

*REPLEX
MASTER
HANDBOOK*

WELCOME
TO
Replex Mirror Company (dba Replex Plastics)
An Ohio Corporation

Starting a new job with us is an exciting opportunity to learn about our company and grow your career. This employee handbook has been developed to help you get acquainted and answer many of your initial questions.

As an employee of Replex Plastics, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality products and service to customers and to do it more efficiently and economically than our competitors.

You are an important part of this process, as your work directly influences our reputation.

It is also important to understand that this handbook does not form a contract. That is not the intent of drafting and distributing a handbook. Instead, this handbook is a statement of the general guidelines the Company intends to follow in order to run its operations as it feels is best for everyone.

This employee handbook is intended as a basic explanation of the Company's personnel policies and benefits, as well as the specific opportunities and responsibilities that exist for employees at the Company. In an effort to be responsive to the needs of this organization and all of our employees as a whole, changes or additions to this handbook will be made on a continuing basis. It is simply not possible to list all of the various issues and instances that might arise. As with all things, the circumstances of our operations and needs change from time to time, so the policies in this handbook will certainly change from time to time to meet these changing needs. As a result, employees should not view this handbook as being an "all inclusive" listing of the rules and regulations governing this organization, nor does it constitute any form of contract.

When interpreting the enforcement of these policies and their various applications to the workplace, management will use its best judgment in order to interpret and enforce these various rules in order to run the organization as it sees best.

The information contained in this handbook is intended to replace any similar policies issued previously.

It is each employee's responsibility to remain informed regarding the Company's most current policies. Policy changes will be posted via employee meetings, as payroll staffers and on the company website after these changes are adopted by management or shared with you by other means of communication. Employees acknowledge that they are to check the company website at least weekly to see if any updates have been posted. Employees may also be notified of various changes by way of payroll staffers and/or employee meetings when deemed appropriate by management.

Nothing in this handbook is intended to prevent employees from discussing or engaging in activities related to the wages, terms or conditions of their employment.

Throughout this handbook, the term "working time" is the time an employee is engaged or should be engaged in performing his/her work tasks for the Company.

If you have any questions regarding this handbook, please consult with your supervisor or human resources.

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

ABOUT THE COMPANY

Replex Plastics was founded in 1991 and is located in Mount Vernon, Ohio.

The Company employs over 20 people, and generates an annual economic impact of over 3.5 million dollars in sales. Replex has received numerous awards such as: 2013-2014 Global Target award, Environmental Sustainability award 2012, Mt Vernon Chamber of Commerce Small Business award 2006, Governor's "E" award for excellence in exporting 2005.

OUR VISION

- 1. Excellence** – we produce quality, which makes us proud to be contributors.
- 2. Trust** – We earn trust by being true to our word.
- 3. Abundance** – We share abundance by setting pay/benefits above local labor market rates
- 4. Learning** – We improve productivity, quality, lead times and invent new products by always learning
- 5. Hard work** – Hard work is expected, valued, and rewarded
- 6. Collaboration** – We are more effective together than we are individually
- 7. Harmony** – we achieve & maintain harmony by addressing issues when they arise

EMPLOYMENT AT WILL

Employees understand that their employment with the Company is entirely at-will, which means either their employment or compensation may be terminated or changed at any

time with or without cause and with or without notice by either the employee or the Company. Nothing in any document provided to the employees by any Company representative or any statement made by any Company representative shall limit the right to terminate or change this employment at-will status. No representative, manager, supervisor, or other representative of the Company has any authority to enter into an Agreement for employment for any specified period of time or to make any agreement contrary to your at-will status other than the president of the Company and then only in writing.

I. EMPLOYMENT

A. Background Checks

All employees who are being considered for any position with the Company will be subject to background checks, as deemed appropriate by management. Therefore, the background checks conducted for each position may vary.

In most situations, reference checks with former employers and/or managers will be conducted.

Individuals who claim to possess certain educational credentials, either in writing or in an interview, are subject to verifying these credentials.

The Company may initiate or receive a criminal background check.

B. Employment Applications

No individual can be made an offer of employment with the Company without fully completing an Application for Employment, as well as any other application materials or agreements that might exist at that time.

C. Equal Employment Opportunity Policy

No employee or applicant will be discriminated against on the basis of race, color, ancestry, religion, national origin, gender, age, military status, disability, familial status and/or any other characteristic protected by federal, state, or local law.

It is the Company's policy to recruit, hire, train, and promote the most qualified individuals based on merit, qualifications, abilities, and other legitimate factors, as determined by management. It is the Company's

belief that its Equal Employment Opportunity Policy will be furthered in an environment of mutual trust where employees are encouraged to discuss their problems with members of management. As a company, we have pledged to pursue this policy and employees are expected to comply with this policy in every respect.

The Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Individuals with disabilities must make their disability known to the Company so the various reasonable accommodations can be examined.

The Company will not discriminate against a qualified applicant or employee because of a known disability.

Any employees with questions or reasonable concerns about any type of unlawful discrimination they believe is occurring in the workplace should bring these issues to the attention of their manager, supervisor or to human resources. Employees can raise such concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, harassment or retaliation will be subject to disciplinary action, up to and including termination of employment.

D. Employee Orientation Period

The first 0 up to 90 days of an employee's employment will serve as an Orientation Period. During this Orientation Period, employees and their Department Managers will have an opportunity to observe and evaluate each other. Employees will be evaluated for such qualities as the ability to interact with other employees and customers, attendance, willingness to learn, job performance and skills, and so on. Likewise, new employees will have the opportunity to evaluate how the Company meets their needs.

If the Company determines that an employee's performance or behavior at any time during his/her Orientation Period is unsatisfactory, the Company may terminate the employee's employment, reassign the employee to another more suitable area, extend the employee's Orientation Period, or exercise any other option it deems appropriate.

However, completing the Orientation Period does not alter the "at-will" relationship between the Company and the employee in any way.

E. Employment of Minors

As a general rule, regular employees of the Company must be at least 18 years of age. Occasionally, the Company may hire students or others who are younger than 18 years of age, but this is done only under special conditions and must be approved in advance by Company management.

F. Employment Categories

1. Exempt and Non-exempt Employees

All employees are classified as either exempt or non-exempt employees. The federal Fair Labor Standards Act of 1938, as amended, defines these classifications. Non-exempt employees are entitled to overtime pay for all hours worked over 40 hours in the Company's established seven-day workweek. Employees who qualify as being exempt will not receive overtime pay.

2. Full time Regular Employee

An employee who regularly works 30 hours or more per workweek is considered a full time employee. The employee is entitled to all Company sponsored welfare benefit programs, such as health insurance, dental coverage, and life insurance which may change or be cancelled from time to time, as determined by the Company, in its sole discretion.

3. Part time Regular Employee

An employee who works less than 30 hours per week is a part time regular employee.

4. Temporary Employee

An employee hired for a specific period of time, project or assignment is a temporary employee. The employee will be paid for actual hours worked. However, employees hired for a specific project or period of time will not experience a change in status simply because they remain in employment for a longer period of time. An employee will change from temporary to regular status only if advised of such a change in writing.

G. Immigration and Employment Eligibility

In compliance with the Immigration Reform and Control Act of 1986, the Company will hire only those individuals who are authorized to work in the

United States. All individuals will be required to submit documentary proof of their identity and employment authorization. Employees will also be required to complete and sign the Immigration and Naturalization Service Form I-9.

The I-9 form requires employees to attest that they are authorized to work in the job for which they were hired and that the documents they submit to verify their status are genuine. The I-9 form must be completed before the employee's start date. **If the I-9 form is not completed fully and correctly, the employee will not be allowed to work for the Company.**

H. New Employee Orientation

In an effort to ensure a smooth transition into the Company, all newly hired employees will participate in an organizational orientation. Orientation is the joint responsibility of the new employee's supervisor, the Human Resources Department, and the Safety Manager. The goals of New Employee Orientation will be to provide a program that will orient new employees to the:

- Mission, vision, values, and guiding principle of the organization so that they will in turn impact the organization with the expected purpose, direction, and behaviors.
- History and culture of the organization and the cultural values of the customers we serve.
- Organizational expectations, policies, procedures, and practices of the Company to ensure standardization throughout the organization.
- Strategic initiatives of the organization and how they impact the achievement of the initiatives.
- System-wide computer programs used within the organization and their role in using the technology.

All new employees must attend an orientation session. During the orientation session, the employee will receive an employee handbook and will be given an opportunity to ask questions about any information contained in the handbook.

I. Resignation

Employees who resign their positions with the Company are required to give a two-week advance notice in writing to their Supervisor, Human Resource Department or the Company President indicating the last day they will be working and the reason for leaving the Company.

If employee fails to provide such a notice in writing, they will forfeit their unused paid time off.

1.

II. CONDUCT AND CONFLICT OF INTEREST ISSUES

Conflict Of Interest With Other Organizations

Employees have an “up close and personal look” at the Company’s business every day. As a result, employees should recognize their responsibility in avoiding any conflict between their personal interests and those of the Company.

A conflict of interest occurs when the employee’s personal financial interests interfere, or appear to interfere, with their ability to make sound business decisions on behalf of the Company. There are some common relationships or circumstances that can create or give the appearance of, a conflict of interest. The situations generally involve gifts and business or financial dealings or investments.

Gifts, favors, tickets, entertainment and other such inducements may be attempts to “purchase” favorable treatment. Accepting such inducements could raise doubts about an employee's ability to make independent business judgments and the Company's commitment to treating people fairly. Gifts may only be accepted if they have a nominal retail value (less than \$25.00) and only on what management believes to be appropriate occasions (for example, a holiday gift). If a gift is at all questionable, the employee should notify his/her supervisor immediately. If possible, the gift should be shared among all employees (ex: box of candies or cookies).

