compensation

Workers' compensation insurance is intended to provide medical care and pay for lost time resulting from work-related injuries and illnesses.

Reporting Occupational Accidents & Injuries

All employees must immediately report any on-the-job accident, injury, or illness to their Manager or Supervisor no matter how insignificant the accident, injury, or illness appears to be.

An investigation will be conducted to determine the cause of the incident and, hopefully, to prevent it from occurring again in the future. Failure to immediately report a work-related accident, injury, or illness may result in corrective action, up to and including **termination**. Additionally, failure to report an injury or illness in a timely manner may jeopardize your rights to certain benefits.

The Company will not tolerate the reporting of false claims. All employees also should remember that workers' compensation fraud is a crime.

Medical Treatment

To ensure you of quality care in case of a work-related injury or illness, the Company will direct you to an appropriate health care provider for the treatment of such injury or illness.

Providing Workers' Compensation Documentation of Work Status

An employee must provide their Manager or Supervisor with a note from their treating provider immediately after each visit, if possible. In the event that an employee cannot return to the facility to provide documentation, the employee must at a minimum call their Manager or Supervisor and inform them of their return to work status. It is not permissible to have another employee or spouse of an employee "call in" to report an anticipated absence, except in the case of extreme emergency. If their Manager or Supervisor is not available, then the employee is expected to call back within a reasonable period of time (not to exceed 24 hours).

Return to Work Program

The Company provides employees who become ill or injured on the job with a Return-to-Work (RTW) Program so that they can return to work as soon as they are safely able to do so. This RTW Program is established in order to provide a mechanism through which an employee, who is temporarily unable to perform one or more of his/her essential job functions, can adjust to the work environment and provide productive work time to the Company. Employees who are eligible for leave under the federal Family and Medical Leave Act (FMLA) and/or applicable state law may be offered an opportunity to participate in this Program, but are not required to accept it and instead may choose to take FMLA and/or applicable state law leave.

Under the Program, the Company will provide temporary work assignments, if available, that are tailored to the work restrictions and capabilities of the employee. The Company will ask employees to perform only the job functions that their medical providers have determined can be safely performed during the recovery process.

Workplace Violence Policy

The Company is concerned about the increased violence in society, which has filtered into many workplaces throughout the United States. The Company has taken steps to help prevent incidents of violence from occurring by adopting a "zero tolerance policy" with respect to workplace violence. Acts or threats of violence by any Company employee or former employee against another Company employee, customer, vendor, or visitor are expressly prohibited. The Company will not condone any acts or threats of violence by or against its employees, customers; vendors or visitors on Company premises at any time or while engaged in business with or on behalf of the Company.

Tobacco Free Policy

To promote health and general well-being, the Company provides a tobacco-free environment. The use of tobacco products is not permitted by anyone, anywhere inside Company facilities. Areas are designated outside of Company facilities for tobacco use.

Leaves of Absence

Bereavement Leave

All regular, full-time employees are eligible for paid bereavement leave for their immediate family of typically 3 days to make arrangements and attend the funeral generally concluding on the date of the funeral

The term “immediate family” is defined to include an employee’s spouse, domestic or civil union partner, child, step-child, parent, step-parent, sibling, step brother or step sister, grandparent or grandchild, corresponding in-laws, father in-law, mother in-law, sister in-law, brother in-law or in-laws through their domestic or civil union partner.

Family and Medical Leave

Eligibility Requirements / Leave Year

You are eligible for up to 12 work weeks of unpaid leave under the federal Family and Medical Leave Act (FMLA) during a rolling 12-month period if you have been employed by the Company for at least 12 months, you have worked at least 1,250 hours during the 12-month period prior to the commencement of the Leave. The Company uses a rolling 12-month period measured backward from the date you use any FMLA leave. If you meet the eligibility requirements, you are eligible for up to 26 weeks of leave to care for an Injured Service member as set forth below.

Reasons for Leave

An FMLA leave may be requested for any of the following reasons:

Birth / Placement (Bonding) – to care for a child born to or placed for adoption or foster care with you.

Family Medical – to care for your parent, child or spouse with a serious health condition.

Employee Medical – because of your own serious health condition, which renders you unable to perform the functions of your position.

