



“Quality Steel, Exceptional Service”

Employee Handbook

Approved by M. Benner

Last Revised: January 3, 2023

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TRANSLATION OF MANUAL

If you have any difficulty reading or understanding any of the provisions of this manual, please contact the Human Resources Department. We will gladly make assistance available to any employee who is unable to understand the company's policies.

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HOW TO USE THIS HANDBOOK

This handbook is provided for your use as a ready reference and as a summary of our personnel policies, work rules, and benefits. It is designed to acquaint you with the company's policies as quickly as possible. Accordingly, you will find it to your advantage to read the entire handbook promptly so that you will have a complete understanding of the material covered.

Please understand that this booklet only highlights company policies, practices, and benefits for your personal education. In addition, circumstances will obviously require that policies, practices, and benefits described in the handbook change from time to time. Consequently, the company must reserve the right to amend, supplement or rescind any provisions of this handbook, other than its employment-at-will provisions, as it deems appropriate in its sole and absolute discretion. No one in the organization, other than the President has the authority or the legal ability to modify the at-will nature of the employee relationship. The President can do so only in a written agreement signed both by the President and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

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THE EMPLOYMENT RELATIONSHIP

The employer certainly hopes that it and every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, it recognizes that relationships are not always mutually satisfactory. TO PROTECT BOTH PARTIES' RIGHTS, IT SHOULD BE REMEMBERED THAT THE EMPLOYMENT RELATIONSHIP IS TERMINABLE AT WILL, AT THE OPTION OF ANY EMPLOYEE OR THE EMPLOYER. Moreover, no one in the organization, other than the president, has the authority or legal ability to modify the at-will nature of the employment relationship. The president can do so only if it is done specifically in a written agreement that is signed both by the president and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

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TEMPORARY EMPLOYEES AND LEASED EMPLOYEES

Employees who are on the payroll of another entity or organization and are assigned to work on a temporary or indefinite basis with the company are not eligible for any company-sponsored benefits, regardless of whether they are or are not common law employees of the company. Such employees are considered "temporary employees" or "leased employees." The benefits, if any, to which such employees will be entitled will be governed solely under and by the policies and benefit programs of the outside entity or organization that issues such employees their paychecks. No one in the company has any power or authority to grant such temporary or leased employees any company benefits or any right to participate in any of the company's benefit programs. Their employment relationships are terminable at will either by the employee, the company or the entity or organization which pays them.

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EQUAL EMPLOYMENT OPPORTUNITY

The employer is committed to a policy of equal employment opportunity for applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, the Genetic Information Nondiscrimination Act, the Immigration and Nationality Act, and any applicable state laws.

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MINIMUM AGE REQUIREMENTS

All employees of the company must be at least 18 years of age. Employees may be asked to provide proof that they are at least 18 years of age at any time.

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VERIFICATION OF STATUS

The employer is required by the federal immigration laws to verify the identity and legal ability to work of all individuals before they can be hired. In keeping with this obligation, documentation that shows each person's identity and legal authority to work must be inspected. Each applicant must also attest to his or her legal authority to work and identity on an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three business days after an individual is hired. All offers of employment and continued employment for positions in the United States are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

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PREEMPLOYMENT SCREENING

The company is committed to providing a safe, efficient, and productive work place. To achieve this objective, the company desires to prevent drug or alcohol use from adversely affecting the work place. Accordingly, any applicants who receive offers of employment must, subject to any applicable legal requirements, successfully complete a preemployment drug and alcohol screening examination before they may begin work. All offers of employment are conditioned upon successful completion of this examination.

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EMPLOYEE RELATIONS

Our sincere conviction is that the best and most rewarding employee-management system results from a direct relationship between management and employees. This is why we prefer to deal with employees directly rather than through a third party. We feel that putting a third party or union between supervisors and employees can cause dissention and morale problems.

The employer is a non-union organization. It always has been, and it certainly is our desire to remain so. No company is free from day-to-day problems, but we believe we have personnel policies and practices to help resolve problems rather than to resort to strikes and work stoppages. Furthermore, unions cannot guarantee you your job nor can they assure you continuous employment. All of us must work together to make the organization viable and healthy. This the only way we can provide a satisfactory working environment.

We encourage you to bring your problems to your supervisor or any other member of management whom you feel can help you; we, in turn, promise to listen to your concerns with respect and do our best to solve your problems. Management accepts responsibility to provide favorable working conditions, and competitive pay and benefits. We believe that you as an employee have the individual right to speak for yourself -- you do not need any outsider to speak for you.

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EMPLOYMENT CATEGORIES

In order to determine an employee's classification and eligibility for various benefits, the following employment categories have been established:

Probationary Employees

Employees are hired by the company on a trial basis for a period of 90 calendar days for the purpose of assessing their ability to perform assigned tasks. Such employment may be terminated at any time, with or without cause, at any time during or after the 90-day period if such action is deemed appropriate by the employee or the company. The 90-day period may be extended by the company, in its sole discretion, if it determines that such an extension is desirable or appropriate for any reason.

Regular Employees

Employees who successfully complete their probationary period are called "regular" employees. Such employees are hired for an indefinite and unspecified duration. Accordingly, employment is at the mutual consent of the employee and the company and can be terminated at will, at any time, by the employee or the company.

Non-Exempt Employees

Non-exempt employees include all regular employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are entitled to premium pay for work in excess of 40 hours in a workweek or eight hours in a workday. Such employees include, but are not limited to, hourly, clerical, and secretarial workers.

Exempt Employees

Exempt employees include all regular employees who are classified by the company as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Such employees include employees who qualify as exempt executive, administrative or professional employees or as outside salespersons.

The company certainly hopes that employees and the company will find the employment relationship rewarding, satisfying, and mutually beneficial. It is nevertheless clear that employment relationships are not always successful or mutually satisfactory. It is important to note that no job, title, status or assignment creates a right to employment for a specified duration or a guarantee of employment for any specific length of time.

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All employment relationships are at the mutual consent of the employee and the company. Accordingly, either the employee or the company can terminate the employment relationship at will, at any time, either with or without cause or advance notice. Moreover, no one in the organization, other than the president, has the authority or legal ability to modify the at-will nature of the employment relationship. The president can do so only if it is done specifically and unequivocally in a written agreement that is signed both by the president and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

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ORIENTATION

Each new employee is scheduled for an orientation program in order to receive an introduction to the company, its history, its operations, its personnel policies, and a review of employee benefits. During this period, employees are also asked to complete new-hire paperwork. In addition, employees will receive orientation to their departmental procedures.

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PROBATIONARY PERIODS

All new employees shall serve a probationary period of 90 calendar days commencing with their first day of employment. During this period, the employer and employee will have an opportunity to determine whether further employment with the employer is appropriate. The employee will not be eligible for nor earn any benefits during his or her probationary period. The employer can extend the duration of the probationary period one or more times if, in its sole and absolute discretion, it determines that such an extension is appropriate. The employment relationship can be terminated by the employee or the employer at any time during or after the probationary period, at will, either with or without cause. An employee who successfully completes the probationary period will be notified that he or she has become a regular full-time or a regular part-time employee of the employer, but the employee's at-will status will not change.

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EMPLOYEE CHANGE OF STATUS

When an employee who has already completed the probationary period changes from part-time to full-time employment, the employee will not be subject to a new probationary period. The employee will receive credit for his part-time employment for purposes of satisfying any eligibility period for company-sponsored benefits. However, the employee's service in a part-time status will not be considered when computing his length of service for purposes of determining the amount of benefits he is entitled to receive.

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REHIRED EMPLOYEES

Employees who are rehired will be required to complete a probationary period in the same manner as other new employees. After completing the probationary period, they will be given credit for service completed before their prior separation from the company for purposes of computing their length of service for company-sponsored benefits.

Employees who are terminated due to workplace conduct violations are considered ineligible for rehire. Because such employees are disqualified from future consideration for employment, they should not reapply. If an employee who has been terminated or forced to resign due to a workplace conduct violation submits an application, the employee will not be eligible for rehire.

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MEAL AND REST PERIOD POLICIES

Meal Periods

Employees who work more than five hours in a day must take an uninterrupted meal period of at least 30 minutes during which they are relieved of all duties. During meal periods you are permitted to leave the premises and the employer relinquishes all control over how you spend your time. Meal periods must begin by the end of an employee's fifth hour of work. Employees must accurately record their meal periods on their time record. Employees who work no more than six hours in a day may voluntarily agree to waive their meal period for that day if their supervisor agrees to allow such a waiver. Employees who work over six hours may not waive their meal period.

Employees who work more than ten hours in a day must take two uninterrupted meal periods of at least 30 minutes each during which they are relieved of all duties. The second meal period must begin by the end of an employee's tenth hour of work.

Rest Periods

Employees are authorized to take one paid 10-minute rest period during each four hours of work or major fraction of four hours. The only exception applies if an employee's total daily work time is less than three and one-half hours. During rest periods you are permitted to leave the premises and the employer relinquishes all control over how you spend your time. If an employee works more than six hours in a day, the employee will be entitled to a second 10-minute rest period. Rest periods shall be provided in the middle of each work period insofar as practicable. Rest periods may not be combined with each other or added to an employee's meal period.

Records

Meal periods must be accurately recorded on each employee's time record. Rest periods need not be recorded.

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HUMAN RESOURCES DEPARTMENT

The Human Resources Department has been established to provide employees with information and necessary assistance to understand the company's personnel policies and to promote a positive work environment. The Human Resources Department is the best resource for employees to obtain current information on work rules, benefits, personnel policies, payroll data, personnel records, insurance, job opportunities, and benefit conversion privileges on termination of employment. The representatives of the Human Resources Department are eager to help employees with any problems or concerns.

The Human Resources Department is responsible for maintaining complete and up-to-date personnel records for all current employees. It is therefore important that employees notify the Human Resources Department promptly of any changes in their names, marital status, number of dependents, home address, and telephone number. In this manner, the benefit status and information for all employees can be kept current and accurate.

All requests for employment verifications and employee references must be directed promptly to the Human Resources Department. Employees in other departments should not attempt to provide any such information. The Human Resources Department will attempt to handle any inquiries or requests for verification in accordance with company policies.

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CHANGE OF EMPLOYEE INFORMATION

It is important that you keep your supervisor and the Human Resources Department informed of any changes in important information. Your present address and phone number are essential for many purposes, including mailings from the employer to your home, and it is your responsibility to inform the employer immediately of any changes. If your marital status or dependents change, you may have to change the number of exemptions claimed for income tax withholding purposes and to add or delete members of your family to the employer's health insurance plan.