In addition, a conflict of interest exists when employees or family members have a financial or ownership interest in a business or financial venture that may be at variance with the interests of the Company. Likewise, when an employee engages in business transactions that benefits family members that are also either with the Company or at odds with the Company’s interests, it may give an appearance of impropriety. Such a relationship must be disclosed to Human Resources immediately.

If approved by the Company, employees may engage in outside business activities, provided such activities do not adversely affect or is in competition with the Company, the employee’s job performance, the employee does not work for a competitor, vendor, or customer (clients) and

this business activity does not present the appearance of impropriety, as outlined in this policy. Full disclosure to the Human Resource Manager in any such instances is immediately required.

Employees may not use proprietary and/or confidential information for personal gain, nor may they use the Company's assets or labor for personal use.

The final determination regarding whether a business conflict of interest exists will rest entirely with the Company.

Nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

Outside Employment

Employees who are contemplating secondary employment are required to submit a written request for approval to their supervisor. The written request should identify the secondary employer, the nature of the duties to be performed and the anticipated hours the employee will be working. This request will be promptly answered in writing.

All employees will be judged by their performance standards and will be subject to the Company's scheduling demands, regardless of any existing outside work requirements.

If at any time the Company determines that an employee's outside work interferes with the performance or the ability to meet the requirements of his/her job as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Company.

Employees on medical, family or personal leave of absence from the Company are not permitted to "moonlight" and may not perform services for another organization, unless given written permission to do so by the employee's supervisor.

Personal Conduct

Employees are expected at all times to use their best efforts in performing their duties. Likewise, during work hours and off duty hours, employees shall not engage in any conduct that is vulgar, obscene, violent, intimidating, harassing, maliciously dishonest, unlawful, illegally discriminatory and/or that evidences a lack of ability to perform their duties

as employees of the Company. Violations of this policy may be regarded as a terminable offense by the Company, depending on the circumstances of the situation. Employees understand if they are terminated under this policy that they will have voluntarily abandoned their positions and may therefore be ineligible for claiming certain workers' compensation benefits under applicable law.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

III. RECORDS

Licensing Requirements

Employees whose jobs require certain licenses or certifications will be required to produce those documents upon demand. For those who must operate motor vehicles, the Company must have proof that the employee has an acceptable driving record, as determined by the Company and the Company's insurance carrier. Such employees may also be asked to verify that they have secured appropriate automobile insurance coverage in amounts satisfactory to the Company.

Performance Reviews

Each supervisor should be responsible for evaluating overall employee performance on an annual basis. The Company will endeavor to conduct these performance evaluations by approximately June of each year.

Performance reviews establish a performance history with the organization and are used to improve performance and to assist in determining continued employment, promotion, transfer and merit increase decisions. All "Performance Review Forms" are maintained in the employee's personnel file in the Human Resources Department.

Performance appraisals should take place regardless of whether the employee is eligible for an increase. A performance evaluation is not necessarily linked with a salary increase. Supervisors may review performance more often than is required by the performance review policy.

When the Performance Review Form has been reviewed with the employee, the employee and the employee's supervisor need to sign it. An employee's signature on his/her performance evaluation only acknowledges that it has been reviewed with the employee. Employees should be encouraged to attach any written comments they wish to their performance reviews. The Performance Review Form with any employee comments will become a part of the employee's personnel file. The Performance Review Form must

then be signed by the supervisors' manager. The completed form should then be forwarded to the Human Resources Department and a copy provided to the employee.

Each employee should have the right to examine the written appraisal and make written comments regarding its content.

Personnel Information

Employees may review the personnel file the Company maintains on them. Employees' personnel files are maintained and kept by the Human Resource Manager. Among other items, each employee's file contains records and forms relating to his/her employment with the Company. Employees may review this file during business hours (7:30 a.m. to 4:30 p.m., Monday through Friday) upon submitting a written request to the Human Resource Manager.

Under no circumstances may any employee alter or remove any information from these files. To do so or to attempt to do so may result in the employee's immediate termination.

The Company maintains personnel records that are important to each employee. Employees should be sure that these records are always kept current.

Employees must be sure to update their information with human resources whenever they experience such changes as:

- Name
- Address
- Telephone number
- Marital status (married, legally separated, widowed, or divorced)
- Birth or legal adoption of a child
- Withholding exemptions (for tax purposes)
- Person to notify in case of emergency
- Additional education or training

It is important that the employee's personnel file contains up-to-date information regarding his/her benefit information. Whenever an employee has a change in the following, he/she must be sure to notify human

resources in writing and ensure that the appropriate paperwork is completed and signed:

1. Life insurance beneficiary change
2. Change affecting employee/dependent benefits
3. Change in retirement beneficiary
4. Change in tax deferred annuity program
5. Public school district change
6. Beneficiary change for 401k

IV. PAY ISSUES

Payday

All personnel of the Company are currently being paid every week, with the pay period beginning on the previous Sunday and ending on following Saturday. Payday occurs via direct deposit on Thursday. The pay period and procedure may change from time to time as determined by the Company, in its sole discretion.

Employees are to review their paychecks in detail when they receive them. If employees discover errors in their paychecks, they should contact their Department Manager in writing immediately as well as describe the possible error.

If an employee is out of the office, the Company will simply hold onto the employee's paystub unless the Company's Human Resource Manager is instructed by the employee **in writing** to mail it to him/her.

Direct Deposit

Company employees must have their paychecks directly deposited into checking and/or savings accounts at the financial institution of their choice.

Payroll Deductions

The Company may be required by law to recognize certain court orders, liens and wage assessments. When a garnishment order is received it will be processed in accordance with the orders of the court or state law.

Mandated withholdings include some of the following:

- **Federal Income Tax**

- **Social Security**
- **State Income Tax**
- **Local (City) Tax**
- **School District Tax**

Other deductions may be made from an employee's paycheck if the employee is a participant, such as:

- **Health Insurance Coverage**
- **Dental Care**
- **Other Services Requested by the Employee**
- **Voluntary Life**

It is the Company's policy to never make legally impermissible deductions from an employee's pay whether the employee is classified as being exempt or non-exempt from overtime pay. Should any employee feel that the Company has made a legally impermissible deduction from his/her pay, the employee should contact the Payroll Department immediately.

Overtime

The Company's workweek begins at 12:01 a.m. on each Sunday and ends at 11:59 p.m. the following Saturday.

When business conditions require, employees may be required to work overtime. When this occurs, employees' supervisors will make every effort to provide timely advance notice. Such a need for overtime, when called for, is considered mandatory and employees are expected to fulfill overtime as required. Supervisors must approve all overtime prior to an employee working the overtime.

At other times, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization.

All non-exempt employees will be paid one and one half times their regular rate for all hours worked in excess of 40 in one workweek in accordance with federal and state wage and hour restrictions. Nonexempt employees are to work overtime only at the request and authorization of their supervisor. Exempt employees are not eligible to be paid overtime

The employee must work the scheduled workdays immediately before and after the holiday, unless excused by a Supervisor.

Overtime will be calculated including holidays. Ex: Employee worked Monday – Thursday for 10 hours per day for a total of 40 regular hours, Friday was a paid holiday for 8 hours, overtime would be calculated at 8 hours.

Failure to work assigned overtime may result in disciplinary action, up to and including possible termination of employment.

Reporting requirements and overtime pay may vary per worksite.

Time-Keeping for Payroll

The working hours of all non-exempt employees are to be recorded by means of a time clock. Non-exempt employees are to begin work and clock-in no earlier than six minutes before their work schedule begins and clock-out no later than six minutes after it ends. Such employees are responsible for making sure their time is recorded accurately. If any non-exempt employees find any errors, they are to contact the Payroll Department or Supervisor immediately and identify the possible discrepancy in writing.

All non-exempt employees are to record their own time. Non-exempt employees manually record their time by using the time clocks provided. On the last day of the pay period employees should review their punches for the week and approve their working hours on the time clock. Non-exempt employees must never record the time of another employee. Doing so will subject the employee to the “Rules and Guidelines” section of this handbook.

All non-exempt employees are to be paid for the time they spend performing any services for the Company. Therefore, non-exempt employees are to record all of their time spent performing these services so they may receive their proper earnings. No official of the Company has the authority to order any employee to work “off the clock.”

Working “off the clock” is a disciplinary offense, as is ordering an employee to work “off the clock.” Any employee who is ordered to work “off the clock” must contact the Human Resource Manager as soon as possible.

When regular non-exempt employees travel for work they are paid from the time they leave home to the destination and the time to travel home, along with the hours worked. Employees are responsible to record their hours while traveling and then turning them in to the supervisor for approval. The supervisor will then turn in the approved hours to the Payroll Department to process for that week's payroll.

Workweek

Unless otherwise provided, the standard workweek for regular full time employees is forty (40) hours.

Hours of Work

The basic workday for full time employees is exclusive of the meal period. Permitted work breaks are paid; meal periods are not paid. A number of factors, such as workload, operational efficiency, staffing needs and employee's schedules, may require variations in the employee's starting and ending times.

Punctual and consistent attendance is a condition of employment.

Money Owed During Employment

If an employee damages or loses property that belongs to the Company, or if the employee is responsible for other types of shortages in either property or money, the appropriate deductions may be made from the employee's earnings to pay for the losses suffered in accordance with all applicable laws.

Money Owed at Termination

Any money owed to the Company at the time of termination of employment will need to be paid.

If an employee damages or loses property that belongs to the Company, other than safety equipment damaged under normal use, or if the employee is

responsible for other types of shortages in either property or money, the appropriate deductions may also be made from the employee's final earnings to pay for the losses suffered, again, in accordance with all applicable laws.

II. FRATERNIZATION AND HARASSMENT

A. Fraternalization

It is impermissible for supervisors to date or have relations with their subordinates. Intimate relationships, even if non-physical, between supervisors and subordinates must be avoided. Employees should be aware of the fact that such fraternization may lead to a variety of problems, including personal liability for themselves. The Company wants its management team to know that such behavior is unacceptable and may be an immediately terminable offense under the "Rules and Guidelines" section of this handbook.

