

Craig Technologies, Inc. and Craig Ball Sales, Inc.

EMPLOYEE HANDBOOK

Welcome to Our Companies! Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our company and answer many of your initial questions. As an employee of our company, the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality products & services to our customers and to do so efficiently and economically. By satisfying our customers' needs, we ensure they will continue to come to us for their current and future needs and hopefully will recommend us to others. You are an important part of this process because your work directly influences our quality and delivery of our products. Below is our main company Quality Policy. Please learn this and know how you affect keeping our customers happy.

Quality Policy

It is our Goal to Consistently Satisfy our Customers with Quality Products and Services in a manner which is: Timely, Safe, Efficient, and Continuously Improving.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Donald Hollenbeck
President

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Attachments & Reference Documents

- (AD-0200)(Att. #1) Payroll/Employee Status Change Form
- (AD-0200)(Att. #2) New Hire Personnel Form
- (AD-0200)(Att. #4) Application for Employment Form
- (AD-0200)(Att. #5) Time Off Request Form
- (AD-0200)(Att. #6) Math Screening Test Form
- (AD-0200)(Att. #7) Employee Warning Notice Form
- Reference Document: AD-16, Time Card Corrections / Additions
- Reference Document: AD-18, Performance Review Form

Section 1: The Way We Work

A Word about This Handbook

This Employee Handbook contains information about the employment policies and practices of our company. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the company. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements. The practice complies with federal and state law and this handbook generally reflects those laws. The company also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook. Except for the policy of at-will employment, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the President or other officer. No oral statements or representations can change the provisions of this Employee Handbook. The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the President of the company. Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of those rights.

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT - EXPRESS OR IMPLIED - WITH ANY EMPLOYEE FOR A SPECIFIED PERIOD OF TIME UNLESS AN AGREEMENT IS A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

This Employee Handbook refers to current benefit plans maintained by the company. Those documents are controlling. Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

Building for the Future

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an "undesirable task", we look at it as a "must" situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all employees? With teamwork. Together we must meet the challenges we face on a daily basis.

In general, we have mentioned benefits, responsibilities and operations. We have saved the most crucial component of this business for last - You.

At all times, you represent the company, and it is up to each one of you to take this responsibility seriously. Our company exists with your joint efforts. Don't underestimate your contribution to it. A great many people outside the business who invest their time, money and faith in us are part of that equation. They are our customers. They will determine how fast we grow, how many people we will employ, how much product we make and the profit we make. In order to retain these customers, we want to ensure that our good service continues by always giving our customers the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

Equal Employment Opportunity

Our practice is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. In Delaware, the following are a protected class: race; marital status; genetic information; color; age [over 40]; religion; sex; national origin; sexual orientation; and status as a registered qualifying medical marijuana patient or designated caregiver. You may discuss equal employment opportunity related questions with our Human Resources Specialist or any other designated member of management.

Application Process

Applicants applying for a position within CTI or CBS must fill out an Application for Employment Form, AD-0200, Att. #4 and complete a Math Screening Test form, AD-0200, Att. #6 which will be forwarded to our HR Department for review.

Pre-Employment Background Check Policy

Craig Technologies, Inc. and Craig Ball Sales, Inc. conduct pre-employment background checks on all job candidates after a contingent offer of employment has been extended. A third-party

administrator company may be outsourced to conduct the background checks, which are all compliant with applicable laws, such as the Fair Credit Reporting Act. See AD-30, Fair Credit Reporting Procedure & Checklist.

The background check may include, but is not limited to:

- . Criminal background
- . Employment History
- . Education
- . Credit

Checking personal and professional references is an important part of the background check. All information obtained from the background check will be used by the company only in the employment process and will be kept confidential by the Human Resources Department. When an applicant is hired, the Plant Manager will complete a New Hire Personnel Form, AD-0200, Att. #2, and forward this form to the HR Department.

Americans with Disabilities Act

We are committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the Human Resources Specialist of the need for accommodation. Upon doing so, we may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. All medical information received in connection with a request for accommodation will be treated as confidential.

Life Threatening Illnesses

Employees occasionally develop serious or life threatening illnesses. We are committed to supporting such employees' efforts to continue their normal pursuits, including working. When necessary and where required by law, we will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life threatening illnesses. All employees, including employees with serious or life threatening illnesses, must maintain acceptable performance standards. An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including discharge. Employees with questions or concerns about life threatening illnesses are encouraged to contact their Human Resources Specialist for information and referral to appropriate services and resources.