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ACCESS TO VOICE MAIL AND COMPUTER MAIL SYSTEMS

The employer's telephone system permits employees to receive, send, and transfer voice mail messages. The telephone system is an important asset of the employer and has been installed at substantial expense to facilitate business communications. Although employees are able to use codes to restrict access to phone messages that are left on the system, it must be remembered that the phone system is intended solely for business use. In keeping with this intention, the employer maintains the ability to monitor any phone calls made or received on its telephone system. It also maintains the ability to access any messages left on or transmitted over the phone system or the computer mail system and to override any passwords or codes to do so. Because the employer reserves the right to obtain access to all voice mail and computer messages left on or recorded on the system, employees should not assume that such messages are confidential or that access by the employer or its designated representative will not occur. Communications, messages or information received by, recorded on, or transmitted over the company's phone or other electronic systems are not private.

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EMPLOYEE CONTRIBUTION REQUIREMENTS

Participation in the company's health insurance and dental insurance programs is entirely voluntary. In order to elect participation, employees must satisfy the eligibility conditions of the program and agree to pay the employee portion of the coverage costs for themselves and their eligible dependents. Eligible employees who decline to pay their contributory share of coverage costs will be deemed to have waived coverage. In such a case, any opportunity to elect coverage in the future will be subject to the terms, conditions, and limitations of the plan and insurance policies that are in effect at the time.

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WORKPLACE SECURITY AND ANTI-VIOLENCE POLICY

The company is committed to providing a violence-free workplace for its employees. In keeping with this commitment, it has established an anti-violence policy that prohibits actual or threatened violence by employees against co-workers or other persons. The policy is also intended to promote workplace security by addressing situations in which outsiders enter the workplace and engage in violent acts or threaten employees with violence. Although some kinds of violence result from societal issues that are beyond our control, the company believes that it can adopt some measures that will increase security and protection for our employees. In order to accomplish this objective, we must require the cooperation of all employees.

The company believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs in advance and follow appropriate response procedures. Employees will therefore play a crucial role in the administration of this anti-violence policy.

EARLY WARNING SIGNS

Employees should understand that certain risk factors and behavior patterns may offer early warning signs of violent conduct. Examples of such warning signs include the following:

- A history of emotional or mental disturbance
- A history of threatening or violent behavior
- Paranoia or easily panicked behavior
- A fascination or preoccupation with weapons, particularly weapons or explosives that could be used for mass destruction, such as guns
- Extreme stress from personal problems or a life crisis
- Events affecting workplace conditions and/or generating stress
- Identifying with incidents of workplace violence reported in the media and either condoning or sympathizing with the actions of the individuals committing the violence
- Being a loner with little or no involvement with other employees
- Engaging in frequent disputes with supervisors or co-workers
- Routine violation of company policy
- Obsessive involvement with one's job, particularly where it occurs with no apparent outside interest

If a supervisor becomes aware of risk factors and behavior patterns of the type described above, the supervisor should contact the Director of Human Resources. The Director

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of Human Resources should evaluate the matter and provide the supervisor with direction and assistance to deal with the situation. If outside consultants or experts should be contacted, the Director of Human Resources should do so.

THREATS OF VIOLENCE

Every threat of violence is serious and must be treated as such. Threatening behavior can include such actions as:

- Throwing objects
- Making a verbal threat to harm another individual or destroy property
- Making menacing gestures
- Expressing significant grudges against co-workers
- Displaying an intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest
- Attempting to intimidate or harass other individuals
- Behavior indicating that the individual is significantly out of touch with reality and that he or she may pose a danger either to himself or herself or to others

Employees who become aware of any threats of workplace violence must report the threats immediately to their supervisor. The supervisor will, in turn, be responsible to notify the Director of Human Resources who will consult with the appropriate resources in order to complete an assessment of the incident and the surrounding circumstances.

IMMINENT RISK OF VIOLENCE

If an employee becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance must be a matter of first priority. The employee should immediately contact the management and, if appropriate, should contact the local law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities for emergency assistance, the employee must report the incident to his or her supervisor if the supervisor is available. The supervisor must then notify the Director of Human Resources immediately. If the supervisor is not immediately available, the employee should contact the Director of Human Resources immediately after contacting the law enforcement authorities. Employees may report any incidents of violence or threats of violence without fear of reprisal or any kind.

POLICY VIOLATIONS

In cases where it is determined that an employee has violated this policy by threatening another individual with violence or engaging in violent behavior, the Director of

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Human Resources will determine the appropriate corrective action, if any, including whether disciplinary action is warranted. If it is determined that a threat of violence was made or actual violence has occurred, disciplinary action will be imposed, up to and possibly including immediate termination. In situations where it is found appropriate to do so, an individual who violates this policy may be required to obtain counseling or other available assistance.

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CELL PHONE POLICY

The company asks that employees devote their full time, energy and attention at work to their job responsibilities and duties. The use of personal cell phones while at work represents an obvious distraction that can affect an employee's productivity and efficiency as well as workplace safety. Employees must therefore comply with the company's cell phone policy.

Employees are discouraged from bringing their personal cell phones onto company property and may not use them while on duty. Employees who bring cell phones to work should keep them turned off and must not use them during working hours. When phones are necessary for company business, the company's phones should be used.

Personal cell phones can be turned on and used only during approved meal and rest breaks when an employee is not on duty. Under no circumstances should a personal cell phone be used where it would result in discourtesy to others, inappropriate statements that can be overheard by others, or an employee's failure to be fully attentive to the employee's job. Cell phones should never be used while operating a vehicle or any potentially dangerous equipment.

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USE OF CELL PHONES AND TEXTING WHILE DRIVING

Employees are expected to operate motor vehicles safely in accordance with all applicable laws. Among other things, these laws prohibit the operation of motor vehicles in excess of applicable speed limits, while under the influence of alcohol, controlled substances, or medications that impair driving abilities, or in any other unsafe manner. New laws also recognize that the use of cellular phones and text messaging devices can create distractions. As a result, the company discourages the use of cellular telephones and prohibits the use of texting devices while driving. If an employee operates a motor vehicle while using a wireless telephone, the wireless telephone must be used in a manner that allows hands-free listening and talking operations. It may not be used under any circumstances that would distract an employee from the duty to drive in a safe and non-negligent manner. Reading, preparing, typing or sending text messages while operating a motor vehicle of any kind is strictly prohibited.

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TELEPHONE POLICY

Employees are requested to keep all personal phone calls to a minimum. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstances should an employee make or charge a long distance call to the company unless it is work-related and approved by the employee's supervisor.

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NON-SMOKING OFFICE

The company is committed to a philosophy of good health and a safe work place. In keeping with this philosophy, it is important that the work place and office environment reflect the company's concern for good health. Smoking is therefore not permitted inside company offices or any work areas. Employees who wish to smoke must limit their smoking to break and meal periods. Smoking is only permitted outside of the work premises.

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PAY ADVANCES

Pay advances are always considered early payments of wages for future work performed by an employee and are not to be considered a loan made to the employee by the company. Before an advance can be provided, a "Pay Advance and Payroll Deduction Authorization Form" must be signed by the employee, indicating the amount to be advanced, and the pay-back schedule. Advances that have not been repaid earlier will be considered part of an employee's final wages on separation from employment.

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DEBTS AND LOANS

The company is required by law to recognize certain court orders, liens, and wage assignments. When the company receives a notice of a pending garnishment or wage assignment, the department head is requested to discuss it with the employee in an effort to settle the matter without involving the company. Employees are encouraged to avoid financial transactions that result in wage garnishments.

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LACTATION ACCOMMODATION

Employees who wish to express breast milk while at work may request the opportunity to do so. Efforts will be made to accommodate eligible employees by allowing them to express breast milk in a private area. Where an employee has a private office, it may be used for that purpose. Employees can exercise this privilege during their regular rest periods when possible. If it is not possible to exercise this privilege during a regular rest period, employees can arrange with their supervisor to take additional time or express breast milk at a different time. The time will be paid when employees use their regular rest periods to express breast milk. In some instances where special accommodations are made and a nonexempt employee receives time off in addition to her rest period to express breast milk, the additional time may be unpaid.

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OVERTIME

Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive, or professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy. All non-exempt employees qualify for overtime pay.

All overtime work by a non-exempt employee must be approved in advance by an employee's supervisor. Because unauthorized overtime is against company policy, employees who work unauthorized overtime are subject to discipline, possibly including termination.

1. Time worked - Employees shall record all time worked, including time worked over their normal schedule, on the time sheet or time card at the time it actually occurs. Time is rounded to the nearest quarter of an hour.

2. Overtime - Overtime pay is calculated at one and one-half times the employee's regular rate for all hours over eight hours in one workday or 40 hours in one workweek. Overtime is computed on the basis of a non-exempt employee's total hours worked in a workday and a workweek. Hours paid for that are not worked, e.g., holidays, sick days, and vacations, do not count as hours worked for overtime purposes.

3. Double-Time - Overtime hours in excess of twelve in one workday are paid at double-time.

4. Weekends - Weekend work does not automatically qualify for compensation at a premium rate of pay. Hours worked on Saturdays and/or Sundays qualify for premium pay only if they qualify as overtime hours under the standards noted above.

5. Holidays Worked - Non-exempt employees who work on a company-recognized holiday shall be paid their straight-time rate of pay for hours actually worked on the holiday, plus the regular holiday pay for the day.

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PAYDAYS AND PAYCHECKS

Paydays are twice a month on the 6th and the 21st. Each pay check covers work performed through the completion of the previous work period. Non-exempt employees are responsible to ensure that their time cards or time sheets are accurate and complete. Falsification of time cards or time sheets or completion of any information on another employee's time card or time sheet may result in immediate termination.

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EFFECTIVE DATES OF WAGE CHANGES

All changes in an employee's rate of pay will normally become effective on the first day of the pay period after they are officially approved. Exceptions to this policy will occur only when the employee is officially advised in writing by the Human Resources Department that a change in pay will take effect on a different date, either retroactively or in the future. Supervisors do not have the authority to award retroactive increases or the ability to waive the rules established by this policy.

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OPEN DOOR POLICY

In our spirit of willingness to listen, the company believes in an open door policy. In order to have open communication, there must be mutual respect.

You are encouraged to see your immediate supervisor with questions or problems relating to your job or feelings of well-being. Your supervisor's assistance may involve getting the aid of other resource persons.