B. Illegal Harassment & Discrimination

1. Harassment in General

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, , disability, military status, , gender, , familial status or any other status protected by applicable law. The Company will not tolerate illegal harassing conduct based on the person's protected class status.

2. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment,
- b) Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting that individual, or

- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of explicit and even subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, explicit sexual proposition, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, leering, and physical contact such as patting, pinching, or brushing against someone else's body, and such actions are objectionable to that person.

It is important for employees to understand that no one has the authority to condition any aspect of their job, which includes but is not limited to, raises, bonuses, hiring, firing, transfers, job assignments, etc., on sexual favors. Reporting Harassment, Sexual Harassment or Discrimination

If any employees feel that they have experienced, witnessed or become aware of any type of harassment, sexual harassment or discrimination,

he/she should notify his/her supervisor, the Company President or Human Resource Manager, whomever the employee feels the most comfortable to notify.

Do not assume that the Company is aware of the harassment, sexual harassment or discrimination. It is your responsibility to make known your complaints and concerns.

It is the Company's policy to investigate all such complaints. To the fullest extent practical, the Company will keep all such complaints confidential.

V. MEDICAL LEAVE OF ABSENCES ALLOWED

Medical Leave of Absence In General

Employees requesting a leave of absence should provide a written request to the Human Resource Manager. The Company may or may not grant such request, as determined in its sole discretion.

Granting of a leave of absence, especially an extended one, does not guarantee that there will be a position available to the employee at the end of the leave, unless otherwise required by applicable law. Each case will be treated individually. Employees returning from a leave necessitated by medical reasons will be required to provide a doctor's release.

If employees have any questions, the Company will be happy to provide them with information on how to request a leave.

Requesting and Certifying Need For Medical Leave

When leave extending for more than three (3) calendar days is needed due to a medical reason, the employee must make such a request in writing to the Human Resources Manager.

In cases of Extended Medical Leave, employees must have their health care provider complete the Company's "Medical Leave Certification Form." This Medical Certification Form must verify the need for the medical leave and its beginning and expected ending dates, among other information required by the Company. Any changes in this information or the employee's status should be promptly reported to the Company.

If the leave is not foreseeable, the employee must make the request as early as practical. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Company's operations.

Approval of any leave of absence and its continuance shall be at the sole discretion of the Company.

The employee may also be required to report into the Company on a periodic basis and inform it of the employee's condition, the intent to return to work and/or other pertinent information. Failure to do so could result in a discontinuance of the employee's leave of absence request.

Use of Accrued Paid Leave

Employees will not be required to use their accrued paid leave time while on medical leave, but are permitted to use paid time off with their

Supervisor's approval. Once this paid leave is exhausted, the remainder of the leave will be unpaid.

Benefits During Leave

Subject to the terms, conditions, and limitations of the applicable insurance plans, the Company will provide health insurance benefits until the employee's last day of active employment. At that time, employees will become responsible for the full costs of these insurance benefits if they wish coverage to continue.

Non-insurance benefit accruals, such as paid time off or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Return to Position

When a leave of absence ends, the Company cannot guarantee reinstatement to the employee's same or similar position. If an employee fails to report to work promptly at the expiration of the approved leave period, the Company will assume the employee has resigned. Failure to Return to Work

It is the employee's responsibility to report to work at the end of an approved leave. If an employee fails to return to work at the end of the approved leave period, the Company will assume that the employee has resigned.

Fit To Return To Work Certificates

Absence of five (5) consecutive days (or more) of illness requires a physician's certification explaining the reason for the absence, any continuing concerns and the date the employee may return to work. Such documentation may also be required whenever management feels absenteeism is becoming excessive.

Employees returning to work after being off due to illness (5 days or more) will not be permitted to return to work without the attending physician's written consent for return.

Notice of Return to Work

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Company with at least one week of advance notice of the date the employee intends to return to work.

VI. WORKERS' COMPENSATION LEAVE

Employees who are forced to miss work due to a workers' compensation covered injury or illness will be placed on "Workers' Compensation Leave." Since state laws vary on how employers must address workers' compensation leaves, the Company has created this special classification to comply with these various laws.

VII. FMLA LEAVE POLICY

Only applies to employers with 50 or more employees and therefore does not apply to Replex.

VIII. MILITARY LEAVE

A. Uniformed Services Employment and Reemployment Rights Act (USERRA)

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable laws. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as paid time off or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a

comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

For more information on your rights under USERRA, please contact human resources.

IX. TIME OFF

Absenteeism

All employees are expected to work the hours established for their areas.

Employees who are not at work as scheduled affect the work of other staff members and the service the Company provides its clients. If an employee has repeated occurrences of excessive absence, as defined by the Company, he/she will be subject to the Company's disciplinary policies and process as provided in the Rules and Guidelines below.

Reasonable accommodation in the scheduling of work hours for an employee with a disability will be made in accordance with the provisions of the Americans with Disabilities Act on a case-by-case basis. Absences occurring prior to notification of the Company of the need of such accommodation will be handled in accordance with the Company's disciplinary policies and process as provided in the Rules and Guidelines below.

An occurrence of absence is defined as missing one or more hours of any scheduled workday. (For time off work of less than one hour see the "Tardiness Policy.") An occurrence of absence resulting from work related illness or injury is not considered an occurrence for the purpose of this policy.

Consecutive scheduled workdays missed for the same reason will count as a single occurrence of absence. An occurrence of five (5) consecutive days or more will require a written, medical verification and/or request for a leave of absence if the period will be extensive.

Repeated occurrences of absence are cause for disciplinary action in accordance with the Company's disciplinary policies and process as provided in the Rules and Guidelines below.

Previously scheduled medical appointments will not count as an occurrence if the time is made up in the same day (with the immediate supervisor's approval). Absence due to inclement weather or other emergencies will be reviewed on a case-by-case basis with the Department Supervisor.

The Company may, at its discretion, investigate any employee's absence.

Tardiness

Employees who are late to work have a detrimental effect on service. The needs of the business dictate that employee be present and ready to begin work at their normal starting and, with the exception of their scheduled lunch period, remain for their normal hours of work. Occasionally situations may arise that will delay an employee in his/her effort to get to work at the proper starting time or may necessitate an early to leave early.

The Human Resources Department reviews daily punch in and out for all employees, and should lateness occur, disciplinary action may result.

Supervisor Notification

If employees are going to be absent or tardy, they must report off to their Supervisor or Human Resources at least 1 hour before their scheduled start time or as soon as reasonably possible. Failure to do so may result in disciplinary action in accordance with the Company's disciplinary policies and process as provided in the Rules and Guidelines below.

ONLY in situations of dire illness or injury where the employee is physically unable to call off, such as in the case of a coma or emergency surgery, a family member or friend may do so for the employee.

An employee must personally notify his/her supervisor on a daily basis if the absence continues beyond one day, unless the employee has written permission to not call off. Failure to call off from work under this policy without a legally valid reason may result in serious disciplinary action, including termination.

If employees are unable to reach their Supervisor, they should leave a message with a phone number where they can be reached.

Bereavement Leave

The Company gives its deepest sympathies to employees in the event of the loss of a family member. The Company recognizes the need for time away from work for funeral preparation and funeral attendance in instances of deaths in the immediate family. Should a death occur in the immediate family of any regular, full-time and/or part-time employee, he or she will be granted time off as approved by their Supervisor and may use any accumulated paid time off.

Employees who wish to take time off due to the death of a family member should notify their Supervisor immediately.

All funeral-leave days must be approved by the employee's supervisor. Fewer days may be approved for extended family members. Employees may be requested to provide a copy of the obituary or verification from the funeral home in cases of extended family members.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their Department Managers' approval, use any available paid leave for additional time off as necessary.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with Department Manager approval, employees may use available PTO.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off.

For the safety of our employees, Replex has adopted a Plant closure policy based on Ohio's Snow Emergency Guidelines. The following conditions are for Knox County Employees:

1. All employees should report to work under Level 1 conditions, regardless of the county you live in. Use common sense: if you are not comfortable driving in Level 1 conditions, do not report to work. However, you are still responsible for reporting your absence to Replex by following the call-in procedures.
2. If a Level 2 condition is declared, you MAY report to work. Again, use common sense: if you are not comfortable driving in Level 2 conditions, do not report to work. However, you are still responsible for reporting your absence to Replex by following the call-in procedure.
3. If a Level 3 condition is declared, Do Not Report to Work.

If you live in a county other than Knox and that county declares a Level 3, do not report to work. You are still responsible for reporting your absence to Replex by following the call-in procedures.

The call procedures are as follows:

1. Human Resource Manager will call Mr Schuetz
2. Human Resource Manager will call office personnel and Plant Manager.
3. Plant Manager will contact production employees

If you have not received a call from your supervisor regarding a snow emergency Level 3, please call the Kim at 740-398-6534.

Every effort should be made to contact your Supervisor when any time will be missed.

Holiday Policy

The Company provides paid holiday benefits to regular full time employees in recognition of official holidays and floating holidays.

After an employee's first 90 days of employment, all full-time regular employees are entitled to the following paid holidays:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving	4th Thursday in November
Christmas	December 25

If a holiday falls on Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday.

If a holiday occurs while an employee is on scheduled vacation, paid sick leave or salary continuance, the holiday will not be charged against his/her vacation, sick leave or salary continuance.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless those days were previous approved time off by the Supervisor.

Employee must have completed the first 90 days of employment to be paid for holidays.

Personal Day

Full-time regular employees are entitled to one personal day per calendar year. The personal day must be approved by the employee's immediate supervisor prior to taking the personal day. New employees may not take a personal day until 90 days after their date of hire.

Employees who have tendered their resignations cannot use PTO days as part of their resignation notice to the company.

Jury Duty

The Company encourages employees to fulfill their civic responsibilities by serving on jury or witness duty when required.

Employees may keep any compensation they are paid for jury duty.