Qualifying Exigency - because of any qualifying exigency arising out of the fact that your parent, child or spouse is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces in a foreign country; or

Injured Service Member (Military Caregiver) - to care for a parent, child, or spouse, or individual for whom you are the next of kin who is either a current member of the Armed Forces, including the National Guard and Reserves, or a veteran who was a member of the Armed Forces at any time during the five years preceding the date the veteran undergoes treatment, recuperation, or therapy, and who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of active duty (or aggravated by service in the line of active duty). For current members of the Armed Forces, the serious illness or injury must be a condition that may render the military member medically unfit to perform the duties of the member's office, grade, rank, or rating. To be considered "next of kin," you must be the nearest blood relative (geographically) of the injured service member (other than the individual's parent, spouse, or child). Such leave may be taken for up to 26 weeks in a single 12-month period, which period begins on the first day you take leave for this purpose and ends 12 months after that date. An eligible employee who takes Injured Service Member Leave may not take more than a combined total of 26 weeks of FMLA leave in a single 12-month period, including any leave taken for other FMLA-covered reasons. Under such circumstances, only a total of 12 weeks of FMLA leave in a 12-month period may be taken for reasons other than to care for an Injured Service Member.

Leave Rules

Leave for Birth/Placement must be completed within the 12-month period beginning on the date of the birth or placement.

In certain states, spouses who both are employed by the Company may be limited to a combined total of 12 workweeks of leave within a 12-month period for Birth/Placement leave or to care for a parent with a serious health condition. Spouses also may be required to share the 26 weeks of Injured Service Member leave under some circumstances.

Employees will not be granted leaves to gain employment or work elsewhere, including self-employment.

Employees who misrepresent facts in order to be granted an FMLA leave will be subject to discipline up to and including termination of employment.

Leave Is Unpaid / Substitution of Accrued Paid Leave

FMLA leave is unpaid leave. However, unless inconsistent with applicable state law, you must use any available sick time and any accrued unused vacation during any otherwise unpaid FMLA leave. The substitution of paid leave time for unpaid leave time does not extend the 12 week (or where applicable, the 26 week) leave period.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give your Manager or Supervisor at least 30 days prior notice (or as much notice as is practicable). If the need for leave is not foreseeable, then you are expected to provide notice to your Manager or Supervisor as soon as practicable, generally the same day or the next business day you learn of the need for leave. Failure to provide such notice may be grounds for delay or denial of leave and may result in adverse employment actions.

Medical Certification / Second and Third Opinions

If you are requesting Family Medical or Employee Medical leave, you must provide a medical certification from a health care provider. You may obtain the appropriate certification forms from your Manager or Supervisor. Certifications must be provided within 15 calendar days after you are requested to provide such certification. Failure to provide requested certification in a timely manner may result in delay or denial of leave.

Under certain circumstances, the Company, at its own expense, may require a second medical opinion, and if the first and second opinions differ, may request a third medical opinion. If a third opinion is requested, you and the Company will jointly approve of the health care provider and the third opinion will be binding.

The Company may also require recertification periodically during a leave.

Certification for Qualifying Exigency and Injured Service Member Leaves

If you are requesting leave for a Qualifying Exigency or to care for an Injured Service Member, certification forms are also required. These certification forms must be provided to your Manager or Supervisor within 15 calendar days after they are requested.

Medical and Other Benefits

During the leave, the Company will maintain your group health benefits on the same conditions as if you had continued working your regular schedule for up to a maximum of 12 weeks in a 12-month period (26 weeks for Injured Service Member leave). If paid leave is substituted for unpaid FMLA leave, the Company will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must make arrangements with your Manager or Supervisor *prior to* actually taking the leave to pay your portion of the premium. Your group health care coverage will cease if your premium payment is more than 30 days late, but you will be notified at least 15 days before your coverage lapses. Additionally, if you fail to return from leave, the Company may require repayment of any premium that was paid for maintaining the health coverage for you, unless you do not return because of your continuing or recurring serious health condition or that of a covered family member, or because of other circumstances beyond your control.