You also can exercise your privilege of requesting a meeting with any management representative without regard to his or her position in the company. Because the company is union free, you can talk over any matter of concern directly with a management representative. Please remember - don't keep a problem inside. You can't reach a solution if no one knows about it. You may use this procedure without fear of reprisal.

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RESPONSIBILITY FOR RESPONDING TO REFERENCE REQUESTS

Employees should not provide any information regarding current or former employees or volunteers to any outside agency, organization, institution or person who is not employed by the company. An employee who receives a request for any information concerning a past or present employee or volunteer of the company should refer the person making the request to the Human Resources Department without engaging in any on or "off the record" conversation about the individual.

The Director of Human Resources is the only individual who is authorized to provide information of any kind regarding current or former employees or volunteers. An exception exists only if the Director of Human Resources provides specific written authorization to an individual outside of the department to furnish information regarding a particular individual. Requests that should be referred to the Human Resources Department include, but are not limited to, requests for verifications of employment, employment references, and requests for comments regarding performance from any outside agency, organization or person.

Strict observance of this policy is required. Any violation of this policy may result in disciplinary action up to and including possible termination.

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FINAL PAYCHECK

Employees will receive their final paycheck within the time required by law. The final paycheck for employees who resign with at least 72 hours advance notice will be provided on their last day of work. Employees who resign without providing at least 72 hours advance notice, however, will receive their final paycheck within 72 hours of their resignation. Employees who are terminated involuntarily will be provided their final paycheck on their last day of work. Company property, such as keys, tools, and equipment, must be returned by each employee at the time the final paycheck is provided.

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RETURN OF COMPANY PROPERTY

Employees are expected to return all company property in their possession or control immediately on termination of employment for any reason. This includes the Employee Handbook they are provided and any keys, tools, equipment or manuals they have received. The company will withhold the cost of any items not returned from the employee's final check and may take additional action deemed necessary to protect or recover its property.

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RESIGNATION

If you find it necessary to resign, you are requested to give advance notice in writing to your supervisor specifying the last day you will be at work. This date will be considered the effective date of your resignation. Full-time or regular part-time employees are asked to give at least two weeks advance notice of the effective date of a resignation. Employees who do not provide the requested notice will be considered ineligible for rehire

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TERMINATION

It must be remembered that the employment relationship is based on the mutual consent of the employee and the company. Accordingly, either the employee or the company can terminate the employment relationship at will, with or without cause or advance notice, at any time.

No employee or representative of the company other than the president has any authority to enter into any agreement for employment for any specified period of time or to make any agreement that is contrary to the employment-at-will policy. Further, the president of the company may not alter the at-will nature of the employment relationship unless he does so specifically in a written agreement signed both by the president and the employee.

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SEVERANCE PAY

The company does not maintain a formal severance pay policy or provide severance pay to employees who separate from its employ for any reason. Severance pay should therefore not be expected. However, the company reserves the right to make exceptions to this policy in its sole and absolute discretion.

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UNEMPLOYMENT INSURANCE

If your employment terminates, you may be eligible to receive unemployment insurance. In most cases, you must file a claim in order to collect this benefit. Should such a situation arise, you should inquire about unemployment insurance at the time of your separation from service. We will be happy to explain your rights under the law.

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PROGRESSIVE DISCIPLINE

The company must retain the ability to discipline employees where it determines that such action is warranted by the circumstances. Although all employment relationships are terminable at will, at any time, either at the employee's option or at the option of the company, the company may exercise its discretion to administer a system of progressive discipline in cases where it deems it appropriate to do so. That system may include various forms of discipline, such as a verbal counseling, one or more written counseling, and termination. However, progressive discipline is not mandatory or binding in any case. It is also inapplicable to staff reductions and layoffs. The company reserves the right, in its discretion, to deviate from any formal system of discipline.

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ANNUAL WAGE ADJUSTMENT

The employer is committed to maintaining compensation rates that are competitive in the community and the same industry. The employer conducts a review of the compensation rates of all staff each year. Following this review, the employer evaluates the feasibility of an annual wage adjustment. When wage adjustments are made, different job classifications may be awarded varying percentage increases.

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PERFORMANCE EVALUATION

Performance evaluations will be conducted upon an employee's completion of the probationary period, approximately nine months later, and annually thereafter. An evaluation will also be given within 90 days after a transfer or a change in an employee's job classification. The purpose of evaluations is to let employees know how well they are performing their assigned job duties, and whether they have any performance problems. Evaluations will be reviewed in a private meeting between employees and their immediate supervisors. Employees will be allowed to see the evaluations, sign the forms, and receive a copy.

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GIFTS AND TIPPING

Every customer is entitled to efficient and courteous service. Since such service is given impartially to all, tips or gratuities are not expected. Therefore, employees are not allowed to accept tips or gifts of any kind from customers or visitors. If an individual presses an employee to accept such a gift, the employee should thank him, but explain that company policy makes it impossible to accept any gift.

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MOONLIGHTING & OUTSIDE BUSINESS ACTIVITIES

The company is concerned that outside business activities and other employment relationships may adversely affect an employee's commitment to, work for, and employment with the company. Such activities can create distractions, conflicts of interest, scheduling problems, fatigue and other problems that could negatively impact an employee's performance or the company's interests. Based on these considerations, employees may not own or actively participate or engage in any outside business activity or employment relationship without obtaining the prior, written authorization of the Human Resources Department that authorizes a specific outside relationship. Any violation of this policy may result in disciplinary action up to and including possible discharge.

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EMPLOYEE SUGGESTIONS

A suggestion box is located in administration office next to the break room. All suggestions are considered by management and evaluated for appropriate action. The company encourages employees to share their ideas regarding improvements and safety with their supervisor or department head -- either directly or through the suggestion boxes. Excellent ideas presented by employees are frequently adopted and integrated within company policies. Employees who wish recognition for their suggestions should sign their name to suggestions. Anonymous entries are also welcome.

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EXCHANGING SHIFTS

An employee is not permitted to exchange shifts with another employee without the prior authorization of both employees' supervisors. No authorization for exchanging shifts will be granted unless the exchange can be accomplished without interference with the company's operations and without either employee working overtime.

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EXPENSE REIMBURSEMENT POLICY

It is the company's policy to reimburse employees for all necessary expenses that they incur directly in performing their duties and in obedience of the company's directions. This includes reimbursements for mileage expenses incurred in the direct performance of an employee's duties other than commuting to and from work. It also includes extra charges that employees are required to incur in connection with the use of cell phones to perform their duties.

If the company requires an employee to obtain and use a cell phone exclusively for business purposes, the company will reimburse the employee for the costs of that cell phone. In contrast, if an employee has a personal cell phone and uses it for business calls or texting at the request or direction of a supervisor, any costs that are due to those required calls or texting that are above the cost of the employee's existing service plan will be reimbursed by the company.

In order to obtain reimbursement, the employee must submit a copy of the bill identifying the extra costs incurred or other satisfactory evidence of the extra expenses to the Payroll Department. The employee must also complete the appropriate reimbursement request form and verify the amount of extra expenses, the dates the expenses were incurred, and the reason they were incurred.

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TELECOMMUTING POLICY

The employer is committed to providing a work environment that assists employees to achieve a proper balance between their work, home, and family obligations. By striking such a balance, employees can strive to attain their professional and personal goals. In some cases, this balance can best be achieved by allowing employees to perform some or all of their work from their homes when they can do so without compromising their work quality, efficiency or productivity.

Requests To Telecommute

The employer is not able to guarantee employees the opportunity to work from their homes or to telecommute. It will consider requests to telecommute where such requests are submitted in writing both to the employee's supervisor and the Human Resources Department, describe the advantages of telecommuting, the need if any, to telecommute, and the manner in which the employee can telecommute without experiencing any reduction in work quality, efficiency or productivity.

Permission to work from home can be granted with the written approval of an employee's supervisor and the Human Resources Department. Approval will be provided only where the employer determines, in its sole discretion, that the employee can be reasonably accommodated and perform all the duties and responsibilities of the position in a productive, efficient, and satisfactory manner that is consistent with the needs of the organization. Approvals can be granted on a part-time, full-time, temporary, or ongoing basis. Approvals that are granted can later be withdrawn in the employer's sole and absolute discretion.

Safety, Efficiency, And Property

Employees who are authorized to work from home or any off-site location must assure the employer that they can safely and efficiently perform all of their duties and responsibilities. They must agree to maintain their work areas free of all dangers, safety hazards, and risks that could endanger themselves, their family members or others. They must also agree to take all steps necessary to safeguard and protect all property and confidential, sensitive, and proprietary information of the employer.

Meal Periods And Records

Nonexempt employees who receive approval to work at or from their homes or any off-site location must comply with all record-keeping requirements and must accurately record all working time. They must also take meal and rest periods in accordance with applicable legal requirements and employer policies. Employees are not exempt from the meal period, rest period, or record-keeping rules solely because they are permitted to work at their home or at another off-site location.

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SUBSTANCE ABUSE TESTING POLICY

The company maintains a strict policy against the use of unlawful drugs while on duty, while on company premises, and while operating a company vehicle. To facilitate the administration and enforcement of this policy, the company may require or request job applicants and employees to submit to drug or substance abuse testing under certain circumstances.

1. Pre-Employment Testing

All job applicants applying for employment with the company must submit to and pass a drug screening test. All offers of employment are conditioned upon the successful completion of the testing procedure.

2. Reasonable Suspicion Testing

In cases when an employee's supervisor or other company superior has reasonable suspicion to believe that the employee possesses or is under the influence of drugs and/or alcohol and such use or influence may adversely affect the employee's job performance, or the safety of the employee or co-workers, alcohol and/or drug screening may be ordered. This suspicion must be based on any objective symptoms, such as factors related to the employee's appearance, behavior, speech and/or other facts. If an employee is on medically-prescribed medication, it is the employee's responsibility to advise his supervisor of this fact before he reports to work.

Testing may also be required if an employee is found to be in possession of physical evidence, i.e., drugs, alcohol or paraphernalia, possibly connected with the use of an illicit drug. Testing may also be required if illicit drugs and/or alcohol are found in the employee's immediate work area. However, it should be emphasized that possession of drugs or alcohol is prohibited whether or not it is determined that the employee also used such substances.

3. Post Mishap Testing

Alcohol and/or drug screening may be required following any work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from such accident or violation.