Employees must show the jury duty summons to the Human Resource Manager as soon as possible so that the Supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

If an employee is not required to serve on a day he/she is normally scheduled to work or if the employee is excused before serving three (3) hours of jury duty, he/she is expected to report to work.

Either the Company or the employee may request to be excused from jury duty if, in the Company's judgment, the employee's absence would create serious operational difficulties.

PTO and holiday benefits will continue to accrue during unpaid jury duty leave.

Medical and Dental Appointments

Medical and dental appointments should be scheduled around the employee's assigned work schedule. If this is not possible, employees should talk to their Supervisor to make special arrangements.

Sick Time

Eligible employees are allowed to use their PTO due to an illness or injury for themselves or for family members. See Section for Medical Leave of Absence for details.

Requests for unpaid extended sick leave by disabled employees will be handled in accordance with the provisions of the Americans with Disabilities Act on a case-by-case basis.

Please refer to the “Fit for Duty Policy” regarding requirements under sick leave.

Paid time off

The Company recognizes the importance of paid time off as a period for rest, relaxation, and personal pursuits. The Company provides paid time off to eligible employees with six (6) months or more of continuous regular full-time employment.

Employees in the following employment classification(s) are eligible to earn and use paid time off as described in this policy:

* Regular full-time employees

The amount of paid time off employees receive each year increases with the length of their employment as shown in the following schedule:

After 6 months of eligible service the employee is entitled to 40 hours of paid time off.

After 1 year of eligible service the employee is entitled to 48 (this includes 8 hours of personal day hours of paid time off. On the employees anniversary in years 2 – 3 the employee is entitled to 88 (this includes 8 hours for personal day) hours of paid time off.

Years 4 (on anniversary date) thru 19 years of service employees are eligible for 128 (includes 8 hours for personal day) hours of paid time off.

One year 20 (anniversary date) employee is eligible for 168 (includes 8 hours for personal day) hours of paid time off.

Paid time off accrual begins effective the date of employment and is accrued on a monthly basis.

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn paid time off. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See “Leave of Absence” policies for more information.)

Once employees have worked full time for 6 months, they begin to earn paid time off. Accumulated paid time off is available for use in the year following its accrual.

Paid time off can be used in minimum increments of one-half day. To take paid time off, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Paid time off is paid at the employee's base pay rate at the time of leave. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid time off for rest, relaxation, and personal pursuits. In the event that available paid time off is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to **two times** the annual paid time off, non-exempt employees must cash in or use the time to avoid losing it. Upon termination of employment, employees will be paid for unused PTO that has been accumulated through the last day of work.

However, if the employee fails to provide the Company with at least a two week notice upon voluntarily resigning his/her position, then the employee will forfeit any accrued paid time off.

Voting Time

Employees are encouraged to vote in local, state and federal elections. In most instances, employees can vote before or after working hours. When hardships makes this impractical, employees may be granted time off without pay with prior approval from their Supervisor.

Witness Duty

When an employee receives notice to serve as a juror or witness, the supervisor must be immediately notified. The Human Resource Manager will expect a daily reporting of hours served as a juror or witness from the court.

Employees dismissed by the court on or before noon any day, must return to work for the balance of that day.

X. INSURANCE PROGRAMS

Alteration of Company Sponsored Benefit Programs

Unless governed by applicable law, the Company reserves the right to alter, modify, change or cancel any of the benefit plans it offers to employees, as it deems appropriate either with or without notice.

Change In Family Status: 30-Day Notice Period for Changing Benefits

If employees have a change in their family status, which may include birth or legal adoption of a child, death of a child or spouse, marriage, divorce, a spouse changes employers or a spouse leaves his/her employment for any reason, the employees may be able to change such benefits as their health insurance, dental insurance and so on. However, in order to make such changes, employees must notify the Human Resource Manager of the change within 30 days of the event.

Change notice must be in writing.

Group Insurance Plans In General The Company may provide to all regular, full-time employees, access to group insurance plans. Information concerning these plans will be provided on the Company's website at replex.com. The Company reserves the right to change, from time to time, all aspects of the insurance plans, cost allocation between employer/employee, carriers or to self-insure all or any portion of the group insurance plans. The eligibility and beginning date of any insurance coverage varies per the insurance company and Replex Mirror Company. For a full and complete description of these insured plans, please refer to their Summary Plan Documents, or "SBDs." The SBDs for each of these plans, as well as all of the forms employees need to use these plans, can be obtained from human resources.

Should an employee have any further questions concerning these plans, they should contact Human Resource Manager. Pretax Deductions

All insurance plan deductions from weekly pay (except Voluntary Life Insurance) are pretax which reduces your taxable income.

Social Security

All employees are subject to the provisions of the Federal Insurance Contributions Act (FICA) or Social Security. The Company contributes an amount equal to the employee's contribution to Social Security.

If an employee needs assistance with Social Security Administration issues, the employee should contact either the Human Resource Department or the local Social Security office.

Unemployment Insurance

The Company contributes to the State Unemployment Insurance Fund as prescribed by law. Employees make no contribution to this fund. The fund exists to aid individuals financially during periods of unemployment and also to aid them in finding new employment.

Generally, employees are entitled to receive benefits under this coverage if they become unemployed through no fault of their own. However, the state unemployment service makes this determination based on the facts surrounding an employee's termination of employment.

All employees must assist and cooperate with the Company in either assigning them to a new work location or in helping them to find a new job.

XI. EMPLOYEE TRAINING AND DEVELOPMENT

Educational Assistance

The Company recognizes that the skills and knowledge of its employees are critical to the success of the Company. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Company. The payment for training for job related subjects may be requested, in writing, to the Human Resources Manager. Approval will be at the sole discretion of the Company.

While educational assistance is expected to enhance employees' performance and professional abilities, the Company cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

XII. COMPANY EQUIPMENT

Company and Personal Property, Equipment, Tools and Uniforms

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using such equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Employees must return all the Company property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Company may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Company may also take all action deemed appropriate to recover or protect its property.

Equipment or supplies are not to be removed from the employee's work premises without proper authorization.

The Company is not responsible for loss or damage to the employee's personal property. Valuable personal items such as purses and all other valuables should not be left unattended in areas where theft might occur.

Data Systems Policy

Replex is committed to providing an environment that helps employees become more efficient and effective through the use of computers and electronic equipment. While such tools may prove to be very useful to employees as they perform their duties, it is important that employees understand that this equipment is the property of the Company. As a result, this technology is to be used primarily for business purposes.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment through these systems.

Further, all data sent, received or created on the Company's equipment is the property of the Company. The Company may therefore do whatever it wants with this information, which includes reviewing and distributing this data to whomever it wishes. Employees should never consider what they create on the Company's equipment, which includes e-mails, voicemails, and documents retained or viewed on their computers to be private,

regardless of the content of the message or the identity of the sender and/or receiver.

The Company may also monitor any employee communications as it deems appropriate, such as in the case of business necessity, for reasons related to safety, or under the order of subpoena, to mention a few, which may include telephone conversations, e-mails, etc. The Company may grant permission to others to do the same without first notifying the employee.

Every employee is responsible for the secure and responsible use of the Company's data and data systems. Failure to follow the dictates of this policy may subject the employee to the Company's disciplinary policies and process as provided in the Rules and Guidelines below. The following indicates how employees should conduct themselves regarding the Company's data and data systems.

1. Employee Data Electronic Messages Are Never Deleted

The Company may review employee e-mail messages, voice mail messages and Internet trails, including employee mailboxes and recycle bins. Therefore, any messages created, received, stored or sent on the Company's equipment belongs to the Company and may be reviewed and distributed as it desires.

Employees must understand that everything they write on their computers, such as memos, letters, e-mails, and everything they receive on their computers, can never really be entirely deleted. The same is also true of many voicemail systems. Employees should therefore take great care in what they write or say into any of the Company's electronic communications systems.

Further, whatever websites employees visit on the Internet are permanently recorded in their hard drives and possibly on the Company's main server.

2. Access To Data Systems and Passwords

Computer system passwords are confidential and should not be shared with anyone. Employees are not permitted to bypass or attempt to override the established security systems.

Additionally, employees are not to use passwords issued to another employee. If an employee believes a password has been misused, the employee is to report it immediately to their supervisor.

Employees are also not to share their security passwords for access into any of the Company's various equipment or systems.

Employees who divulge their security passwords are responsible for the consequences of such disclosure.

3. Data Confidentiality

Employees should not disclose any of the confidential business data residing on the Company's systems to anyone unless they are certain the person has the right and a need to receive it. The Company's confidential business data should only be disclosed to non-company personnel if the employee has received written permission from the appropriate department manager(s). In addition, employees may not remove any Company confidential business data from the Company's systems in the form of tapes, diskettes, printed reports, and any other media from the Company's premises unless it is part of their normal job duties.

Again, nothing in this handbook is intended to discourage or prevent employees from discussing or engaging in activities related to the wages, terms or conditions of their employment.

4. Equipment

All of the communication equipment and systems of the Company, electronic, wire or otherwise, which include e-mail and voice mail systems, are the sole property of the Company and are to be used primarily for business reasons only. Any abuse of Company equipment may result in disciplinary action.

The messages contained in this equipment and systems are Company records. The Company reserves the right to access and disclose the contents of an employee's e-mail and/or voice mail messages without permission of the employee. This equipment and these systems may not be used to send messages that are vulgar, obscene, threatening, intimidating, harassing, maliciously dishonest, unlawful or illegally discriminatory.

5. Proper Use of Data Systems

Employees are prohibited from using any of the Company's equipment or systems for any vulgar, obscene, threatening, intimidating, harassing, maliciously dishonest, unlawful or illegally discriminatory purpose, for personal gain or to solicit money for religious or political organizations.