A Word about our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. We treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal. In order to maintain

an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee. We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected under federal, state, or local law. In Delaware, the following are also a protected class: race; marital status; genetic information; color; age [over 40]; religion; sex; national origin; sexual orientation; and status as a registered qualifying medical marijuana patient or designated caregiver. Violation of this policy will result in disciplinary action, up to and including immediate discharge. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law.

Offensive remarks, comments, jokes, slurs, threats, or verbal conduct. Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.

Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

Discuss any concern with our Human Resources Specialist at (302) 628-9900 ext. 1229 at 103 Davis Drive, Seaford, DE 19973.

If you are not satisfied after you speak with Human Resources Specialist, or if you feel that you cannot speak to Phyllis Hollenbeck, discuss your concern with our President at (302) 628-9900 Ext.1222 at 103 Davis Drive, Seaford, DE 19973.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate action. We will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other company policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations so that we can take appropriate actions to address your concerns.

Exempt vs Non-Exempt Status

The Fair Labor Standards Act (FLSA) specifies that non-exempt employees must be paid at least the current federal minimum wage rate for the first 40 hours worked in a workweek (seven consecutive 24-hour periods) and must receive an overtime rate of at least time and one-half their regular rate of pay for all hours worked over 40 in a workweek.

Classifying employees as either exempt or non-exempt is neither exact nor easy. The decision cannot be made arbitrarily, nor should it be made based solely on the job title or the way the employee is paid (i.e., hourly or salaried). Instead, the determination must be made based on the job duties associated with the position. Generally, the employee must be paid on a salaried basis and must meet the salary level as prescribed in the Act (the specific essential and non-essential job duties). An up-to-date job description is a good starting point.

Exempt employees are required to work the minimum, standard full time equivalent hours or more when applicable in a given work week. Special projects may require additional work hours as deemed appropriate.

Generally, non-exempt employees' work is routine with set standards and rules. Depending on the individual's job duties, examples of non-exempt positions may include: Ball Tech Operator, Bookkeeper, and Shipping/Receiving Coordinator.

Section 13(a)(1) of the FLSA provides an exemption from the minimum wage and overtime provisions for bona fide executive, administrative, professional, and outside sales employees. Section 13(a)(17) may also exempt certain employees in computer-related areas. Generally, three tests are used to determine if an employee meets one of these white collar exemptions:

Examples are Salary level, salary basis, and job duties. An additional exemption may apply to highly compensated employees who are paid at least \$100,000 a year.

Be aware of current state wage laws that may be more beneficial to the employee. An employee must be exempt under both state and federal law to be exempt from overtime payments.

Hourly and Salaried Status

Under the FLSA, a non-exempt employee may be paid on an hourly, salaried, piece rate, or commissioned basis, as long as they receive at least minimum wage for all hours worked and the appropriate overtime pay. Exempt employees who qualify under the executive, administrative, or professional exemptions are often paid on a salaried basis and are not required to receive overtime pay.

Note: The salary level and salary basis tests do not apply to doctors, lawyers, teachers, certain computer related occupations, or outside sales employees. Additionally, exempt administrative or professional employees may be paid on a fee basis (paid an agreed sum for completing a single job, regardless of the time required to complete the work). A fee payment will meet the minimum salary level required for the exemption if, based on the time required to complete the job, the fee is at a rate that would amount to at least \$400 a week if the employee worked 40 hours.

Exempt employees should receive their full salary every pay period. The salary amount should not be reduced because of variations in quality or quantity of work performed or generally for

absences of less than a full day. Exempt employees cannot have their salary reduced for absences occasioned by the employer or by the operating requirements of the business. In general, if the employee is ready, willing, and able to work, no deduction may be made from the predetermined salary when work is not available. Typically the base pay for a salaried employee is based on a 50 hour work week. It is an honor based system that provides flexibility so when worked hours are above or below these hours, it is this balance that allows the employee when needed to have time off for personal or sick time and still get paid. For those employees who require more than a reasonable amount of time off, it is then expected that the employee will make up this time in an effort to stay fair with the system. At times when management request more work hours above and beyond normal hours, then the salaried employee may submit hours that are above the standard 50 hours by email or in writing to their supervisor to be compensated. Typically compensation is paid at the same base rate as your salary unless another arrangement is agreed on before hand.

Categories of Employment

INTRODUCTORY PERIOD: Full time and part-time employees are on an introductory period during their first **90** days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor and or manager will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

FULL-TIME EMPLOYEES regularly work at least a 40-hour workweek.

PART-TIME EMPLOYEES work less than 30 hours each Week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws - Upon hire, your supervisor and or department head will notify you of your employment classification.