4. Testing

Violation of this policy or failure to cooperate fully with any request to test may result in disciplinary action up to and including termination. The company will pay the full

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cost of any testing that it has requested of an applicant or employee, including the reasonable cost of any transportation to and from the designated testing facility.

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WORKPLACE SECURITY POLICY

The employer is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, the employer has established a policy that provides "zero tolerance" for actual or threatened violence against co-workers, visitors, or any other persons who are either on our premises or have contact with employees in the course of their duties. Security and safety in the workplace is every employee's responsibility. It is therefore essential that every employee understand the importance of workplace safety and security.

COMPLIANCE IS ESSENTIAL

Compliance with this anti-violence policy is a condition of employment and will be evaluated, together with other aspects of an employee's performance. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and possibly including immediate termination.

In order to promote compliance with this policy and maximize our efforts to provide a safe and secure workplace that is free from violence, the employer has established security measures and practices. It will also provide programs to train and retrain employees as appropriate. This will assist employees and the employer to make the workplace more secure, and to remedy any problems and workplace security hazards that are identified before they lead to injuries.

REPORTING UNSAFE CONDITIONS AND SECURITY RISKS

Every verbal or physical threat of violence must be treated seriously and reported immediately to the employee's supervisor and the Director of Human Resources or the Safety Manager. The Director of Human Resources or the Safety Manager will be responsible to consult with the appropriate resources and witnesses. This may include, in appropriate cases, consultation with the Director of Security, the Safety Manager, the supervisor of the employee who made the threat, the threatened employee, and/or any witnesses. Where a violation of the policy is found, the Director of Human Resources will take appropriate corrective action.

In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should immediately contact management and, if appropriate, contact the law enforcement authorities by dialing 911.

Employees should immediately inform their supervisor about any workplace security hazards. If an employee's supervisor is not readily available, the employee should immediately inform

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the Director of Human Resources or the Safety Manager so that appropriate action can be taken.

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POLICY AGAINST HARASSMENT

The employer is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the employer maintains a strict policy prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, age or any other characteristic protected by the state or federal employment discrimination laws. This policy applies to all employer agents and employees, including supervisors and non-supervisory employees, and to nonemployees who engage in unlawful harassment in the workplace. It also extends to harassment of or by vendors, independent contractors, and others doing business with the employer. Furthermore, it prohibits unlawful harassment in any form, including verbal, physical and visual harassment, and prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in an employer investigation.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Employees who violate this policy are subject to discipline up to and including the possibility of immediate discharge.

Any employee or other person who believes he or she has been harassed by a co-worker, supervisor, agent of the employer or nonemployee should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor or, in the alternative, to the Human Resources Department. It is the responsibility of each employee immediately to report any violation or suspected violation of this policy to one or more of the individuals identified above. Supervisors should immediately report any incidents of harassment to the Human Resources Department. The Human Resources Department will investigate all such claims and take appropriate corrective action, including disciplinary action, when it is warranted. Employees should feel free to report valid claims without fear of retaliation of any kind.

If you have any questions concerning this policy, please feel free to contact the Human Resources Department at your convenience.

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SECURITY MEASURES

The company is committed to providing a workplace that promotes safety and security for all our employees and guests. It also stresses the importance of serving all guests in a courteous and efficient manner. In order to accomplish these objectives and safeguard the safety of employees and guests, we have installed security cameras in a number of areas. Employees should understand that these security measures assist us to monitor all areas within the company and our property. It is our sincere hope that this will enable us to protect the interests of employees, guests, and the company.

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LOCKER AND DESK INSPECTION POLICY

The company provides lockers for the convenience and use of its employees at the company's expense. The company will also make available to employees locks at its expense for use in connection with the lockers. Accordingly, employees should not place any other lock on a locker. In addition, some employees are also provided desks for their use during work. Although lockers and desks are made available for the convenience of employees while at work, employees should remember that all lockers and desks remain the sole property of the company. Moreover, the company reserves the right to open and inspect lockers and desks, as well as any contents, effects, or articles that are in lockers or desks. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by any supervisor, manager or security personnel designated by the company.

Prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications, may not be placed in a locker or desk. Perishable items also should not be stored in lockers or desks or left for prolonged periods. Employees, who, if requested, fail to cooperate in any inspection will be subject to disciplinary action, including possible suspension or discharge. The company is not responsible for any articles that are placed or left in a locker or desk that are lost, damaged, stolen or destroyed.

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THE INJURY AND ILLNESS PREVENTION PROGRAM

The employer's Injury and Illness Prevention Program includes features that address workplace security and violence. It provides for meetings, training programs, the posting of safety notices and safety tips, and providing periodic written communications to employees regarding safety matters. The Program also includes periodic inspections to identify and evaluate potential security hazards. In addition, it provides for the correction of any hazards that are identified and the investigation of any incidents of workplace violence.

COOPERATION AND QUESTIONS

Full cooperation by all employees is necessary for the employer to accomplish its goal of maximizing the security and safety of its employees. Employees should direct any questions they have regarding their obligations under this policy to the Safety Manager. Employees can report violations of the policy and raise any questions regarding their obligations or this policy without fear of reprisal of any kind.

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DRIVING RECORDS

Individuals who seek or hold positions that involve driving responsibilities for the employer work in occupations for which the employer may have direct or indirect legal responsibility. The employer is committed to making certain that employees who have driving responsibilities do not place the employer, employees, or members of the general public at risk.

In keeping with this policy, the employer requires that employees with driving responsibilities maintain safe driving records as a condition of employment and continued employment. Individuals who fail to maintain such driving records may become unsuitable for their positions. In such cases, the employer reserves the right to discipline or terminate employees with driving responsibilities whose driving records become unsatisfactory, in the sole discretion of the employer.

In order to verify an individual's driving status, the employer may require the employees or job applicants to furnish all or portions of their driving record from the Department of Motor Vehicles or may ask them to sign any necessary authorizations that are required or appropriate to request records directly from the Department of Motor Vehicles. Subject to any limitations imposed by state and federal law, individuals must cooperate fully with any request for records or request for an authorization to seek such records from an appropriate agency or entity.

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SOCIAL MEDIA POLICY

Introduction

The company understands that social media sites have joined the mainstream of day-to-day communications and allow participants to share and receive various kinds of information. At the same time, it expects employees to understand the impact that social media can have on a company's reputation, co-workers, and the company's business relationships. Because postings and communications transmitted on these sites can potentially have a more powerful impact than statements made directly to another person who is in the same room, the company has established guidelines to assist employees to understand examples of conduct that is impermissible.

This policy reflects the company's commitment to meet its legal obligations and reputational interests. The policy emphasizes the importance of common sense and exercising good judgment. In keeping with this premise, employees must follow the same standards that apply to other activities and behavior when communicating on social media sites or online.

General Guidelines

- Employees are expected to use their time at work and company resources in an appropriate manner. Work time should be spent on work-related matters. The company's computers, intranet, electronic resources and equipment should be used solely for appropriate company-related activities and not to engage in postings or communications on social media sites.
- Employees must comply at all times with the company's policies against unlawful harassment and discrimination. Consistent with these policies, employees should be respectful of one another and should never participate in communications in a manner that unlawfully harasses or discriminates against another employee, customer, supplier or vendor based on that individual's race, color, religion, sex, national origin, age, disability, gender identity, or any other characteristic protected by state, federal, or local law.
- The company maintains significant efforts to protect its confidential and proprietary information. Employees should never post, share or improperly disclose or disseminate such information to outsiders or third parties. This includes postings and communications using social media.
- Employees must adhere to all applicable privacy and confidentiality policies regarding customers.
- Employees must respect and protect the intellectual property, copyright and trade secret rights of the company and others when engaging in activities on

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social media sites. Compliance with these standards is important at all times and particularly when employees use company resources, are at work or are on work time.

- Employees should not use the company's logo, letterhead or name when communicating on social media sites without the express permission and approval of management.
- Employees should remain aware that postings and communications transmitted on social media sites are not private. Employees should consider how any communication might be perceived or what might happen if a posting or statement becomes known by third parties or is more widely shared or distributed than intended. They should also consider how it may reflect on the employee and the company. In some instances, search engines may locate communications long after they are originally posted or sent, and information, postings and communications can be forwarded or copied.
- Employees who express opinions should include disclaimers noting that the opinions are solely their own and are not those of or endorsed by the company.

Monitoring

- The company has vital interests in its reputation and in legal compliance. In order to protect these interests, the company retains the right to monitor activities and gain access to any information that uses, is received by, is transmitted by, or is stored in any company-owned, leased or operated electronic communications device, computer, electronic resource, intranet, or equipment. It also reserves the right to monitor activities and respond to communications that in any way mention or refer to the company or its products, services, employees, suppliers, vendors or business partners. Employees should not assume that activities involving the use of any of the company's computers, communication devices, equipment or resources are private or confidential.

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INTERNET AND ELECTRONIC COMMUNICATIONS POLICY

The company has expended significant resources to provide computers and other electronic devices for the purpose of promoting its legitimate business interests. In order to ensure that all individuals who use the company's computers and resources do so in a lawful, ethical, and proper manner, the company has established this "Internet and Electronic Communications Policy." The policy recognizes that individuals who use the company's computers may have access to the Internet and are able to transmit electronic communications ("E-mail") with the use of computers and electronic devices.

1. The Company's Communications Systems

This policy applies to the entire network of the company's electronic Communications Systems. The term "Communications Systems" is intended to apply broadly to all of the various forms of electronic communication used by or in the company. For example, it includes E-mail, connections to the Internet, World Wide Web, and other internal or external networks, voice mail, video conferencing, facsimiles, and telephones, as well as any other form of electronic communication used in or by the company either now or in the future.

The Communications Systems are the sole and exclusive property of the company. They are provided or made accessible by the company solely for use in conducting the company's business. Employees should understand that the company reserves its property interest in all information, data and communications that are stored in, transmitted by, or received from or on the Communications Systems. Furthermore, no one in the company, other than its president, has the ability to convey, license, assign, sell, limit, impair or alter this property interest. The president can do so only in a written agreement that is signed by the president.

2. General Guidelines

The use of the Communications Systems is strictly restricted and subject to a number of rules that are designed to ensure compliance with the company's legal obligations and the promotion of its business interests. In keeping with the purpose of the Communications Systems and the objectives of this policy, any individual who uses the Communications Systems must do so in a professional and appropriate manner that promotes the company's business interests. Individuals must therefore engage in and conduct all activities involving the use of the Communications Systems with the utmost care. Their actions should reflect the same sound judgement and level of responsibility that they would exercise when sending letters or memoranda that are written on the company's letterhead.