Employees should also understand that many websites now have "spiders" in them that attach to their electronic message and follow the employee back to his/her own e-mail address. Consequently, not

only does the site Webmaster know the employee was there and what the employee looked at, but the Webmaster may then begin sending unwanted e-mails and solicitations to the employee's e-mail address. Employees should therefore observe this policy and only visit business related websites on the Internet.

Employees are prohibited from attempting to interfere with or disrupt any network users, services or equipment. Examples of such prohibited conduct include forging, deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment through these systems.

6. E-Mail

The rule of thumb when it comes to e-mail and voice mail is that employees should not say or write anything that they would not want someone other than the intended receiver to hear or read. Remember that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message.

Employees must understand that any confidential messages they send outside of the Company (i.e., over the Internet) are not secured unless they are encrypted.

Any use of encryption devices for sending messages either inside or outside the Company requires prior management approval.

If an employee needs to send confidential information over the Internet, the employee must inquire as to whether he/she should encrypt the message. If an employee suspects that a message sent internally should also be encrypted, he/she should check with his/her supervisor.

7. Telephone Use

Under no circumstance should an employee make or charge a long-distance call unless it is work-related and approved by the employee's supervisor. The company phone may be used for local calls during break time.

8. Internet Use

The Company provides access to the vast information resources of the Internet to help employees to do their jobs faster and more efficiently, to be well informed and to communicate with others on matters related to the Company's operations. The equipment used to provide that access represents a considerable commitment of the Company's resources for telecommunications, networking, software, storage, etc. This policy is designed to help everyone understand the Company's expectations for using those resources wisely.

9. Trade Secrets and Confidential Information

Employees are to never send or transmit any of the Company's trade secrets or confidential business data over the Internet without having first encrypted the message. This includes customer non-compete disclosure agreements. Of course, no such information should ever be released in any format without the permission of management) Likewise, employees are to never post Company confidential business data on the Internet without first obtaining prior approval from Company management. Violations of this policy may result in substantial civil and/or criminal penalties under the Economic Espionage Act of 1996.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment through these systems.

10. Software

a) General Policy

It is the policy of the Company to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Company is a party. The Company Senior Network Administrator is charged with the responsibility for enforcing these guidelines.

The Company users may not duplicate any licensed software or related documentation for use either on the Company's premises or elsewhere unless the Company is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the Company to both civil and criminal penalties under the United States Copyright Act.

b) Licensed Software

The Company may license software from many different vendors for use on its data systems. No computer software program may be used on the Company's computers which:

- ❖ Is not licensed to the Company,
- ❖ Is not an original, vendor supplied version of the licensed software, or
- ❖ Was not created by an employee of the Company.

Users may not give software to any outsiders including clients, contractors, customers, and others. The Company's users may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

The software used on the Company's systems must not be used separately on a stand-alone home or office workstation unless a separate license has been purchased for this purpose.

c) Purchasing Software

All software acquired by the Company must be purchased through the IT Department, purchasing, or other appropriate department. Software may not be purchased through petty cash, travel or entertainment budgets. Software acquisition channels are restricted to ensure that the Company has a complete record of all software that has been purchased for the Company's computers and can register, support, and upgrade such software accordingly.

To purchase software, users must obtain the approval of their supervisor or area manager and then follow the same procedures the Company uses for the acquisition of other company assets.

When acquiring computer hardware, software and training must be budgeted at the same time. When purchasing software for existing computers, such purchases will be charged to the department's budget for information technology or an appropriate budget set aside for tracking software purchases.

Registering Software with The Company

When software is delivered, it must first be delivered to the Senior Network Administrator so he/she can complete registration and inventory requirements. The Senior Network Administrator is responsible for completing the registration. Software must be registered in the name of the Company, job title or department in which it will be used.

Due to personnel turnover, software will **never** be registered in the name of the individual user. The Senior Network Administrator maintains a register of all the Company's software and will keep a library of software licenses.

The register may contain such information as:

- ❖ The title and publisher of the software;
- ❖ The software license;
- ❖ The date and source of software acquisition;
- ❖ The location of each installation, as well as the serial number of the hardware on which each copy of the software is installed;
- ❖ The name of the authorized user or users;
- ❖ The existence and location of back-up copies and;
- ❖ The software product's serial number.

d) Installation of Software

After the registration requirements above have been met, The Senior Network Administrator will install the software. Manuals, tutorials, and other user materials will be provided to the user. A copy of the applicable license agreement will be provided to the user.

e) Shareware

“Shareware” software is copyrighted software that is distributed freely through bulletin boards and online services. Registration of shareware products will be handled the same way as for commercial software products.

f) Home Computers

The Company's computers are Company-owned assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on the Company's machines. Users are not permitted to bring software from home and load it onto the Company's computers. Generally, Company-owned software cannot be taken home and loaded on a user's home computer if it also resides on the Company's computer.

However, some software companies provide in their license agreements that home use is permitted under certain circumstances. If a user needs to use software at home, he/she should consult with the Senior Network Administrator to determine if appropriate licenses allow for home use.

g) Penalties and Reprimands for Software and Copyright Violations

According to the US Copyright Act, illegal reproduction of software is subject to civil damages of as much as \$100,000 per title infringed, and criminal penalties, including fines of as much as \$250,000 per title infringed and imprisonment of up to five years. Company users who make, acquire, or use unauthorized copies of software will be disciplined as appropriate under the circumstance.

Such discipline may include termination of employment. The Company does not condone the illegal duplication of software and will not tolerate it.

11. Virus Watch

Employees are to never load information into the Company's computers, whether from a disc or from the Internet, without having the data first scanned for viruses.

Employees are also to never open e-mail messages from anyone they do not know. If unknown e-mails are received, employees should contact the Company's data systems officer.

All free memory sticks need to be reviewed by the Senior Administrator prior to use.

12. Network Connectivity and Integrity

No hardware or software may be added to the Company's network without the prior approval of the Company.

13. Reporting Problems

If an employee suspects any computer abnormalities or problems, such as a security problem or virus-related problem with regard to any data or information, the employee is to report the problem to his/her supervisor immediately.

14. Reservation of Rights for the Company Only

Employees should not interpret the rights the Company has reserved for itself in being able to intercept, retrieve and/or monitor employee communications as also granting them permission to intercept, retrieve and/or monitor the messages of their fellow employees.

Employees should also not interpret these rights reserved by the employer as constituting a waiver of their duty to keep confidential business data secured, which may include such items as Company trade secrets, corporate financial information, copyrighted materials and other confidential materials or information of the Company.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment through these systems.

Personal Mail

Employees are not permitted to use Company stationary, stamps, postage meters or other Company supplies for their personal mail. Employees should have all of their personal correspondence sent to their home address, unless they have permission from their supervisor.

III. SOCIAL NETWORKING

Although the Company respects the privacy and personal time of its employees, the Company's legal obligations require it to adopt certain guidelines for its employees' activities both inside and outside of workplace that could potentially affect the Company's work environment and interests.

Online social media enables individuals to share their insights, express their opinions and share information all over the world. Unfortunately, every online social tool and medium has both proper and improper uses, each of which has a potential impact on the Company and its work environment, regardless of whether these communications occur at work or on the employees' own time.

In short, employees must understand that the same principles and guidelines that apply to their activities in general also apply to their online activities. This includes all forms of social media, including, but not limited to, online publishing

and discussion, such as blogs, wikis, file-sharing, user-generated video and audio, and social networks, such as LinkedIn, My Space, Facebook, Twitter, YouTube and Flickr, to mention a few.

Therefore, in order to honor its legal and business obligations, the following is the company's social media and networking policy.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

Should this policy fail to address a certain situation, employees need to consult with their manager, supervisor or human resources if they are uncertain how to proceed.

1. Employees are not to create a blog or an online group related to the Company that appears to be offering the Company's position on various issues, not including blogs or discussions involving wages, benefits, or other terms and conditions of employment, or any other protected activity.
2. Employees are not to knowingly make any maliciously false representations about their credentials or their work.
3. Employees are not to use the Company's (or any of its affiliated entities) logos, marks or other protected information or property for any business/commercial venture without the Company's express written authorization.
4. Employees are to respect the copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
5. Employees are not to comment on any Company confidential business data, trade secrets or proprietary information, such as the Company's business, corporate financial, marketing strategies, clients and vendors, not including comments involving their wages, benefits, or other terms and conditions of employment, or protected concerted activity, without the advance written approval of their supervisor or the Human Resource Department.
6. Employees are to not make negative comments about employees, customers or vendors in any social media.
7. Using social media on Company equipment during working time is permitted if it is being used for legitimate, preapproved Company business.
8. Employees are to be thoughtful in all their communications and dealings with others, including email and social media. Employees are to never harass (as defined by Company policy), threaten, make maliciously false

statements regarding fellow professionals, the Company's products or services, employees, clients, competitors or anyone else. In general, it is always wise to remember that what employees say in social media can often be seen by anyone. Accordingly, harassing comments, obscenities or similar conduct that would violate Company policies is not allowed.

9. Company employees are not to access any unauthorized websites on Company equipment during working time. The reasoning here by the Company is that many websites collect profile information for advertising (SPAM) targeted at individuals with particular affiliations and interests. Use of the sites may increase SPAM to the employee's email account.

In addition, by going to unauthorized websites, an employee's equipment or network may be exposed to spyware and viruses that may damage the employee's operating system, capture data, or otherwise compromise the Company's privacy, as well as affect others with whom the employee communicates.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

10. Supervisors and managers are not permitted to make recommendations of employees or former employees without the written permission of human resources.
11. Employees are not to access internet sites at work or on Company equipment that would be considered obscene, harassing, maliciously dishonest, unlawful or illegally discriminatory.
12. Employees are not to use any form of social media that is vulgar, obscene, threatening, intimidating, harassing, maliciously dishonest, unlawful or illegally discriminatory.

The Company may monitor social networking sites. As with other electronic resources, the Company's systems administrators may perform activities necessary to ensure the integrity, functionality and security of the Company's electronic resources.