Returning From Leave

If you take an FMLA leave, you are generally entitled to return to your position or to an equivalent position with equal benefits, pay and other terms and conditions of employment, subject to any applicable exceptions. In addition, you have no greater rights to reinstatement or to other benefits and conditions of employment than if you had not taken FMLA leave. If you take Employee Medical leave, you will be required to provide a fitness for duty certification that you are fit to resume work and are able to perform your essential job functions with or without a reasonable accommodation. Employees failing to provide a fitness for duty certification when it is required will not be permitted to resume work until it is provided.

Intermittent or Reduced Work Schedule Leave

Employee Medical, Family Medical and Injured Service Member leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced work schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. Qualifying exigency leave may also be taken intermittently or on a reduced work schedule basis. If you are certified to take FMLA leave on an intermittent or reduced leave schedule basis, you must advise your Manager or Supervisor at the time of your absence from work if the absence is for your certified FMLA reason.

State Law

If state law provides for job protected family or medical leave, the state leave and the FMLA leave will run concurrently if permitted by law. The FMLA does not supersede any state or local law which provides greater family or medical leave rights, and an employee will receive all benefits and protections to which an employee is entitled under any and all applicable leave laws.

Jury Duty

The Company recognizes that jury duty is a civic responsibility that should not be avoided. It is important that you notify your supervisor as soon as you are scheduled to appear so that your supervisor can make arrangements to cover your work. All requests for Jury Duty Leave must be submitted in advance of attending.

Witness Duty

Employees are eligible for time off to serve as a witness pursuant to a lawful subpoena. If you are subpoenaed to serve as a witness, you should immediately notify your **manager or** supervisor and present a copy of the subpoena to him/her. Once you have been released from your service as a witness, you are expected to contact your supervisor to see if you should return to work for the balance of the workday. You will also be required to provide the Company with written proof of having served upon return to work.

Military Leave

Military leaves are available to eligible employees who enter, voluntarily or involuntarily, the uniformed service of the United States, or reserve components of same, to participate in active or inactive duty or training, as required by the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state laws. Reinstatement rights will be administered in accordance with USERRA and applicable state laws.

The Company requests advance notice of military service call to duty, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. All requests for Military Leave Duty should be submitted in writing to your Manager or Supervisor for approval.

The leave will be unpaid; however, employees may use any available accrued vacation time for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Other than during periods in which the employee is using available accrued vacation time, accrual of vacation and sick time ceases during any Military Leave and resumes with the first day worked upon return.

Benefits

The Company is committed to providing a comprehensive benefit program as an integral part of the total compensation of each eligible employee. Some benefit programs require contributions from the employee. Eligibility for your benefits may vary based on your start date. Temporary employees are not eligible for Company-sponsored benefits unless required by applicable law.

This portion of the Handbook contains a very general description of the benefits for which you may be eligible as an employee of the Company. Please understand that this general explanation is not intended to, and does not provide you with all the details of these benefits. This Handbook does not change or otherwise interpret the terms of the official plan documents. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of continued employment or future benefits, or a binding contract between the Company its employees, retirees or their dependents, for benefits or for any other purpose. The Company reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or part, any or all of the provisions of the benefit plans describe herein. Further, the Company reserves the right and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Paid Time Off

Paid Time Off (PTO) is given after a probationary period of 480 hours for non-exempt employees. It is accrued at a rate of 4 hours every month, up to 48 hours per year. PTO is to be taken only with the approval of your direct supervisor and in one hour increments. PTO is not to be “rolled over” into the next year.

Holidays

Only full-time employees that have completed the Introductory Period are eligible for holiday pay. Employees are not eligible to receive holiday pay during their Introductory Period. Nor are you eligible to receive holiday pay if you are a part-time employee, temporary employee, on any sort of Leave of Absence, or not on active status on the Company payroll.

Company Recognized Holidays

The following holidays are recognized by the Company as paid holidays:

- New Years’ Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holiday Policies

Although the Company does not recognize religious holidays, employees may take unpaid time off to observe such days.

If a holiday falls during your schedule vacation, you are permitted to take an extra day of vacation.

In order to qualify for holiday pay, you must work the full scheduled work day immediately before and after the holiday. Only previously approved excused absences by your Manager or Supervisor will be considered as exceptions to this policy.