Particular attention should be given to issues involving the use of the Internet and awareness that information posted on commercial on-line systems or the Internet creates

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the potential for broad distribution of and access to such information. Employees should also understand that it is not possible to guarantee complete security of electronic communications either within or outside the company. It is therefore important that employees exercise care when sending or receiving sensitive, privileged, proprietary or confidential information electronically.

3. Specific Prohibitions

Any unlawful or otherwise inappropriate use of the Communications Systems is strictly prohibited and may result in severe disciplinary action, up to and possibly including immediate termination of employment. While it is not possible to provide an exhaustive list of every type of inappropriate use of the Communications Systems, the following examples should offer employees some guidance:

a. Prohibitions Against Harassment and Discrimination. The company maintains strict policies against unlawful discrimination and harassment based on any characteristic protected by state or federal law. These anti-discrimination and anti-harassment policies apply to all employee conduct and extend to the use of the Communications Systems. For example, the company strictly prohibits the use of the Communications Systems to create, send or deliver a message or information that is either harassing or offensive on the basis of any legally protected characteristic, such as race, color, religion, sex, national origin, ancestry, physical disability, mental disability, or age. This includes off-color, sexual or offensive information that involves or relates to such legally protected characteristics.

b. Prohibitions Against Offensive and Defamatory Conduct. The use of the Communications Systems to send, transmit, deliver, or invite the receipt of annoying, offensive, defamatory, derogatory or harassing messages or information is strictly prohibited.

c. Prohibitions Against Sexually-Suggestive Material. The use of the Communications Systems to disseminate, display, store, transmit, publish, solicit, or purposely receive any pornographic, obscene, or sexually suggestive or explicit material is strictly prohibited.

d. Prohibitions Against Gambling. The use of the Communications Systems to participate or engage, directly or indirectly, in any gambling activities or participate in games of chance or risk is strictly prohibited.

e. Trademark, Copyrights and Licenses. Individuals who use the Communications Systems must honor, respect, and comply with all laws and standards applicable to trademarks, copyrights, patents, and licenses to software and other on-line information. No individual may download, upload or copy software or other copyrighted or legally protected information through the Communications Systems without the prior written authorization of the Director of Information Systems.

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f. Proprietary, Confidential and Trade Secret Information. Individuals who use the Communications Systems are strictly prohibited from altering, transmitting, copying, downloading, or removing any proprietary, confidential, trade secret or other information of any company, proprietary software, or other files without proper and legally binding authorization.

g. Improper Purposes. Employees may not use or allow the Communications Systems to be used for any purpose that is either damaging to or competitive with the company, detrimental to its interests, or that creates an actual, potential or apparent conflict of interest.

h. Unintended Recipients. No individual may read, record, copy or listen to messages and information delivered to another person's E-mail or voice mail mailboxes without proper authorization from the Director of Information Services or the Director of Human Resources. If an individual receives an electronic communication and it is evident that the individual is not the intended recipient, the individual must immediately inform the sender of the fact and delete the message from his or her E-mail or voice mail mailbox, whichever is applicable.

i. No-Solicitation Policies. The company's no-solicitation policies extend to the use of the Communications Systems. No employee may use any component of the Communications Systems in a manner that violates the no-solicitation policies.

4. Access and Disclosure

The Communications Systems are provided for the sole purpose of conducting the company's business. All individuals should understand that the company maintains its property interest with respect to the Communications Systems and all information stored in such systems, even for brief periods of time.

The company must also maintain its ability to monitor and enforce this policy. To accomplish this objective it must maintain the maximum right to gain access to all information and materials stored in or transmitted by any component of the Communications Systems. Individuals who use the Communications Systems should not maintain any expectation of privacy, either personal or otherwise, with respect to any information, materials, data, or matters stored in, created with or on, received by, delivered by, or sent over or to the Communications Systems. The company reserves the right to gain access to all information in or on the Communications Systems, as well as information, material, data, and matters that have been transmitted or received with the aid of the Communications Systems. It may do so for any purpose, including but not limited to, its desire to protect the integrity of the Communications Systems from unauthorized or improper use and to monitor and enforce this policy. This can occur with or without prior notice to any employee, either before, during or after work.

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The company also reserves the right to delegate the authority to any individual to retrieve, monitor, access, copy, download, listen to or delete anything stored in, created or received by, delivered with the aid of, or sent over its Communications Systems without the permission or prior notice of any individual. The company reserves the right to use and disclose any electronic communications and any information or material it obtains from its Communications Systems without the permission of, and without providing advance notice to, any individual. This right includes the right to make disclosures to law enforcement officials.

5. Employee Responsibility

Every individual who is provided access to the company's Communications Systems must comply fully with this policy. Individuals who have any questions about this policy should direct those questions to the Director of Information Systems. Employees are responsible to read, understand, and comply fully with all provisions of this policy.

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STANDARDS OF CONDUCT

Like all other organizations, the employer requires order and discipline to succeed and to promote efficiency, productivity, and cooperation among employees. For this reason, it may be helpful to identify some examples of types of conduct that are impermissible and that may lead to disciplinary action, possibly including immediate discharge. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples.

1. Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.
2. Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal drugs while on company property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the company.
3. Sexual harassment or other unlawful harassment, whether verbal, physical or visual.
4. Actual or threatened violence.
5. Release of confidential information about the company or its customers.
6. Theft or unauthorized removal or possession of property from the company, fellow employees, customers or anyone on company property.
7. Altering or falsifying any time-keeping record, intentionally punching another employee's time card, allowing someone else to punch your time card, removing any time-keeping record from the designated area without proper authorization or destroying such a record.
8. Absence for one or more consecutive days without notice to your supervisor or department head, unless a reasonable excuse is offered and accepted by the company.
9. Falsifying or making a material omission on an employment application or any other company record.

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10. Misusing, destroying or damaging property of the company, a fellow employee, a customer or a visitor.
11. Fighting on company property.
12. Bringing on company property dangerous or unauthorized materials, such as explosives, firearms or other similar items.
13. Misconduct.
14. Unsatisfactory performance.

It should be remembered that employment is at the mutual consent of the employee and the company. Accordingly, either the employee or the company can terminate the employment relationship at will, at any time, either with or without cause or advance notice.

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CODE OF ETHICS

The company is firmly committed to complying with its legal and ethical obligations under all state and federal laws. As a result, we expect all employees, at every level within the company, to comply strictly with all legal and ethical obligations. Our philosophy can be implemented only if our employees recognize their responsibility to treat everyone in an honest and fair manner. Accordingly, an employee's failure to fulfill his responsibilities under this policy may result in disciplinary action, up to and possibly including immediate termination.

The company holds all employees responsible for carrying out and monitoring compliance with this commitment. If any employee becomes aware of any violation of a legal or ethical obligation, or any unfair or improper treatment of a customer, the employee must immediately report the matter to the Director of Human Resources so that it can be investigated right away. In this manner, we can take all necessary steps to investigate any potential violations of our policy and can take appropriate action to correct any violations or incorrect perceptions that are found to exist. By making it the responsibility of all employees to police compliance with our strict ethical standards and commitment to complying with all legal responsibilities, we can continue to maintain our reputation in the community.

Employees should feel free to report any information regarding this policy without fear of reprisal or retaliation of any kind. Employees can report information to the Director of Human Resources in confidence if they wish. The company will treat such information as confidential to the extent it can do so without failing to fulfill its legal obligations. In addition, employees who do not wish to identify themselves can report information anonymously.

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CONFLICTS OF INTEREST POLICY

1. Assignments. The company desires to avoid situations in which actual or potential conflicts of interest may exist. To implement this objective, the company will attempt to avoid assignments that involve actual or potential conflicts of interest, as well as working relationships involving relatives or individuals with close personal relationships that may potentially lead to complaints of favoritism, lack of objectivity, or employee morale and dissension problems that can result from such relationships.

In keeping with this policy, relatives of employees and individuals with whom employees reside will not be eligible for employment with the company in any situation where potential problems of supervision, safety, security or morale exist or where personal relationships may create an actual or potential conflict of interest, cause disruption, or create a negative or unprofessional work environment. For purposes of this policy, relatives include an employee's parent, child, spouse, brother, or sister, or a stepparent, stepchild, stepbrother, or stepsister. Relatives also include any parent, child, brother, or sister of an employee's spouse. As noted above, the policy is not limited to relatives and applies to other covered situations involving actual and potential conflicts of interest.

If two employees become subject to the restrictions of this policy after they are hired, one or both of the employees must seek a transfer or reassignment that eliminates the actual or potential conflict of interest as specified in this policy. For example, if two employees marry, become related, or reside with one another, and the potential problems noted above exist, only one of the employees will be permitted to stay within the same department or shift. The decision as to which of the individuals will remain within the department and/or with the company must be made by the two employees within six months. If no decision has been made during this time, both employees will be terminated.

2. Other Conflicts and Potential Conflicts. The company reserves the right to determine that other relationships that are not specifically covered by this policy represent actual or potential conflicts of interest as well. In any case where the company determines, in its sole discretion, that a relationship between two employees, or between an employee and a non-employee, presents an actual or potential conflict of interest, the company may take whatever action it determines to be appropriate to avoid the actual or potential conflict of interest. Such action may include, but is not necessarily limited to, transfers, reassignments, changing shifts, or, where it deems such action appropriate, disciplinary action up to and including possible termination.

Any questions regarding this conflict of interest policy should be direct to the Director of Human Resources

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TRADE SECRET AND CONFIDENTIALITY AGREEMENT

The company insists on the undivided loyalty of all employees, including management and non-management staff. Employees must not engage in any conduct that would create an actual or potential conflict of interest or create the appearance of such a conflict.

The protection of confidential, sensitive, and proprietary information is of critical importance to the company, its work-force, and its clients. It is therefore essential that all employees take steps to safeguard such information. Employees must not use any confidential, sensitive, or proprietary information of the company in any manner that is unauthorized or detrimental to the best interests of the company.

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DRESS AND GROOMING STANDARDS

The company prides itself on the professional atmosphere it maintains and the favorable image that employees present as representatives of the company. Employees are expected to use their best judgement in determining their appearance and dress, consistent with the company's standards and the positive image and professional atmosphere it wishes to maintain.