Violations of this policy may subject employees to discipline under the Company's "Rules and Guidelines" policy, as determined by management.

XIII. DRESS CODE

Appearance In General

The Company recognizes that choice of attire is a very personal matter and that people have differing definitions of “professional.” The Corporate Dress Code policy is designed to assist employees in defining professional attire and establishes the minimum standards for all employees. Individual departments may have additional or more restrictive requirements related to the nature of work, professionalism, etc.

All employees are expected to wear clothing that is appropriate, neat, clean, and conducive to the safe and effective performance of required job duties. Employees should therefore check their appearance before reporting to work. Employees should exercise good judgment in determining appropriate dress and appearance. A well-groomed appearance and good body hygiene is important and gives confidence to an employee’s overall effectiveness.

In short, employees should dress in accordance with accepted community standards for business attire for each work location and the job being performed, as determined by management. If employees have any questions regarding what constitutes appropriate attire within community standards, they should ask the Human Resource Manager.

Some examples of **unacceptable** attire include:

1. Any items of clothing that would cause a safety hazard.
2. Clothing with foul or offensive language.
3. Clothing of sexual content.

Employees in certain positions may be required to wear uniforms or to wear attire that meets certain health and/or regulatory standards. The Supervisor will inform employees if these requirements apply to their area. The Company reserves the right to make the final determination as to whether particular apparel is appropriate for the workplace.

If the appropriate organization official determines that an employee is dressed inappropriately, whether it be due to safety or other business concerns, the employee may be instructed to go home and change, in addition to possibly receiving a disciplinary action for the offense. Any time missed from work may result in work without pay.

Departments that want to “dress for a cause” (ex: pay to wear jeans for Breast Cancer Awareness Month) must receive prior approval from human resources and the division’s senior management. Such activities are episodic, not ongoing. There may be times when special projects require an employee to dress outside the Company guidelines, such as in the case of moves, heavy cleaning, and so on. Such exceptions must be granted in advance by the Supervisor.

Specifically, the Company’s dress code requires:

1. Good hygiene is required. Hair and nails are to be clean and trimmed.. Facial hair is to be neatly groomed. Excessive makeup, cologne or perfume should be avoided.
2. Shoes will be clean and appropriate for the job. For safety reasons, the entire foot must be covered while in all production areas. No open toe or open heel shoes are permitted in production areas.
3. What is considered appropriate footwear may vary by job classification or department, depending on safety considerations.
4. Undergarments are required and should not be visible.
5. Clothing is to be well-fitting, neither too tight nor too loose, clean and in good repair. Drooping or sagging pant styles are not permitted. Pant legs that drag on the floor are unsafe and not permitted. All clothing is to be hemmed. Fraying or raveling hemlines are not acceptable.
6. Tops that are low cut and/or that expose the midriff/waist are not acceptable. Halter tops, off-the-shoulder tops and tube tops are not permitted. Tank tops and spaghetti strap tops may be worn underneath a shirt or jacket.
7. Capri pants or gauchos may be worn as long as the hemline falls at or below the knee. Short shorts and mini-skirts are not acceptable. See-through garments are not permitted unless worn over a tank top, camisole or opaque shirt.

XIV. MISCELLANEOUS ISSUES

Break Periods

All employees who work a full shift may be scheduled for an authorized meal period and two (2) separate 10 minute break periods each. Department Managers will determine how breaks for employees will be scheduled.

If employees need additional breaks due to a disability or for some other legally protected reason, they should let their supervisor know in order to determine what type of accommodation might be practicable.

Breast Feeding

The Company supports breastfeeding mothers and will accommodate those who wish to express breast milk during the workday when separated from her newborn child.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her newborn. The Company has designated the East building office room for mothers to use for this purpose.

Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Nursing mothers wishing to express breast milk during the workday must make this request by contacting the Human Resource Manager.

Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid and the employee should indicate this break period on her time record.

Bulletin Boards

It is the policy of the Company to provide and maintain its bulletin boards as a means of communicating information to employees and/or the general public.

The Company uses bulletin boards to communicate important business information such as strategic initiatives, safety rules, statutory and legal notices, Company policies and management memos. Each employee has the responsibility to read the information that is posted on the bulletin board in the production kitchen and in the office on the wall between the restrooms.

Employees may post one (1) 3 X 5 index card, of a personal nature on the bulletin board for a period of one (1) month once each year. Any employee wanting to post information on the Company bulletin board must prepare the posting and then submit it to human resources for approval. Such

postings will be reviewed by human resources and their suitability will be determined..

Business Travel Expenses

If an employee is traveling on the Company's business, the employee must have authorization from the Human Resource Department prior to making any travel arrangements. When using a personal vehicle on the Company's business, the employee must have a valid driver's license and carry adequate insurance in amounts satisfactory to the Company. The employee may be asked to verify both his/her license and proper insurance coverage at any time.

The Company is not responsible for damage to the employee's vehicle while on its business. Reimbursement for travel will be according to the federal mileage allowance schedule.

The Company will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. An expense form should be completed and all receipts proving purchase should be attached. An officer of the Company must approve all business travel in advance.

Employees whose travel plans have been approved should make all travel arrangements through the Company's designated travel agency, if applicable.

When approved, the actual costs of travel, meals, lodging, and the Company will reimburse other expenses directly related to the business travel.

Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Company may not be used for personal use without prior approval.

With prior approval, a family member or friend may accompany employees on business travel. Approval will be determined in the sole discretion of the Company.

Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 3 days after their return.

Receipts for all individual expenses should accompany all expense reports.

Employees should contact the Accounting Manager for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Food

The Company believes it is each employee's responsibility to maintain a clean, efficient and professional work area. Therefore, meals must be consumed during company approved meal periods. The Company encourages all employees to use their meal periods as an opportunity to get away from their work environment and the demands of their position.

Authorization to consume non-alcoholic beverages and snacks in the work area for each employee will be determined by the Company, in its sole discretion. Supervisors/managers may determine that beverages and snacks are not to be consumed in high visibility customer areas. Beverage and snack containers must be discarded into the trash container just outside the production kitchen area after consumption. Food trash, including wrappers and bottles are not permitted in production area trash cans, but should be discarded in the trash can just outside the break room.

Alcoholic beverages may not be brought onto the Company's premises or consumed on the Company's property unless approved in writing by the president.

Building and Gate Access

IT Department will issue a key card to all new employees during orientation on their first day of employment. Loss or damage of the key card should be reported to the Supervisor immediately in order for the key card to be deactivated in the system.

The key card is the property of the Company and must be returned upon termination of employment.

Because the Company tracks each employee's use of key cards when he/she enters and leaves the premises, employees must not loan their key card to anyone, including other employees, nor should employees allow anyone to

enter the premises that the employee does not know to be an employee of the Company. Failure to observe these safety regulations could endanger the safety and security of all other employees and could subject the employee to disciplinary action up to, and including, termination.

Meal Periods and Breaks

The normal meal period for employees is thirty (30) minutes (deviations may be approved by the department Supervisor due to operational needs). This period must be uninterrupted and is unpaid. All non-exempt employees must take their meal period. . If meal periods are not taken or cut short, they will not be cumulative nor will the employee be compensated in lieu of taking or cutting short a meal period.

Employees who work for four (4) hours or more in a workday may be granted one ten (10) minute break for each four (4) hour period worked. Break periods are considered paid work time and shall be granted at the discretion of the department Supervisor. If break periods are not taken, they will not be cumulative nor will the employee be compensated in lieu of taking breaks. Under normal circumstances break periods will not be granted during the first or last hour of a scheduled shift.

(

Employees are not permitted to drink alcohol at lunch, regardless of whether the employee is eating lunch on premises or not.

The Supervisor will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Personal Property

Personal belongings brought onto the Company's premises are the employee's responsibility. The Company cannot be held responsible for the loss, damage or theft of personal belongings. If employees find property missing or damaged, they should report it to their supervisor immediately.

Parking

No parking adjacent to the building, in the building and employees must maintain clear access for emergency vehicles. Employees may be restricted to parking in areas designated by their Supervisor. The Company is not responsible for loss, damage, or theft of an employee's vehicle while on Company property.

Solicitation and Distribution of Materials

It is the Company's policy to prohibit the distribution of literature in work areas during employees' working time and to prohibit solicitation and distribution of literature during employees' working time. "Working Time" is the time an employee is engaged or should be engaged in performing his/her work tasks for the Company. These guidelines also apply to solicitation by electronic means such as email.

Solicitation or distribution of any kind by non-employees on Company premises is prohibited at all times.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

Smoking and Tobacco

The use of tobacco products including, but not limited to cigarettes, cigars, pipes, chewing, dipping and smokeless tobacco (vaping), is prohibited inside and outside the building and premises. The use of tobacco products is only allowed in the smoke shack located outside the northeast side of the building. Appropriate signage will be placed at entrances to all buildings advising employees and visitors that the Company maintains a tobacco-free environment.

This policy relates to all work areas at all times, including before and after normal working hours.

Employees are to confine the use of tobacco products including, but not limited to cigarettes, cigars, pipes, chewing, dipping and smokeless tobacco (vaping) to designated smoking areas only. This policy relates to all work areas at all times, including before and after normal working hours.

Discarding cigarette or cigar butts in the Company's parking lot is a violation of this policy.

Tips

Employees are not to solicit or accept tips or gratuities for any related service performed in the course of their work duties.

Use of Telephones And Cellular Telephones

Office telephones are a vital part of the Company's business operation. Because of the large volume of business transacted by telephone, personal

use of the telephone should be limited and personal calls should be brief. Personal long distance calls must be billed to the employee's home phone or credit card or placed collect.

Cellular telephones are furnished to certain employees in connection with their job duties. Employees who are issued cellular telephones by the Company should make all business related long-distance telephone calls while traveling from their cellular telephone. The Company may review employee e-mail messages, voice mail messages and Internet trails, including employee mailboxes and recycle bins. Therefore, any messages created, received, stored or sent on a Company issued cell phone belongs to the Company and may be reviewed and distributed as it desires.