Vacations

The Company believes in providing paid vacation time to its employees to provide a break from work and afford relaxation to the individual.

Eligibility

Only regular full-time employees are eligible for paid vacation. You are not eligible for paid vacation time during your Introductory Period, or if you are a part-time or temporary employee.

Accrual

Regular full-time employees accrue vacation time each calendar week upon completion of their Introductory Period. The vacation accrual rate is 47 minutes of vacation time for each week of service in which you worked a minimum of 40 hours. Thus, for 52 minimum 40-hour work weeks of services you will earn 40 hours of paid vacation.

Vacation Policies

The Company will schedule a one-week shutdown, annually, typically in July. Regular full-time employees will be required to use their accrued vacation time for that period. In the event an employee has not accrued sufficient vacation to be paid for the entire week, they must use the time accrued and take the remaining time as unpaid.

All vacation must be approved in advance by your Manager or Supervisor. The Company reserves the right to refuse a vacation requests if it will impact Customer or Business requirements.

Section 125 Plan

Pre-Tax Deductions

A Section 125 Plan allows eligible employees to pay premiums for medical and dental insurance on a before tax, rather than after tax basis. This means the employee's premium contributions are deducted from his/her gross pay before income and payroll taxes are calculated. Simply put, this means that you have more take home pay.

Per IRS regulations once an employee elects pre-tax medical, and/or dental, he/she may cancel insurance coverage without a qualifying event (such as marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of a spouse) or at the Company's annual open enrollment. A change in election due to a change in family status generally must be completed within 31 days of the qualifying event.

Health and Dental Insurance

The Company provides group medical and dental insurance for regular full-time employees and their eligible dependents, as well as domestic partners with whom you reside.

Flexible Spending Accounts

The Section 125 plan allows employees to set aside a portion of their pay each pay period into a pre-tax fund called, a "Flexible Spending Account" (FSA).

The funds can only be used for expenses incurred in the same year the funds are deposited. If the funds are not fully utilized within the plan year, they are forfeited. An employee may not make any changes to the FSA until the next open enrollment date, unless the elected change is the result of a qualifying change in family status under IRS regulations (such as marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of a spouse). A change in election due to a change in family status will be effective the next pay period.

Medical Care Reimbursement

The FSA Account can be used to cover deductibles or co-payments in the medical or dental insurance plans as well as other qualified expenditures.

Dependent Care Reimbursement

The Dependent Care FSA Account can be used to reimburse expenses incurred for day care of a child.

Life Insurance

The Company provides for regular full-time employees at no cost to you Basic Life/Accident Death and Dismemberment (AD&D) insurance. This benefit is **[Note TO Mark - Need to know what this is]**

Supplemental Life Insurance

In addition to basic life insurance, regular full-time employees also have the option to elect additional supplemental life insurance coverage for yourself and dependents in order to meet the unique needs of your family. You will be asked to complete the evidence of insurance eligibility process before coverage will be granted.

Disability

The Company provides Long- and Short-term Disability insurance for regular full-time employees. You will be offered the level of coverage for which you are eligible through your benefits enrollment.

401(K) Plan

The Company provides a Retirement Savings Plan with matching contribution levels to Regular Full-time and Part-time employees who **have been employed for one calendar year.**

COBRA

Upon certain events, such as termination of employment, death, divorce, reduction of hours and other qualifying events as defined under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees, spouses and qualified dependents are offered the opportunity to continue their health insurance coverage (called “continuation coverage”) at group rates plus an administration fee for a limited period of time, at their sole expense. The term “group health coverage” includes any medical, dental and prescription drug coverage that is included in the group health plan.

Employee Assistance Program (EAP)

The Company provides a work-life balance Employee Assistance Program (EAP) for all employees at no additional cost. LifeCare is our EAP provider and can be reached by telephone at (866) 574-7256.

Your Employee Assistance Program can help you find solutions for the everyday challenges of work and home as well as for more serious issues involving emotional and physical well-being. Examples include:

- Custom consumer research
- Childcare referrals
- Eldercare referrals

- Personal counseling
- Health management support and referrals
- Legal consultations with licensed attorneys
- Financial planning assistance
- Stress management

HIPAA

The Company complies with all applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).