Employee Status Change

A Payroll/Employee Status Change form, AD-0200, Att. #1, must be completed by the Supervisor/Manager and forwarded to the HR Department when the following occurs:

- An Employee's address changes
- An Employee is Demoted or Promoted

- An Employee changes from one Department to another Department
- An Employees wage/salary is changed
- An Employee is terminated
- An Employee's name changes because of marital status

Anniversary Date

The first day you report to work will be recorded as your anniversary date. This date may be used to calculate many different benefits. If you have any questions regarding your anniversary date, please see your supervisor.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, we are committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed.

New Employee Orientation

When you were hired, you were given a copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your supervisor. You will be asked to complete personnel, payroll and benefit forms. If you lose your Employee Handbook or if it becomes damaged in any way, please notify our Human Resources Specialist as soon as possible to obtain a replacement copy. Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the Company and your job.

Your Human Resources Department

The Human Resource Specialist is available to discuss subjects such as employment, recruitment, benefits, employee records, safety and disciplinary problems. The Human Resource Specialist is available 8:00 a.m. to 5:00 p.m., Monday through Friday. Appointments may be arranged for other times.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to your Supervisor. After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance review.

Specific recognition for suggestions may be reflected in different ways, including additional compensation (cash awards) based on the value of the suggestion.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

Section 2: Your Pay and Progress

Paycheck Deductions

The company will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees' pay.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Human Resources Specialist. If an error is found, you will receive an adjustment which will be paid no later than on the next regular payday.

Garnishment / Child Support

When an employee's wages are garnished by a court order, our Company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Performance Reviews

Your performance is important to our company. Once each year, on or about your anniversary date, your supervisor will review your job progress and help you set new job performance plans. Our performance review procedure provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the practice. See AD-18, Performance Review Form.

New employees will generally be reviewed after their first 90 days of their employment so they can be advised of their progress.

Job Descriptions

The company maintains a job description for each position in the company. The job description outlines the essential duties and responsibilities of the position. When the duties and/or

responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see your immediate supervisor.

Overtime

There will be times when you will need to work overtime so that we may meet the needs of our Customers. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by their immediate supervisor. Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law. Only actual hours worked count toward computing weekly overtime. If you have any questions concerning overtime pay, check with the Human Resources Specialist.

Section 3: Time Away From Work and Other Benefits

Employee Benefits

Our company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees. This Employee Handbook describes our current benefit plans.

The company reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Excused Absences:

1. Scheduled Paid Time Off (PTO).
2. Days spent on paid bereavement leave.
3. Time spent on an approved medical leave of absence.
4. Time spent on an approved personal leave of absence.
5. Absences due to plant injury or illness which occurs at work.
6. Absences caused by the answering of a subpoena.
7. Time spent on mandatory jury duty.

The following disciplinary measures will be administered for unexcused absences and general absenteeism:

Un-Excused Absences:

1. One (1) un-excused absence in a three (3) month period.

Action: Verbal Warning

2. Two (2) un-excused absences in a three (3) month period.

Action: Written Warning

3. Three (3) un-excused absences in a three (3) month period.

Action: Written Warning and three (3) days suspension without pay.

4. Additional un-excused absence within three (3) months of the three (3) days suspension.

Action: Final Warning and/or possible termination at discretion of Supervisor.

5. Additional un-excused absence within three (3) months of final warning.

Action: Termination at the discretion of your Supervisor.

General Absenteeism:

1. Five (5) absences in a one (1) year period.

Action: Verbal Warning

2. Six (6) absences in the same (1) year period.

Action: Written Warning

3. Seven (7) absences in the same (1) year period.

Action: Written Warning and three (3) days suspension without pay.

4. Additional absences within (3) months of three (3) days suspension.

Action: Final Warning and/or termination at discretion of your Supervisor.

5. Additional absences within (3) months of Final Warning.

Action: Termination at the discretion of your Supervisor.

Holidays

Our company normally observes the following holidays during the year:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

One Optional Holiday (In honor of Paul Hollenbeck - Date determined by Management)

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time employees are eligible for paid holidays after completing their introductory period. Exempt employees will receive holiday pay compliance with state and federal wage and hour laws.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their immediate supervisor.

Paid Time Off (PTO)

All paid time off from work such as sick time, personal time or vacation time will be put together into one pool called Paid Time Off. Each full-time salaried or hourly employee will be granted a specific number of days each year that they may use for sick child days, sick time, personal time, Doctor's appointments or vacation time. This will be their allotment of allowable Paid Time Off. **If you leave or are laid off during the year then this time will be prorated for the year by quarter. i.e. if you leave or are laid off in May, you are entitled to 50% of your awarded PTO time, (2 Quarters) deducting for any used time and what PTO time is left for those 2 quarters.** PTO is normally scheduled in full day increments. However, a 2-hour minimum time may be scheduled with supervisor's approval. PTO may not be cashed in. Any unused time will be forfeited on the last day of the year as a normal practice. **See Time Off Request Form, AD-0200, ATT. #5.**

Paid Time Off (PTO) is considered as a benefit to all employees who have provided not only time to the company but who have also fulfilled their respective responsibilities in their position. **Chart A** defines the allowable PTO days for new hires during their first year of employment based on the month in which they were hired. **Chart B** defines the allotted PTO days each employee is eligible for based on their years of service.