Employees must understand that everything they write on a cell phone, such as texts, memos, letters, e-mails, and everything they receive on a cell phone, can never really be entirely deleted. The same is also true of many voicemail systems. Employees should therefore take great care in what they write or say through the use of a cell phone.

Further, whatever websites employees visit on the Internet are permanently recorded in their cell phones and possibly on a server.

Employees need to limit personal use of their cellular telephone in the same way they need to limit personal use of their office telephone. Employees that have excessive cellular usage for personal calls will be subject to disciplinary action up to, and including, termination.

The Company requires the safe use of its cellular telephones by employees while conducting business. Employees are not to talk on the phone while driving without using a headset, earphone or microphone. However, if an employee still does not feel he/she can operate a cell phone safely, then the employee should not use the cellular telephone while driving. Instead, the employee should safely pull off to the side of the road to make or receive telephone calls. The Company does not permit employees to drive while using a hand-held cellular telephone.

The Company also does not allow employees to text while driving.

During work time, employees are not permitted to use personal cellular telephones. These should be used only during breaks and meal times. Excessive violation of this policy is subject to disciplinary action, including dismissal.

Recording and Photographing

Employees may not take, distribute, or post pictures, videos, or audio recordings while on working time.

Employees are also prohibited from secretly recording, photographing or videoing on working time.

Telephone Courtesy

Good telephone etiquette is important when dealing with the public. Employees should identify themselves and the department where they work in a pleasant and helpful voice. Employees should be courteous and confine their conversations to the subject at hand. The first experience that many people have of an office or business is through the telephone. Employees are encouraged to cultivate a pleasant voice and cheerful manner.

Since a large portion of the Company's contact with customers is conducted over the telephone, telephone manners cannot be overemphasized. An employee's courtesy in using the telephone can make friends for the Company and work more pleasant for the employee and those with whom he or she deals.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

Use of Company Premises, Property And Materials

Meetings held on the Company's premises during working time must be for the purpose of conducting business. Meetings for other purposes during working time are strictly forbidden.

The use of business stationery and/or the Company's postage meter for personal correspondence is strictly forbidden. The personal use of its facsimile or copying machines also is forbidden without first receiving management approval and reimbursing the Company at the current prevailing rates.

Receiving personal mail at the Company's address is prohibited.

While it has always been the Company's policy to generously donate product and materials to various charitable causes, no product or materials, including that put in any trash container, is to be removed from the building without first obtaining written permission from the President. Anyone who removes product or materials without proper authority may be terminated.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

Visitors in the Workplace

In order to help ensure the safety and security of employees and the Company's facilities, only authorized visitors are allowed in certain areas. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are prohibited from visiting, unless approved by the Supervisor.

All visitors should enter the Company at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Company's premises, employees should immediately notify their Supervisor or, if necessary, direct the individual to the main entrance.

Visitors may be asked to sign a "Visitors Hold Harmless and Confidentiality Agreement" before being permitted onto the Company's premises.

Confidentiality

XV. CONFIDENTIAL INFORMATION

Definition

"Confidential Information" shall include all information and knowledge relating to the business of the Company and the business of its customers, suppliers, vendors, business related persons and guests, including, but not limited to copyrights, designs, inventions, trade secrets, know-how, or other technical or non-technical data, formulas, algorithms, software, computer code, research, processes, methods of operations, production and manufacture, know-how, drawings, blueprints, models, samples, prototypes, test results, reports, customer lists and information, supplier lists and information, customer and supplier relationships, cost and costing methods, pricing techniques and strategies, agreements with customers, profits, sales and other financial information, promotional, marketing, development, business acquisition and other strategies, employee records and information, patent applications, provisional patents, patents, intellectual property, whether or not patentable, and any other information that (i) is subject to the reasonable efforts of Company to maintain its secrecy and from which secrecy it

derives economic value to Company, (ii) is not publicly available, or (iii) is confidential information of any third party.

Protect Confidential Information

All Confidential Information is the exclusive property of Company, or in the case of Confidential Information of a third party, of such third party. All employees shall, forever, even after termination of employment for any reason:

- (i) hold all Confidential Information in trust and to maintain its confidentiality;
- (ii) use any Confidential Information of which you become aware only as may be authorized by Company for the sole purpose of performing work or services for Company;
- (iii) will not use for your benefit or the benefit of others, or divulge or convey to any third party, any Confidential Information obtained by or known to you without Company's prior written consent; and
- (iv) will take steps to ensure the Confidential Information is not stored in the cloud.

Return of Confidential Information

Upon request, but in no event later than the date of termination of your relationship with the Company for any reason, you will return all Confidential Information and property of Company in your possession, including but not limited to Company cell phones, computers, hard drives, jump drives/sticks, ipads and other computing devices/storage as well as any material which relates to or contains Confidential Information. You will take such actions required by the Company to ensure the permanent destruction of electronic Confidential Information exposed to any device whether Company or employee owned.

XVI. WORKPLACE SAFETY

Safety In General

If you sense any risk while on premise or performing job duties, STOP AND DON'T DO IT! Speak with your Supervisor or the Safety Manager before proceeding.

Each Company employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Department Manager. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to

report or, when appropriate, fail to remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about other health and/or safety issues are encouraged to contact their Supervisor or Safety Manager.

Hazardous Chemicals and Your Right to Know

Employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act of 1970, as well as all of the regulations, which have been added to this Act by both states and federal governments. If employees believe they are being exposed to a known or suspected hazard when working with toxic chemicals or substances, they have the right to know about such hazards through Material Safety Data Sheets (MSDS), which are located in the safety room.

New employees who work with or who have contact with hazardous chemicals or substances should consult with their Department Managers during orientation and new employee training on the proper handling of such chemicals in the workplace.

Reporting Accidents

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must notify their supervisor or some company official **IMMEDIATELY** of the accident. Such reports are necessary to comply with the law and initiate insurance and workers' compensation benefit procedures. Failure to report such accidents may result in the loss of such future benefits.

A complete package of forms are available in the Safety Room. Please take a package and complete the necessary forms. If a trip to the hospital is needed, please give the packet to hospital personnel so they may complete the appropriate forms. In case of an emergency transport, someone from Replex make certain the hospital has the forms needed to file a Worker's Comp claim.

Workers' Compensation

The Company provides workers' compensation benefits to employees for injury or illness causally related to their job.

The Workers' Compensation Program was established by state law to compensate workers who sustain injury or contract occupational diseases in the course of, or arising during their employment, and to compensate the dependents of workers who die as a result of occupational injury or disease. Compensation is paid only for such employment-related accidents and

diseases, and medical benefits are paid only for treatment of the injury or disease recognized in a specific claim. The Company pays the entire cost of coverage for this employee benefit plan.

An employee who suffers an injury at work or who contracts an illness that is believed to be work-related should report this to his/her supervisor immediately. The supervisor, in turn, must report all available facts regarding the accident to the human resource manager (including: time, place, equipment involved, other people involved and witnesses, which are critically important). See Workers Comp packets in the Safety room designed for reporting injuries.

When medical attention is necessary for a work-related injury or illness, the medical provider must be informed that it is a work-related injury or condition and that any claim for services should be processed as a workers' compensation claim.

The Human Resource Department will assist the employee in preparing claim documents and in filing the claim. It is imperative that this be done as soon as possible after the alleged injury or onset of alleged illness in order to facilitate the gathering of available facts.

If an employee fails to report an accident that develops into a "lost time accident," the employee may have difficulty in obtaining workers' compensation benefits.

Employees should be aware that workers' compensation insurance will not cover injuries or illnesses that arise out of voluntary participation in any off-duty recreational, social, or athletic activity which is not a part of the employee's work-related duties. An employee's participation in such recreational activities constitutes his/her understanding of this policy and the employee's voluntary waiver of workers' compensation coverage for any injuries the employee might sustain as a result of these events.

All employees must assist and cooperate with the Company in its attempts to return them to work after sustaining any illnesses or injuries that require them to miss work.

Safety and Uniforms

Safety and protective clothing may also be a consideration in some work environments.

Employees in certain positions may be required to wear uniforms or to wear attire that meets certain health and/or regulatory standards. The employee's supervisor will inform employees if these requirements do not apply to them.

Violence in the Workplace

The safety and security of all employees is of primary importance to the Company. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers, or other individuals by anyone on Company property will not be tolerated. Violations of this policy will lead to disciplinary action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The Company reserves the right to take any necessary legal action to protect its employees and its visitors.

The Company defines “Workplace Violence” as the following:

“Any work related type of physical, verbal or nonverbal threat or action”

For the purposes of this policy, the term “violence” will refer to any type of behavior that management feels a reasonable person would feel threatened. Examples include:

- Any action that constitutes an assault under the law,
- Yelling at or verbally abusing someone to the point that a reasonable person in the community would feel threatened,
- Any type of threatening behavior that would be interpreted by a reasonable person as carrying a viable and potential for physically harming another person or property, or would be perceived as intimidating, menacing, or provoking others to violence, or
- Carrying, concealing or displaying of weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening.

Any person who engages in this type of behavior on Company property may be removed from the premises as quickly as safety permits and will not be permitted to return to the Company’s premises pending the outcome of an investigation. Following the investigation, the Company will initiate what it feels is an appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats that they witness, receive or they are told that another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee when

the behavior has been carried out on a Company-controlled site or is connected to Company employment or Company business.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

Any employee responsible for conduct that violates any part of this policy will be subject to discipline up to and including immediate discharge, as well as the possibility of criminal prosecution.

Employees should also understand that if they are terminated under this policy that they will have voluntarily abandoned their positions and may therefore be ineligible for claiming certain workers' compensation benefits under applicable law.

Nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

Weapons

For the purposes of this policy, the term "weapon" refers to any implement or object that was designed for the purpose of inflicting harm on another person or which the Company believes is likely to be used to inflict bodily harm against another.