Employees who have questions regarding appropriate dress and attire should direct them to their supervisor in advance to avoid conflicts and potential problems. Any employee who is inappropriately dressed when he or she arrives for work will be considered unsuitable to commence work and will be sent home. The employee may be asked to return to work later in the same day in proper attire that conforms to the company's standards. Employees who are asked to leave because of inappropriate dress or attire will not be compensated for any time expended in going home or returning to work. Employees may also be subject to discipline if they appear to work inappropriately dressed.

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DEDUCTIONS FROM WAGES

Certain deductions required by law will be made from each employee's wages. These include state and federal income taxes, social security taxes (FICA), and state disability insurance (SDI) payments. Deductions will also be made for health insurance premiums for family members if an employee requests such deductions. Deductions may also be made for payments due the employer for goods or services requested and received by the employee on behalf of himself or a member of his family.

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SOCIAL SECURITY

As an employee of the company, you are covered under the provisions of the federal social security law (F.I.C.A.). Social security benefits are often a significant step to provide you and your family a retirement income. The amount of deduction from your wages for social security taxes is matched by the company. The total contribution by you and the company is credited toward your social security benefits, which may be available at the time you are eligible to retire. In addition, disability and survivors benefits are financed through social security deductions.

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RULE AGAINST WORKING WHILE ON VACATION

The company believes that vacations should be used by employees solely for their rest and relaxation. Employees can later return to work ready and able to resume their responsibilities. Employees are strictly prohibited from performing any work while on vacation. This rule prohibits employees, including exempt employees, from performing work of any kind during their vacation, including checking e-mails or voice mails.

The company also requires that exempt employees use their vacation benefits in full day increments. Due to legal restrictions, employees may not request or take time off in partial day increments. Vacations must, of course, be scheduled with the advance approval of an employee's superior.

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WORKDAY AND WORKWEEK

The company has adopted a uniform workday and a uniform workweek in order to facilitate the prompt, consistent and efficient computation of straight time and overtime pay and to process payroll in an orderly and efficient manner. The workday used for overtime purposes is the consecutive 24-hour period commencing at midnight each calendar day. The workweek used for overtime purposes is the period of seven consecutive days of Sunday through Saturday. The workweek is a fixed and regularly recurring period of 168 hours.

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INSPECTION OF PERSONNEL FILES

Employees may request the opportunity to inspect or obtain a copy of the contents of their personnel records relating to their performance or any grievance. Such requests should be submitted to the Director of Human Resources. Requests must be submitted on the form available from the Director of Human Resources. After receiving a request, the Human Resources Department will schedule the inspection to occur at a reasonable time.

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INSPECTION OF PAYROLL RECORDS

Employees and former employees have the right to inspect and obtain copies of their own payroll records. All requests must be submitted in writing to the Director of Human Resources who will make certain that they are properly processed. Requests will be honored within 21 days from the date they are received. Individuals who make such requests may be asked to provide authentication of their identity so that they are not provided access to information of other persons. Individuals who request copies of records must pay the costs of making the copies.

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TIME CLOCKS

Dedicated time clocks are provided to record your work time. Users of our computer system are also able to use a computer program at their convenience. You should not punch your time card earlier than seven minutes before you are scheduled to start work. When you clock out for the day, please punch out within seven minutes after the end of your scheduled work period. Have your supervisor correct and initial any mistakes that are made on your time card as soon as possible.

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OFF-THE-CLOCK WORK

Employees must fully and accurately record all work time. Off-the-clock work is strictly prohibited.

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TRANSFERS

A transfer involves a move to a job at the same or a lower wage rate as the employee's present position. Any employee who desires to transfer to another available position must first discuss this desire with his supervisor or department head. Transfers are usually possible only if an employee has worked in his present position for at least 90 days and is fully qualified for the new position.

If the transfer is to another department, the employee will then be referred to the Human Resources Department. The Human Resources Department will coordinate the transfer request by conducting discussions with the employee and the appropriate supervisors. The employee's past performance, qualifications, potential, abilities, and job experience are the key factors in evaluating transfer requests. Where these elements are deemed equal among two or more qualified employees who have applied for the same position, seniority will be the determining factor.

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USE OF THE INTERACTIVE PROCESS TO REASONABLY ACCOMMODATE DISABLED INDIVIDUALS

The company is committed to principles of equal opportunity for all job applicants and employees. In keeping with this policy, it does not engage in impermissible discrimination based on any protected characteristic, including an individual's disability. The company will also make reasonable accommodations that are necessary to comply with the state and federal disability discrimination laws. This means that the company will make reasonable accommodations for the known physical or mental disability or known medical condition of an applicant or employee, consistent with its legal obligations to do so.

As part of its commitment to make reasonable accommodations, the company also wishes to participate in a timely, good faith, interactive process with the disabled applicant or employee to determine effective reasonable accommodations, if any, that can be made in response to a request for accommodations. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform the essential functions of the position they seek or occupy. They should contact the Human Resources Department as soon as possible to request the opportunity to participate in a timely interactive process. By working together in good faith, the company hopes to implement any reasonable accommodations that are appropriate and consistent with its legal obligations.

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LEAVES OF ABSENCE

Several types of unpaid leaves of absence are available for eligible employees under the employer's policies. The types of leaves that are available include the following: personal leaves, medical leaves, and military leaves.

(1) Summary of Rules

A summary of the rules and restrictions applicable to leaves of absence is provided below.

(a) Unpaid Status. Except as otherwise required by law, all leaves of absence are provided on an unpaid basis.

(b) Returning From Leave of Absence. When an employee is placed on a leave of absence, an effort will be made to hold the employee's position open for the period of the approved leave. However, due to business needs, there will be times when positions cannot be held open. Accordingly, it is not possible to guarantee reinstatement.

If an employee's former position is unavailable when the employee is ready to return in a timely manner from an approved leave, every effort will be made to place the employee in a comparable position for which the employee is qualified. If such a position is not available, the employee will be offered the next suitable position for which the employee is qualified that becomes available. In addition, the employer will attempt to reasonably accommodate employees who are released for partial or modified duty. An employee who does not accept a position offered by the employer will be considered to have voluntarily terminated employment, effective the day such refusal is made.

(c) Vacation Benefits. The period that an employee is on leave of absence is not considered time worked for purposes of determining eligibility for or the amount of certain benefits, such as vacation and sick benefits. When an employee returns from a leave of absence, the eligibility and accrual dates for such benefits will be adjusted forward to reflect the period of the leave.

(d) Holiday Benefits. If a paid holiday falls during the period an employee is on leave of absence, the employee will not be eligible for the holiday pay.

(e) Failure to Return Promptly. If an employee fails for any reason to return to work promptly upon the expiration of an approved leave of absence and has not obtained an extension from the Human Resources Department prior to such expiration date, the employee will be considered to have voluntarily resigned.

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(f) Misrepresentations. Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, possibly including termination.

(g) Health Insurance. Employees must pay for the entire cost of group health insurance (1) for the period of any leave of absence in excess of 30 days in the event of a medical leave or (2) for the entire period of the leave that is not a medical leave. Employees must arrange for all necessary payments before their leave commences. Unless and to the extent additional time is guaranteed to an individual by law, failure to arrange for payment during this period will result in the lapse of health insurance coverage as of the 31st day following the commencement of a medical leave and the first day of a non-medical leave.

(h) Resignation While on Leave. If an employee accepts other employment or fails to return to work on the next normal work day following the expiration of the approved leave of absence, the employee will be considered to have voluntarily resigned.

(2) Personal Leaves of Absence

(a) General. Employees who have been continuously employed with the employer for at least one year may request a personal leave of absence without pay for a reasonable period of time of up to 30 days. The leave may be extended for a reasonable period of time of up to 30 days due to special circumstances, as determined on an individual basis by the Personnel Director. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the employer.

(b) Requests. Requests must be submitted in writing and must be approved in writing by the employee's department head before the leave begins. Requests for extensions of leaves must be submitted in writing and approved in writing by the Personnel Director before the extended period of a leave begins. It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

(c) Status of Employee Benefits During Personal Leave. The employer does not pay for group health insurance premiums during any portion of a personal leave of absence. Accordingly, the premiums for such coverage are the complete responsibility of the employee. In order to keep the insurance in force, premiums for the period of the leave must be paid in a timely manner. Since premiums are normally due by the first day of each month, premiums for a month will be considered untimely if received more than 30 days after this date. Failure to pay premiums in a timely manner will result in immediate termination of coverage and a 90-day waiting period from the date of return from the leave for reinstatement of benefits.

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All general rules as stated at the beginning of this section will be applied to personal leaves.

(3) Medical Leaves

Employees who are temporarily unable to perform their usual and customary work due to a personal illness or injury, including a pregnancy-related disability, will be granted a medical leave of absence. Medical Leaves will be granted on the basis of a physician's written statement that an employee is no longer able to work due to a medical disability.

An employee who plans to take a medical leave must provide the employer reasonable notice of the date the leave will commence, the estimated duration of the leave, and the date on which it is expected that the employee will be able to return to work. When an unplanned medical situation or emergency occurs that does not allow the employee to provide advance notification of the need for a medical leave, the employee must notify the employer of the situation within three working days of an absence. If an employee is absent more than three working days without notifying the employer, the employee will be considered to have voluntarily resigned.

The maximum length of leave that will be granted for any medical disability is four months. Employees returning to work after any disability leave must have a written release from a physician verifying that they are able to return to work without presenting an immediate and significant risk to their health or safety or the health or safety of others.

The employer will continue to pay group insurance premiums for the first 30 days of an approved medical leave of absence. If an employee is on leave for a period in excess of 30 days, it is the employee's responsibility to pay the premiums for the balance of the leave. An employee must arrange for all payments of insurance premiums before going on leave. Failure to do so will result in immediate termination of benefits on the 31st day of the leave and a 90-day waiting period from the date of return from the leave for the reinstatement of benefits.

All general rules as stated at the beginning of this section will be applied to disability leaves.

(4) Military Leaves

Employees who enter the Armed Forces of the United States will be granted leaves of absence in accordance with federal and state laws governing such leaves.

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ALCOHOL AND DRUG REHABILITATION LEAVE

The company wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to provide the time off. If an employee requests time off to participate in such a program, the company will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential.

The employee may use any accrued sick leave or vacation benefits while on leave. However, additional benefits will not be earned during the leave of absence. The leave will be subject to the same provisions and rules as apply to medical leaves.