Allotted PTO may be scheduled between January 1st and December 31st of each year. Two days of PTO require a one week notice to your supervisor. Three or more PTO days require a minimum of 2 weeks' notice to your supervisor. We request that PTO days requested for November and December be scheduled by October 15th.

Approval for days off during peak production periods and holidays may be denied if your services are required. Employees are encouraged to use their allotted PTO throughout the year.

Unused PTO cannot be carried over to the following year and must be used or it will be forfeited. The only exception is when an Employee was denied vacation time that was scheduled due to business reasons. This time, if not used before the end of the year, will be reimbursed in the last month of the current year. It is recommended that you apply early for time off since seniority and or position will be used as guidelines for approved time off. The President reserves the right for final approval of time off even if approved by your immediate supervisor.

Extra days off beyond allotted PTO time will be unpaid and must be approved by your supervisor and the Plant Manager. These days will be considered as excused absences.

Part time employees accrue no PTO benefits.

Paid Time Off Chart

Chart A - 90 Days After your hire date you may be granted Paid Time Off as follows:

Start Date	Paid Time off in Days (PTO)
Jan-Feb	3
March - Apr	2
May-June	2
July - Sept	1
Aug- Dec	0

Chart B - On Jan 1 of each year Paid Time Off may be granted as follows:

If you have worked less than one year as of Jan 1:		
	Start Date	PTO in Days
	Jan- Feb	8
	March- Apr	7
	May - June	6
	July-Aug	5
	Sept - Oct	4
	Nov - Dec	3

If you have worked a full year or more as of Jan 1:		
	Length of Service	PTO in Days
	1 Year	8
	2 Years	13
	3 Years	13
	4 Years	13
	5 Years	18

LAYOFFS

An employee is **permanently** laid off when there is no expectation of recalling the employee back to work within the foreseeable future.

1. Health Insurance: Healthcare coverage will continue until the last day of the month in which the employee was laid off. Employees will be notified by our health carrier for continued coverage under Cobra once they are removed from our coverage.
2. PTO time: refer to the PTO policy in this manual for payment of unused time. PTO time will be paid out over weekly payrolls not to exceed 40 hrs (hourly) or 50 hrs (Salaried) per week until all time has been paid.
3. Any other time granted, or additional pay weeks added are at the discretion of the President.

An employee is **temporarily** laid off when there are expectations of recalling the employee back to work within a (90) ninety day period of time. Should the employee not be recalled before this time period, you will then be notified that you have been placed on permanent layoff. Note: this notice may also arrive sooner within the ninety days should the company recognize based on circumstances that there is no possibility for a recall back to work and a permanent layoff is the only option.

1. Health Insurance: insurance coverage will continue up to a maximum of 90 days that you are on temporary layoff unless you are notified sooner that you have been placed on Permanent layoff. At the end of ninety days if you have not been recalled, your insurance will end as of the end of this period.
2. All accrued PTO time will be held until a final decision is made as to whether the employee is returning to work, or put on permanent layoff. Once determined refer to the PTO policy for payout of unused time. PTO time will be paid out over weekly payrolls not to exceed 40 hours (hourly) or 50 hours (Salaried) per week until all time has been paid.
3. Service Time: service time with the company will not be affected should the employee be returned to work during the 90 day period. The days will be counted as normal time served with the company.

Inclement Weather

All employees are expected to make every effort to get to work when the weather is poor. However, employee safety is of major importance. Should it become necessary for the plant to close due to unsafe conditions, your supervisor or the Plant Manager/designate will contact you 1 hour before the start of your shift. If you have any questions you should first contact the main office and if no one answers, contact your immediate supervisor. Determination of a paid day for a plant closing is at the decision of the President of the company and is in no way obligatory upon the company.

Jury Duty

Jury Duty leave is unpaid. Employees must provide the company with a copy of the court summons.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. We reserve the right to request proof of jury service issued by the Court upon return.

Make arrangements with your immediate supervisor as soon as you receive your summons.

When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Human Resources Specialist and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Company unless military necessity makes this impossible. You must notify the Human Resources Specialist of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Human Resources Specialist.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify their immediate supervisor of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Bereavement Leave

Full-time and part-time regular employees are eligible immediately upon hire for three consecutive paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, civil union partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

Full-time and part-time regular employees are eligible immediately upon hire for one paid day to attend the funeral of aunts, uncles, nieces and nephews.