This includes:

- Any form of weapon or explosive;
- All firearms

Regardless of whatever federal, state or local laws that allow people to carry weapons in public, concealed or not, no weapons will be permitted on Company premises at any time. This policy therefore prohibits weapons inside Company buildings, on the Company parking areas, in automobiles on Company property or at Company sponsored events.

If an employee is unsure whether an item is covered by this policy, please contact human resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Police officers, security guards, and other individuals who have been given consent by the Company to carry a weapon on the property will be allowed to do so.

While the Company has a policy prohibiting weapons, nothing in this policy shall be construed as creating any duty or obligation on the part of the

Company to take any actions beyond those required of an employer by existing law.

Right To Search and Privacy Expectations

In an effort to maintain a safe environment, access to the Company premises is conditioned upon its right to inspect or search the person, company vehicle or personal effects of any employee. In an effort to run its operations and service its customers thoroughly and effectively, employees should not have any expectation of privacy in connection with any employee's office, desk, computer & related equipment, file cabinet, closet, locker, lunchbox, clothing, company vehicle or other place deemed appropriate by management to search. Because even a routine inspection or search might result in the viewing an employee's personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to others in the organization.

At the request of any Company official, based upon management's suspicion that an employee has any weapons, drugs, drug paraphernalia and/or alcohol within his/her possession or within his/her control, the individual will be required to:

1. Submit to the search of his/her person and/or personal articles including, but not limited to, company vehicles, lunch pails, thermos bottles, purses and personal garments (i.e., turning out pockets) brought upon Company premises, used on Company business, brought to any Company worksite or any area controlled by the Company.

Submit to seizure of any such contraband found in the employee's possession or within the employee's control until the end of the employee's shift or until the substance's ownership and/or composition is determined.

2. Depending upon the circumstances of the situation, the Company may confiscate such items pending further investigation and a resolution of the matter. As it deems appropriate, any confiscated items may be turned over to appropriate law enforcement authorities.
3. The employee will be required to furnish the Company with a physician's name and/or prescription for confirmation of the prescription of a legal substance found in the employee's possession or within the employee's control.
4. Failure to submit to any of the provisions of this Policy will subject the employee to discipline, as deemed appropriate by the Company, up to and including termination.

Employees should also understand that if they are terminated under this policy that they will have voluntarily abandoned their positions and may therefore be ineligible for claiming certain workers' compensation benefits under applicable law.

XVII. RULES AND GUIDELINES

Company Rules

It is in the best interest of the Company and its employees to address employee problems at an early stage. The reason for adopting this policy is to not only uphold the standards necessary to maintain the Company's efficient operations, but to also try and correct such problems, prevent their recurrence and prepare the employee for satisfactory service in the future.

The Company expects all employees to observe certain standards of behavior while at work and at Company-sponsored events, as outlined in these policies. Employees are responsible for ensuring that the conduct of any of their guests at a Company-sponsored function is appropriate in accordance with these policies.

The following is a basic outline of the Company's disciplinary policies. However, these rules are not intended to be all inclusive of the required discipline, proper standards of conduct or obligations which employees must follow.

The Company reserves the right to determine what it deems to be the appropriate form of discipline for each instance, which might include suspension, termination, etc. It is therefore within the Company's sole discretion to determine the appropriate action, disciplinary or otherwise, in any given situation.

Employees should also understand that if they are terminated under this policy that they will have voluntarily abandoned their positions and may therefore be ineligible for claiming certain workers' compensation benefits under applicable law.

However, nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

1. Employees are expected to be at their workstation and ready to work at the established starting time. Maintaining satisfactory attendance and punctuality is critical to the success of the organization.
2. Employees are not to conduct personal business during working time.

3. Employees are to complete all documents and records timely and in an accurate manner.
4. Employees are to perform their duties and operate all equipment with care to protect the safety of the employee, co-workers and others. Protective equipment, including that equipment provided by the Company, must be properly used.
5. Employees must report all injuries or accidents to their supervisor at once.
6. Employees must be physically and mentally capable of performing their work assignments.
7. Employees must be available for work as scheduled or instructed.
8. Employees will be responsible for all property that has been placed under their control. Employees must therefore refrain from misusing, misappropriating or harming any the Company property or another person's property.
9. Employees are not to neglect their job duties or responsibilities. Employees must therefore perform all assigned duties and fulfill their responsibilities to the Company.
10. Employees must refrain from misusing or misappropriating their working time.
11. Employees are not to purposely cause or be purposely involved in any substandard or defective work.
12. Employees are not to "moonlight" or accept additional employment elsewhere with obtaining prior written permission.

The Following Prohibited Conduct, as determined by management, may subject employees to immediate dismissal or a suspension from work for a period of time determined by management. Again, employees should understand that if they are terminated under this policy that they will have voluntarily abandoned their positions and may therefore be ineligible for claiming certain workers' compensation benefits under applicable law.

1. Theft of property from the Company or another employee.
2. Possessing, using, introducing, or selling illegal drugs or alcoholic beverages on the Company property.
3. Violating the Company's "Violence Policy."

4. Violating the Company's "Weapons Policy."
5. Falsifying one's own or another employee's time sheet or clocking in or out for another employee.
6. Reporting for work under the influence of alcohol or illegal drugs.
7. Violating the Company's "Substance Abuse Policy."
8. Violating the Company's "Confidentiality" policy.
9. Insubordination, which is defined as refusing to follow a Company official's or superior's legal directive or engaging in any conduct, either on duty or off duty, that would be considered vulgar, obscene, threatening, intimidating, harassing, maliciously dishonest, unlawful, or illegally discriminatory towards the Company, its employees, customers or competitors.
10. Soliciting, collecting funds, distributing literature on Company premises outside the guidelines established in the "No Solicitation/No Distribution" Policy.
11. Leaving Company premises during working shift without permission of management without a legal reason for doing so.
12. Making maliciously false accusations against the Company and/or against another employee, customer or vendor.
13. Intentionally causing or exercising negligence in causing damage to Company property or to the property of another employee.
14. Gambling on Company property.
15. Failing to cooperate in a Company investigation, which includes giving false or misleading information to the Company, or omitting information from an investigation that might prove to be important to the situation at hand.
16. Sleeping during working hours, except for those employees who are permitted to sleep while on duty.
17. Restricting productivity or interfering with others in the performance of their jobs or engaging or participating in any interruption of work.
18. Disregarding safety rules.

19. Soliciting for contributions, memberships, or sales during working time (“Working time” does not include breaks, lunch, or other such non-work periods).
20. Absence from work without permission or timely notification, as well as tardiness or absence.
21. Refusing to complete all documentation required by the Company immediately upon request, including, but not limited to, I-9 Forms, Fair Credit Reporting Act Forms, tax forms, background check release and/or authorization forms, biographical forms, performance appraisals, agreements, written warnings, and so on.
22. Violating the Company’s “Recording and Photographing” Policy
23. Engaging in any conduct, either on duty or off duty, that would be considered vulgar, obscene, threatening, intimidating, harassing, maliciously dishonest, unlawful, adverse to the interests of the Company or illegally discriminatory.

Disciplinary Process

There is no set order of discipline that will be followed and the Company may terminate employment or take one or more of the following actions, without warning:

- **Verbal Reprimand or Warning** – Discussion with the employee regarding the problem/issue.
- **Written Reprimand or Warning** – Written notification to the employee with documentation to their personnel file.
- **Discharge** – Termination of employment.

Each of these actions may occur separately or together simultaneously. The Company reserves the right to discipline or terminate any employee at any time for any or no reason whether or not it is listed in this Handbook.

XVIII. GRIEVANCES

The Company’s employees are encouraged to share their concerns or complaints with their immediate supervisor or other members of management in order to maintain effective company-wide communication.

If practicable, the employee should first address his/her concern or complaint with his/her immediate supervisor first within five days of the offending event. In most instances, the immediate supervisor is the most qualified person to resolve such concerns or complaints. However, if the employee is not comfortable going to the immediate supervisor, he/she may meet with the next level supervisor up to the President.

HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Company's Employee Handbook and have read it carefully. I understand the rules, regulations and responsibilities set forth herein, as well as all other rules and regulations adopted and recognized as being in force by the Company. I understand that the intent of this handbook is to merely summarize the Company's policies and procedures for the employees' information only and in no way substantiates or implies a legal document or contract of employment or makes any promises to the employee that should be relied upon. This Handbook therefore does not force management to act solely within its guidelines, since management reserves the right to add, delete, or change any benefit, policy, or procedure at any time or to deal with any personnel situation on a case-by-case basis at its sole discretion. The policies contained herein are to be interpreted as management deems appropriate.

I further understand it is my responsibility to remain informed regarding the Company's current policies and its various changes to those policies. Policy changes will be posted on the company web page and/or in payroll stuffers and/or during employee meetings held by management and/or other means of communication after these changes are adopted by management. I understand management reserves the right to change its policies at any time, with or without notice.

I further understand that this handbook and the Company's various policies and procedures are all interpreted subjectively by management. Management will therefore interpret how this handbook and the Company's various policies and procedures according to its subjective judgment as it sees most appropriate in order to run the Company as it deems best.

I further understand that my employment is terminable at will for any reason or no reason, by the Company, with or without notice, regardless of the length of my employment, past performance or the granting of benefits. I also understand that only the president has the authority to enter into a contract of employment which is contrary to my at will employment status, and such contract must be in writing and signed by the President and by me.

Nothing in this policy is intended to discourage or prevent employees from discussing or engaging in activities related to their wages, terms and conditions of employment.

All employees are expected to know and follow these policies. Nothing in these policies are, however, intended to prevent employees from engaging in any concerted activities protected by law. Employees understand if they have any questions regarding these policies, they are to ask their supervisor or Human Resources before acting. Any violations of these policies may be grounds for disciplinary action, up to and including immediate termination of employment.

EMPLOYEE SIGNATURE

DATE