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FAMILY TEMPORARY DISABILITY INSURANCE BENEFITS

California has two programs designed to provide benefits to employees when they are unable to work either because of a personal illness or injury that is not work-related or the need to care for a qualified family member who is ill or injured or bond with a new child. One program applies where the employee is personally ill or injured. The other applies when the employee is not ill but must care for a family member or bond with a new child.

State Disability Insurance (SDI) benefits are available to eligible employees who are personally ill or injured. Unlike the workers' compensation program that covers work-related injuries, SDI benefits are available from the state if the illness or injury is not work related.

Family Temporary Disability Insurance (FTDI) benefits are available to eligible employees who are unable to work as a result of a need to care for qualified family members or bond with a new child. Both the SDI and FTDI programs are administered by the California Employment Development Department (EDD) and are financed by employee taxes. Both programs work independently from the workers' compensation system, which provides benefits to eligible employees who sustain work-related illnesses or injuries.

1. Time Missed From Work

The SDI and FTDI programs provide benefits to eligible employees who miss work for reasons specified in the programs. Neither program grants employees the right to time off, job protections or reinstatement guarantees if they do miss work. Employees should therefore ask the Human Resources Department whether they qualify for a leave of absence under any company policy, such as the family and medical leave policy. Employees must satisfy several conditions, including a 12-month-of-service rule, to qualify for a family and medical leave of absence. Nothing in this policy dispenses with the need to comply with the rules of any policy that govern the type of leave an employee requests, including the advance notice rules.

2. Advance Notice Rules

Employees who wish to apply for SDI or FTDI benefits must submit claims directly with the EDD. The company is not involved in the administration of the SDI or FTDI programs. Because the EDD provides benefits to eligible employees who take time off from work, employees must submit their request for time off in writing as far in advance as is reasonably possible.

It is the responsibility of each employee to provide a written request for time off at least 30 days before the absence is expected to begin whenever the need for the absence is foreseeable. If the need for the absence is sudden and unforeseeable, the employee must

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provide notice as soon as possible. The notice must be provided no later than the day on which the absence begins. When feasible, the notice and request for time off must be accompanied by proper medical certification that does not include the underlying medical diagnosis or other confidential medical information. A copy of the EDD claim form must also be provided if requested by the company. Any failure to provide proper notice and accompanying documentation, when it is requested, may result in an unexcused absence and disciplinary action, up to and possibly including immediate termination.

3. Use Of Personal Time Off

Employees must use their accrued PTO (up to a maximum of two weeks of benefits) before they will be eligible to receive FTDI benefits. If employees have less than two weeks of accrued PTO available, they must use all their accrued benefits before they will be eligible for FTDI benefits. Employees who have more than two weeks of accrued PTO may voluntarily elect to use any additional benefits in order to receive their full pay after two weeks of accrued benefits have been used.

4. Concurrent Use Of FTDI And FMLA/CFRA Time

If an employee is eligible for FTDI benefits and also for leave under a policy of the company, the time off will run concurrently with time available under all applicable leave of absence policies maintained by the company. This includes the family and medical leave policies where the employee is eligible for time off under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA). As a result, if an employee receives benefits under the FTDI program, the time taken off will be counted against the maximum limitations on time off imposed by all potentially applicable leave policies of the company and the CFRA and FMLA rules, to the extent legally permissible.

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WORKERS' COMPENSATION PROGRAM

The company carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Compensation payments begin from the first day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized. The cost of this coverage is paid completely by the company.

Your employer or its insurance carrier may not be liable for the payment of workers' compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of the employee's work-related duties

If you are injured while working, please report it *immediately* to your supervisor, regardless of how minor the injury may be. If you have any questions regarding the workers' compensation insurance program, please contact the Human Resources Department.

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PAID FAMILY LEAVE BENEFITS

The State of California provides "paid family leave benefits" to eligible employees who are unable to work either due to the need to care for a qualified family member who is seriously ill or to bond with a newborn or adopted child. Benefits are financed by payroll taxes and are paid to eligible employees directly by the state. The program is administered by the Employment Development Department (EDD), a state agency. Employees must satisfy a seven-day waiting period and other eligibility conditions in order to qualify for benefits, which are called "Family Temporary Disability Insurance benefits," "FTDI benefits" or "paid family leave benefits." The FTDI benefits equal a portion of an eligible employee's wages.

Time Off Is Not Guaranteed

Even though the state FTDI program provides benefits to eligible employees who miss work, it does not guarantee employees any right to a leave of absence or time off from work. Employees should therefore not assume that they are entitled to miss work and return later.

Some employees who qualify for FTDI benefits may be eligible for time off under the company's policies. For example, some employees may be eligible for a leave of absence under the family and medical leave (FMLA) laws and the company's policies. To qualify, they must satisfy the 12-month-of-service and 1,250-hour-of-service rules as well as the notification rules of those policies. However, employees who have not satisfied the rules are ineligible for FMLA leaves.

Advance Notice

Whether official leaves of absence are or are not available, employees should never miss work without providing advance notice to the company's Human Resources Department. Notification to the EDD alone is not enough. Employees must provide the company's Human Resources Department at least 30 days advance notice, in writing, whenever the need for an absence is foreseeable. They must also receive company approval to take the time off. If employees are unable to anticipate the need for the absence at least 30 days before it begins, they must provide the company as much advance notice, in writing, as possible.

Employees should not assume that the availability of FTDI benefits from the state entitles them to time off, job protections, or guaranteed reemployment if they miss work without company approval. The company is unable to guarantee reemployment to employees who do not qualify for an official leave of absence and miss work, even if they receive FTDI benefits.

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COMPENSATORY TIME OFF FOR NONEXEMPT EMPLOYEES

Nonexempt employees are entitled to overtime pay whenever they perform overtime work. The company does not permit employees to take time off in lieu of receiving overtime pay. Accordingly, employees should not request the opportunity to make-up time for time missed if the make-up time will result in overtime work. Any time off that is scheduled or approved by an employee's supervisor will be without pay.

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STATEMENT REGARDING BENEFIT PROGRAMS

The employer has established a number of employee benefit programs for its eligible employees. Although this handbook does not restate all of the features of these benefit programs, it provides brief summaries to acquaint employees with some of the key features of the programs. It is important that employees remember that additional terms, conditions, and limitations regarding program eligibility and benefit entitlement often exist. Official plan documents should be consulted for further information regarding each benefit program. In the case of an actual or apparent conflict between the benefit summaries set forth in the handbook and the terms of the official plan documents, the provisions of the official plan documents, as interpreted in the sole and absolute discretion of the plan administrator, shall control.

In addition, while it is the employer's present intention to continue these benefits, the employer reserves the right, whether in an individual case or more generally, to modify, curtail, reduce or eliminate any benefit, in whole or in part, either with or without notice. Finally, neither the benefit programs nor their descriptions are intended to create any guarantees regarding employment or continued employment. As noted elsewhere in the handbook, employment relationships are for an indefinite term and are terminable at will, either at the option of the employee or the employer.

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RETIREMENT BENEFITS

Participation in the company's 401k plan is entirely voluntary. In order to elect participation, employees must satisfy the eligibility conditions of the program and of the employer. Employees must have worked at least 1000 hours, be 21 years of age or older, and have been employed with the company for at least 1 year to be eligible to participate in this offering.

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MEDICAL AND DENTAL PLAN BENEFITS

Participation in the company's health and dental insurance is entirely voluntary. In order to elect participation, employees must satisfy the eligibility conditions of the program and of the employer. Employees are required to work 20 hours or more per week and agree to pay the employee portion of the coverage costs for themselves and their eligible dependents. Employees will not be eligible to enroll in health and dental programs until the 1st of the month after 60 days of employment.

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HOLIDAY BENEFITS

All regular full-time employees who have completed their probationary period will receive eight hours benefits at their normal hourly rate for the following nine holidays, subject to the restrictions described below.

New Year's Day	January 1
Good Friday	Two days before Easter Sunday
Memorial Day	Last Monday in May
Independence Day.....	July 4
Labor Day	First Monday in September
Thanksgiving Day.....	Fourth Thursday in November
The day after Thanksgiving Day	Day after Thanksgiving
Christmas Day.....	December 25
The day before or the day after Christmas.....	Announced by company each year

(1) Regular full-time employees who have satisfied their probationary period are eligible for holiday benefits. Probationary employees and all employees who are not classified as regular full-time employees are ineligible for holiday benefits.

(2) In order to be eligible for holiday benefits, an employee must work the last scheduled workday before and the first scheduled workday after the holiday.

(3) If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the next Monday.

(4) Holiday benefits are intended to compensate eligible employees for time off on days they would ordinarily work if holidays were not observed by the employer. Therefore, if a holiday is observed by the employer on a day that the employee ordinarily would not be scheduled to work, the employee will be ineligible for holiday benefits for that holiday.

(5) If a holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.

(6) Employees on leave of absence for any reason are ineligible for holiday benefits for holidays that are observed during the period they are on leave of absence.

(7) Employees do not receive credit for hours worked on holidays that are not actually worked.

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PAID TIME OFF PROGRAM

The company maintains a Paid Time Off (PTO) program that combines vacation and sick benefits into a single PTO bank. PTO is offered in lieu of paid vacation and paid sick days. The PTO program is designed in response to employees' needs for time off and allows eligible employees to receive their wages for qualified time off from work. This policy applies to all employees.

Employees shall earn PTO in accordance with the following schedule:

<u>Length of Continuous Service</u>	<u>Rate of Accrual</u>
First year through second year	0.034 hours per hour worked
Third year through seventh year	0.066 hours per hour worked
Eighth year or more	0.089 hours per hour worked

Eligibility

PTO is accrued, not earned up front. It begins to accrue immediately upon employment. Employees can use accrued PTO beginning with their 30th day of employment. Employees on any form of leave are not eligible to earn or accrue any PTO during the time of their leave. Upon termination of employment, employees shall be paid any accrued and unpaid PTO in their bank. The company has discretion to grant or deny an employee's request for an advance of PTO. If a request is approved, the amount of PTO advanced will be documented and treated as a wage advance that will be recovered from future PTO accruals. If an employee separates with a negative PTO balance due to advanced PTO, the employee has an obligation to repay the value of the advanced PTO.

Non-Exempt Employees

When PTO is used, this time will be paid on the next regular paycheck. If the employee does not have enough PTO in their bank, then the time off will be unpaid. Paid time will be compensated at the regular rate of pay for the workweek in which the employee uses PTO.