Part-time regular employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

Requests for bereavement leave should be made to your immediate supervisor as soon as possible.

Leave of Absence

Under special circumstances, full-time and part-time regular employees who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the Human Resources Specialist.

Leaves may not exceed 12 weeks during which time no benefits will accrue.

To the extent allowed by the insurance contract, we will continue to provide medical insurance, dental insurance and vision care insurance coverage for employees on an authorized leave of absence, up to a maximum of 12 weeks. During this time you will be responsible for paying your portion of the monthly premium(s).

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

Medical Insurance

Eligible full-time employees may enroll in a single, a single plus one dependent, or a family contract on the first of the month after completing 60 day introductory period. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from the Human Resources Specialist.

To assist you with the cost of this insurance, our company pays a portion of a single contract. You are responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug program. A booklet containing the details of the plan and eligibility requirements may be obtained from the Human Resources Specialist.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Human Resources Specialist.

COBRA

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child, under the terms of the medical and/or dental and vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the Human Resources Specialist within 60 days of the occurrence of the event.

Human Resources will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Human Resources Specialist.

Life Insurance

Eligible full-time employees may enroll in this plan on the first of the month after completing their introductory period.

You must complete an insurance form and designate your beneficiary.

The cost of this insurance is fully paid by the company.

Complete details of this plan may be obtained from the Human Resources Specialist.

Federal Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid job protected leave for certain specific reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

Employee Eligibility

To be eligible for FMLA leave, you must:

- have worked at least 12 months for the company in the preceding seven years (limited exception apply to the seven-year requirement);
- have worked at least 1,250 hours for the company over the preceding 12 months;
- and**
- currently work at a location where there are at least 50 employees.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

- birth of a child, or to care for a newly-born child (up to 12 weeks);
- placement of a child with the employee for adoption or foster care (up to 12 weeks);
- to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
- because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
- to care for a covered service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); **or**
- to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on duty under a call or order to active duty in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a covered service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Identifying the 12 Month Period

The 12-month period in which 12 weeks of leave may be taken is a rolling backward 12-month period from the date an employee uses any FMLA. For leave to care for a covered service member, the practice calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date.

FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the company will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a 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. You must also inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

2. If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with our normal call-in procedures, absent unusual circumstances.

3. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the company request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to

discipline up to and including discharge. Second or third medical opinions and periodic recertifications may also be required.

4. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and

5. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The company will require this certification to address whether you can perform the essential functions of your position. Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including discharge.

Employer Responsibilities

To the extent required by law, the company will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, we will provide them with a notice that specifies any additional information required as well as the employee, rights and responsibilities. If employees are not eligible, the company will provide a reason for the ineligibility. We will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If we determine that the leave is not FMLA-protected, we will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMI-A entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the company's standard leave of absence and attendance policies. This may result in discharge if you have no other legally mandated leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including discharge.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including discharge.

While the company encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Specialist, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer. Further, FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Pregnancy-Related Absences

Craig Technologies and Craig Ball Sales will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this Employee Handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

Social Security

During your employment, you and the company both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Human Resources Specialist.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Human Resources Specialist. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Section 4: On The Job

Attendance and Punctuality

Attendance and punctuality are important factors for your success with our company. We work as a team and this requires that each person be in the right place at the right time. If you are going to be late for work or absent, notify your immediate supervisor as far in advance as is feasible under the circumstances, but before the start of your shift or workday. Text messaging is not allowed. If you do not speak directly with your supervisor, please contact the Human Resources Specialist immediately.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible. If you are absent for three days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

Employee Conduct

All employees are expected to perform to the best of their ability and to comply with the rules and regulations established by the companies. The company expects that employees will conduct themselves in a manner acceptable to both the company and fellow workers.

Listed below are various rules of employee conduct. If a violation of a rule occurs, constructive and progressive disciplinary measures will be administered. This list is not all inclusive and an employee may be disciplined or discharged for misconduct which is not listed.

The designations for each type of discipline are as follows:

V = Verbal Warning

W = Written Warning

S = 2-5 day suspension

D = Immediate Dismissal

Misconduct	1st Offense	2nd Offense	3rd Offense	4th Offense
Assaulting a supervisor or fellow employee	D			
Bringing into company property dangerous and or unauthorized materials such as explosives, firearms, liquor, controlled substances and similar items	D			

Deliberately altering the condition or appearance of company product or material in process	D			
Theft or willful damage of property of the company or property belonging to another individual	D			
Offering or receiving money or other valuable consideration in exchange for a job or change in working conditions	D			
Violation of any penal law on premises	D			
Fighting on premises	D			
Falsifying, removing, or releasing of personnel or company records	D			
Outright refusal to accept a supervisor's instructions (Insubordination)	D			
Being under the influence of intoxicating beverages or controlled substances while on company premises	S	D		
Sleeping in the facility during working hours	D			
Unauthorized walking off the job during working hours	D			
Lending or giving company keys to anyone not authorized by the company to receive keys	S	D		
Punching someone else's time card	S	D		
Smoking in unauthorized areas	V	W	S	D
Failure to report an accident or personal injury to supervisor within 48 hours	W	S	D	

Failure to comply with established safety rules	V	W	S	D
Unauthorized operation of tools machinery, or equipment	W	S	D	
Posting or removing notices on the bulletin board without company approval	V	W	S	D
Unauthorized solicitation of any kind or distribution of printed matter during working time in working areas on company property.	V	W	S	D
Failure to punch own time card	V	W	S	D
Reporting back late from a break or lunch	V	W	S	D
Eating or Drinking at work station other than at authorized times	V	W	S	D
Failure to observe traffic and parking rules on company property	V	W	S	D
Creating excessive scrap or poor quality product	V	W	S	D
Improper personal conduct with other employees	V	W	S	D
Stopping work before your shift ends or taking early wash-up	V	W	S	D
Creating or contributing to unsanitary conditions by poor housekeeping or poor personal hygiene	V	W	S	D
Failure to maintain production standards	V	W	S	D
Failure to follow specified job instructions	V	W	S	D
Inability or unwillingness to work productively with other employees	V	W	S	D

Loitering in locations other than the lunchroom when off duty	V	W	S	D
Using sexual innuendos or vulgar and/or obscene language	V	W	S	D
Failure to follow specific management instructions related to job responsibility	V	W	S	D
Excessive use of Electronic Communication Devices	V	W	S	D
Failure to report to work under mandatory Overtime.	W	S	D	

Employee Warning Notice

An Employee Warning Notice Form, (AD-0200)(Att. #7) will be written after the 1st verbal warning if misconduct continues. The employee will receive the bottom (Yellow) copy, the middle (Goldenrod) copy to the Supervisor and the top (Pink) copy will be forwarded to Human Resources for the employees file.

Time Card Corrections / Additions

Use AD-16, Time Card Corrections / Additions Form to correct or add missed clock-in/out times or missed lunch clock-in/out times to correct the Electronic Time System. Note: The form must be signed and dated by your Supervisor and then forwarded to HR for the form to be processed.

Meal Time

A ½ hour, unpaid meal break must be taken each day. Your immediate supervisor is responsible for approving the scheduling of this time. Employees will not be compensated for not taking their meal breaks unless pre-approved by their immediate supervisor. Meal breaks will not be used to make up missed hours or to gain hours.

Employees remaining on work premises during their meal break may eat in the designated areas or with permission, at their desk.

On-The-Job Training

Your immediate supervisor is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.–Employees may be tested from

time to time to evaluate the effectiveness of the training program. –If you have any questions regarding training, please see your immediate supervisor.

Non-Solicitation

The company believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. For the purpose of collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others job responsibilities and right not to be interrupted.

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications (please see the Human Resources Specialist for additional info regarding this policy).

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Human Resources Specialist promptly.

HR On-line (Self-Service Portal)

A self-service portal is available at <https://eservices.paychex.com>. You have the ability to view personal information on this portal. You may submit changes to your personal information including address, tax status and dependent information at your convenience. If updates are made, please contact the Human Resources Specialist to ensure those changes are entered into the payroll system. You may also receive important management notices and reminders, such as benefit enrollment deadlines and time-off approvals at this portal.

Please contact the Human Resources Specialist if you need assistance with obtaining login information.

Care of Equipment

You are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your immediate supervisor at once.

Travel/Expense Accounts

The practice will reimburse employees for reasonable business travel expenses incurred through pre-approved business travel or entertainment from the normal work location. All business travel expenses must be approved in advance by senior management.

The following business expenses are generally reimbursed. The list is not all-inclusive.

- Travel Expense
- Automobile/Mileage
- Lodging
- Tips
- Business Meals (in accordance with our per diem rates; room service excluded)
- Charges for telephone calls, fax or similar business services
- Charges for laundry and valet services
- Parking fees/tolls

Cash advances to cover reasonable anticipated expenses may be made to employees after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed. All cash advances must be accounted for and expense receipts are required.

All employees are responsible for preparing and submitting their expense report to receive reimbursement for all business related expenses in the month in which the expenses were incurred. Abuse of this travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment. See your immediate supervisor regarding additional reimbursable business expenses.