Exempt Employees

PTO for exempt employees is calculated in the same manner as the employer calculates wages for other forms of paid leave time. Employees who are salaried and exempt will never experience a reduction in their salaries for partial days that they take off from work for personal reasons. However, the company expects that all employees will demonstrate the level of commitment and consciousness that is appropriate to their status. The company will consider any failure to demonstrate these qualities when evaluating an employee's performance and when considering such matters as pay increases, bonuses, and opportunities for advancement.

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Scheduling

If the need for PTO is foreseeable, the employee must provide reasonable advance notice. If the need is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable. When scheduling PTO in advance, the company will not require a specific reason, as we respect your privacy. Unscheduled use of PTO is disruptive to the work environment and may require a reason for record keeping purposes.

Payout

Should you choose not to use all of your PTO benefits in a calendar year, you have the option of having your PTO bank paid out at the end of the calendar year. Additionally, you have the option of requesting the pay out of your accrued, but unpaid PTO at any time throughout the year. Accrued, but unpaid PTO will be carried over to the next calendar year if it is not paid out.

Accrual Cap and Payout

At any point if you accrue 30 days or more of PTO, the company may choose to pay out half of the balance of your PTO bank on the next regular paycheck.

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EFFECT OF VACATION ON OVERTIME

Overtime pay is provided for hours actually worked in excess of the maximum straight time rules established by state and federal law. If an employee takes time off for vacation, the time off will not be counted as hours worked (even though it is paid as vacation time) when determining whether or how much overtime work has been performed.

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MINIMUM INCREMENTS

Personal time off must be scheduled and taken in increments of two or more hours. Except where the law provides otherwise, employees may not use personal time off benefits in smaller increments.

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POLICY REGARDING EXEMPT EMPLOYEES

Employees who are characterized by the company as exempt from the overtime provisions of state and federal law are paid a salary that is intended to fully compensate them for all hours worked each week, however few or many those hours are. The salary consists of a predetermined amount constituting the exempt employee's compensation. That amount is not subject to reduction because of variations in the quality or quantity of the employee's work. As a general rule, an exempt employee's salary is not subject to deductions. Exceptions to the general rule will apply only when they are expressly authorized under applicable state and federal laws. This may occur, for example, when an employee has exhausted all accrued vacation benefits and misses additional full days of work for personal reasons. No deductions will be made unless they are permitted by the regulations issued under the Fair Labor Standards Act and any applicable state laws.

Any employee who believes that an improper deduction or violation of the laws regulating salaries has occurred is encouraged to advise the Human Resources Department or file a grievance as soon as possible. The matter will be promptly investigated and, if a mistake occurred, corrected. Employees may file complaints without fear of any retaliation.

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SCHEDULING

Employees must obtain the written approval of their supervisor and the Human Resources Department before commencing their vacation. Approval should be requested at least two weeks in advance of the date the vacation is expected to begin. Although efforts will be made to accommodate an employee's request to take vacation at the time requested, supervisors must consider the needs of the employer when evaluating requests. The employer reserves the right to decline an employee's request to take a vacation at a particular time if it would be disruptive to the company or inconvenient to grant the request.

Where two or more employees file timely requests to take vacation during the same period and the employer is unable to grant each request, the employer will ordinarily grant the request of the employee with the longest period of service unless business reasons exist to deviate from this standard. The employer also reserves the right to schedule an employee to take vacation at a particular time if the employee fails to schedule his own vacation in a timely manner or if the employer determines that it is appropriate to do so. In such a case, the employee must take the vacation when it is scheduled.

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ATTENDANCE

Attendance and punctuality are important to the efficient operation of any business. Good attendance and punctuality are essential components of solid employee performance and are measured by objective standards. Poor attendance and tardiness disrupt productivity and make it difficult to function effectively.

Each employee shall be responsible for being present at the correct time each day. On occasion, employees may have reason to be absent from work. On these occasions, employees are expected to contact their supervisor or department head. If you are unable to reach either of these individuals, please leave a voicemail on our 24 hour voice messaging system at least two hours before their scheduled starting time on the first day and each subsequent day of an unscheduled absence, i.e., due to a personal or dependent illness, or an emergency. Employees must indicate the reason and probable duration of the absence. Excessive absenteeism or any absence without notice will result in disciplinary action and possible discharge.

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TARDINESS

Employees are expected to be ready to commence and end work on schedule. Accordingly, arriving late or leaving early in connection with scheduled work times, breaks, or meal periods is impermissible. Repeated incidents of tardiness or leaving work early may result in disciplinary action, including possible discharge.

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ABSENTEEISM AND SICK PAY

Employees should not automatically assume that absenteeism is permissible merely because they have sufficient paid time off benefits available to cover all or a portion of their time off. The employer may determine that absenteeism is excessive if, based on all the facts and circumstances, it is found disruptive to the employer, co-workers or customers. Each case must be evaluated based on the surrounding facts and circumstances. Absenteeism that is determined to be excessive may lead to disciplinary action up to and including the possibility of immediate termination.

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HEALTH CARE PROVIDER'S VERIFICATION

The company reserves the right to require a satisfactory statement of a qualified health care provider whenever an employee misses work due to an illness, injury or disability. The employee may be asked to provide a statement which verifies that an injury or disability existed, its beginning and ending dates, and/or the employee's ability to return to work without presenting an immediate and significant risk to his own health or safety or the health or safety of others. When requested, such verifications and releases may be a condition to receiving paid time off and returning to work. Although a health care provider's statement normally will not be requested for absences of less than three working days, the company may request such a statement in situations where it determines that it is warranted.

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GENERAL TIME OFF POLICY

Employees may occasionally need time off from work to address important matters that are regulated by law. The company will comply with its legal obligations by providing employees time off, where necessary, to vote, to perform emergency duty as a volunteer firefighter, a reserve peace officer or emergency rescue personnel, to serve as a juror or witness, to participate in judicial proceedings if they or one of their immediate family members is a victim of a serious crime, to seek relief to help ensure the health, safety or welfare of a domestic violence, sexual assault, or stalking victim or the child of such a victim, to appear in the school of the employee's child pursuant to the request of the school, to respond to an emergency operational mission of the California Wing of the Civil Air Patrol, to donate an organ or bone marrow, or to attend an adult literacy education program. Time off that is provided under this policy will ordinarily be unpaid except where the law requires that it be compensated.

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DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

If an employee is the victim of domestic violence, sexual assault, or stalking, time off may be necessary to seek judicial relief to help ensure the health, safety, or welfare of the employee or a child. This may include efforts to obtain a temporary restraining order, a restraining order, or other injunctive relief from a court.

If an employee needs time off from work for one of these purposes or any other purpose protected by law, reasonable notice must be provided to the Human Resources Department, in writing. If an unscheduled or emergency court appearance is required for the health, safety or welfare of the domestic violence, sexual assault, or stalking victim or a child, the employee must provide evidence from the court or prosecuting attorney that he or she has appeared in court within a reasonable time after the court appearance.

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CRIME VICTIMS

Employees who miss work in order to attend judicial proceedings relating to certain crimes may elect to use their accrued paid time off benefits to receive pay for their absence. This privilege will be available to employees who are victims of a violent or serious felony, as defined by law, or a felony involving theft or embezzlement. It will also be available to immediate family members of victims of such crimes. For purposes of this policy only, the term "immediate family member" means spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner or child of a registered domestic partner.

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TIME OFF TO PARTICIPATE IN ACTIVITIES OF CHILD'S SCHOOL

Under certain circumstances, eligible employees may be entitled to take time off to participate in activities of their child's school or a licensed day care facility. In order to be eligible for time off under this policy, an employee must be the parent, guardian, or grandparent of a child who is in kindergarten or a grade between one and 12, inclusive, or attending a licensed child day care facility. In addition, the employee must provide reasonable notice of the planned absence to the Human Resources Department before taking the time off. The employee may not take more than 40 hours off for this purpose in any single year or more than eight hours off in any calendar month of the year.

If both parents of a child are employed by the employer at the same work site, only one parent may take time off at a time under this policy. The parent who first gives appropriate notice of the need for time off under this policy will have preference for the time off. In some cases, the Human Resources Department may agree to provide both parents the opportunity to take time off at the same time. However, that may occur only with the advance written approval of the Human Resources Department.

Any employee who takes time off under this policy must utilize any existing paid time off for the absence. If the employee does not have any paid time off benefits available at the time the time off is taken, or does not have enough paid time off benefits to cover the time taken off, the time off will be taken without pay if the employee is nonexempt or if the employee is exempt and takes a full day off. The salary of an exempt employee will not be affected if the employee misses a portion of a day of work under this policy.

Any employee who takes time off under this policy must provide documentation from the child's school or licensed child day care facility to substantiate the fact that the employee participated in a school activity or day care facility activity. The documentation must verify that the employee participated in the activity on a specific date and at a particular time.

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BEREAVEMENT

In the event of death in the immediate family of a full-time employee who has completed his probationary period, the employee will be allowed up to three consecutive working days off to arrange and attend the funeral. For purposes of this policy, an employee's immediate family is defined to include his current spouse, father, mother, sister, brother, child, current mother-in-law, current father-in-law, grandparents or grandchildren. The employee will be paid his regular base wage for each day of absence up to three days upon providing satisfactory evidence to support his claim. If an employee requires more than three days, he may request a personal leave of absence for additional unpaid time or may request the opportunity to use any accrued vacation time.

Employees who have not completed their probationary period and employees who are not full-time employees may request up to five days off without pay for bereavement leave.

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VOTING TIME

Because the company has a continuing interest in encouraging responsible citizenship, employees are urged to vote for candidates and issues of their choice at local, state, and national elections. To make the voting process more available, employees who do not have sufficient time outside their working hours within which to vote, will be allowed to take up to two hours off, with pay, for this purpose. To receive time off for voting, you must notify your supervisor and present a valid voter's registration card. When you return from voting, it is necessary to present a voter's receipt to your supervisor.

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ALCOHOL AND DRUG REHABILITATION LEAVE

The company wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to provide the time off. If an employee requests time off to participate in such a program, the company will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential.

The employee may use any accrued sick leave or vacation benefits while on leave. However, additional benefits will not be earned during the leave of absence. The leave will be subject to the same provisions and rules as apply to medical leaves.

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JURY DUTY

Any employee wishing to serve on jury duty may do so; however, time off to serve on jury duty by nonexempt employees will be without pay. Exempt employees will receive their full weekly salary for any week in which they perform any work and also serve on a jury. Employees should bring any juror's questionnaire to the Human Resources Department immediately after it is received.

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