Personal Property

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Visitors - See AD-35, Visitor Policy

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time lost due to poor weather conditions in a "State of Emergency" may be paid if the lost time is not rescheduled.

If extreme weather conditions require closing of the building, you will be notified by the Human Resources Specialist and/or your immediate supervisor. Employees have the option to use PTO time for any hours lost when the business remains open.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged

freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time lost due to natural disasters while the business remains open will not be paid.

If extreme weather conditions require closing of the building, you will be notified by the Human Resources Specialist or your immediate supervisor.

Use of Personal Cell Phones

Personal cellular telephones may be used during working hours as long as the use is not excessive. Excessive use will be determined by the department supervisor and may include disciplinary action such as a verbal warning or a formal write-up. If use continues after the formal write-up, the employee will not be permitted to bring their phone on the premises. Refer to the Employee Conduct section for disciplinary action.

Radios, IPODS, MP3 Players, Ear Pods, Cell Phones with Music Apps, and Music in the Workplace

Music devices (above list) may be permitted in the manufacturing area at the discretion of the department supervisor. Office personnel with management approval may be permitted to use such devices when working in individual workstations/office areas that do not disrupt other employees nearby.

Use of IPODs, MP3 players and Ear Pods are not permitted in areas where an employee would not be able to hear sounds of equipment alarms or of warnings about potential hazards or work instructions/communications from other employees or supervision.

Electronic Mail and Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and customers. Therefore, we have installed an internal electronic mail (e-mail) system to facilitate the transmittal of business related information within the company and with our customers.

The e-mail system is intended for business use only. The use of the e-mail system to solicit fellow employees or distribute non job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Our policies against sexual and other types of harassment apply fully to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others files.

All e-mail passwords must be made available to the company at all times. Please notify your immediate supervisor if you need to change your password. Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the company's private email system and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the company's private e-mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the company's private e-mail system are private or confidential.

Voice Mail and Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and customers. Therefore, we have a voice mail system to facilitate the transmittal of business-related information within the company and with our customers. The voice mail system is intended for business use only. The use of the company's voice mail system to solicit fellow employees or distribute non job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Our policies against sexual and other types of harassment apply fully to the voice mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the transmission of sexually-explicit messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others. All voice mail passwords must be made available to the company at all times. Please notify your immediate supervisor if you need to change your password. Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the private voice mail system and the voice mail of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the private voice mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the company's private voice mail system are private or confidential.

As a growing practice, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet.

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited. Our company's policies against sexual and other types of harassment apply fully to Internet usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly. For business purposes, management reserves the right to search and/or monitor the company's Internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Internet will be disclosed to management. Employees should not assume that communications that they send and receive by the Internet are private or confidential.

Employees learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action up to and including discharge.

Workplace Monitoring

Workplace monitoring may be conducted by the Company to ensure quality control, employee safety, security, and customer's satisfaction. Employees who regularly communicate with customers via the telephone may have their conversations monitored or recorded.

Computers furnished to employees are the property of the company. As such, computer usage and files, including e-mail and related files may be monitored or accessed.

Because the company is sensitive to the legitimate privacy rights of employees, every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author. Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of the practice or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the company. Employees may not install password or encryption programs without the written permission of senior management. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The company will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-company systems.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the company may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your immediate supervisor for advance clarification.

Social Media

The company has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via social media.

"Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the company, as well as any other form of electronic communication. The same principles and guidelines found in the company's Employee Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, vendors, suppliers, people who work on behalf of the company or its legitimate business interests may result in disciplinary action up to and including immediate discharge.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat appearance at all times. Our customers satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent the company with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the company, to the public and fellow employees and reflects both pride in yourself and the company.

The company maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction and may dress according to the requirement of their position.

Inappropriate Attire and Appearance Guidelines --- Includes but not limited to:

- . Beach wear attire, dresses, mini-skirts and/or crop tops
- . Sheer tops/ short dresses
- . Flip flops and sandals

If any employee is unclear of the dress policy, they are encouraged to speak with their Human Resources Specialist for further assistance. An employee may be sent home if they report for their shift in any type of inappropriate attire and will be required to clock out and will not be paid for the time they are away from work.

Any employee who continues to violate this policy will be subject to further disciplinary action including written discussion notification and or termination of employment.

Recycling and Waste Prevention

The practice is committed to the environment and its future. Therefore, recycling containers are located through-out the building for the collection of recyclable materials. Waste of time, materials and utilities is costly to the company. If you have any waste prevention ideas, please advise your immediate supervisor in writing.

Reference Checks

Our company will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our Company. If you receive a request for reference information, please forward it to the Human Resources Specialist.

Protecting Company Information

Protecting company information is the responsibility of every employee. You may be required to sign a nondisclosure agreement as a condition of your employment, in accordance with state and federal law. Due to the nature of our business, customer confidentiality is strictly enforced. Do not discuss the confidential business of our company or customers or proprietary business matters, or share confidential, personal employee information with anyone who does not work for our company practice, such as friends, family members, members of the media, or other business entities. Discussions regarding confidential company or customer business with other employees are also prohibited, unless it is a necessary work-related function. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with our company must be forwarded to the Human Resources Specialist. The company's address shall not be used for the receipt of personal mail.

Document Retention

The company maintains a formal document retention policy and procedure. The Human Resources Specialist will explain how that policy applies to you and the work that you perform.

Conflict of Interest / Code of Ethics

The company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the company, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The company adheres to the highest legal and ethical standards applicable in our business. The company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Payroll Advances

The company does not typically provide pay advances on unearned wages to employees. In cases of emergency you may check with your supervisor to see if management will assist based on your circumstances.

Outside Employment

We hope that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify your immediate supervisor in writing. Outside employment must not conflict in any way with your responsibilities within our company. You may not work for competitors nor may you take an ownership position with a competitor.

Employees may not conduct outside work or use company property, equipment or facilities in connection with outside work while on company time.

Parking

Parking is available to employees. You are required to park within the designated areas. The company is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your car doors.

Bulletin Boards

The company maintains a bulletin board(s) in our facility as an important source of information. These bulletin boards are to be used solely for company announcements and government postings.

Contact with the Media

All media inquiries regarding the company and its operations must be referred to the President. Only the President is authorized to make or approve public statements on behalf of the company. No employees, unless specifically designated by the President, are authorized to make statements on behalf of or as a representative of the company.

Recording Devices in the Workplace

Employees are prohibited from recording or photographing fellow employees in the workplace. Violations of this policy may result in discipline (including the possibility of discharge), immediate removal of the recording device and/or the employee from the workplace, and retention of the recording device for inspection by the practice and/or legal authorities. Limited exceptions will apply when the employee in possession of the recording device has been provided advance written authorization to use the recording device by an authorized member of company management and the recording device is being used in an authorized manner to further company business. Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that the general staff provide their supervisor with at least two week's advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.

Employees, who are rehired following a break in service in excess of 90 days, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All company property, including this Employee Handbook, must be returned upon discharge.

Otherwise, the company may take action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse. You should notify the company if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

If proper notice has been provided, the employee is entitled to the following:

1. Any accrued and unused PTO time per our policy will be paid out. PTO time will be paid out over weekly payrolls not to exceed 40 hrs (hourly) or 50 hrs (Salaried) per week until all time has been paid.
2. Any company property in the employee's possession must be returned before final payments of wages or PTO time is paid. If you have a company cell phone you may request to transfer the phone number over to a new personal phone so as to maintain that number.
3. Any other time granted, or additional pay weeks added are at the discretion of the President.

Section 5 - Safety in the Workplace *See the Safety Manual*

Hazard Communication *See the Safety Manual***Good Housekeeping**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your immediate supervisor.

Smoking in the Workplace

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas outside the building.

Violations of this policy may result in disciplinary action, up to and including discharge.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden. Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to your immediate supervisor or any member of management immediately. Violations of this policy will **result in immediate discharge.**

In An Emergency

The Human Resources Specialist or the immediate supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke, If the Human Resources Specialist or the immediate supervisor is unavailable, contact the nearest company management person. Should an emergency result in the need to communicate information to employees outside of business hours, the President and/ or his designate, will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date.

Substance Abuse & Drug Policy - *See AD-0300, Safety & Risk Control Program***Employee Acknowledgement**

Receipt of Employee Handbook and Employment-At-Work Statement is made by the employee by signing and dating the new Employee Orientation Checklist (SOP-0750, Att. #1, page 1) upon completion of the orientation.

Change History Record

E.O. No.	Revision:	<u>Date of Change:</u>	<u>Reason for Change:</u>
--	P	11/09/2015	Complete Revision to content & Changed from number to letter rev.
--	Q	01/28/2016	Added Employee Warning Notice & added AD-016 & AD-18 references.
--	R	06/01/2020	Added PTO updates & Lay-off policy information.

Authorization & Approvals:

Donald C. Hollenbeck/s/ _____ Date: 06/01/2020

Auth.: President

Claude Whittaker/s/ _____ Date: 06/01/2020

Appvd.: Plant Manager

Tom Liroy/s/ _____ Date: 06/01/2020

Appvd.: Quality manager