



# EMPLOYEE HANDBOOK

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## **WELCOME TO PRECISION MEDICAL TECHNOLOGIES, INC.**

We would like to welcome you to an enterprise that strives to achieve the highest levels of safety, quality, integrity, efficiency and customer service. We strongly believe that you and all of our company's employees are the most valuable assets within our organization. We realize that the achievement of our company's goals is dependent upon your effort and dedication; therefore, we make every effort to provide you with a safe and productive working environment.

Joining a new company requires some adjustment. You meet new people, work in different surroundings, and are confronted with new company policies, rules and employee benefits. To give you a better understanding of this Company, its policies, services and benefits, we have prepared this employee handbook.

This handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between the Company and its employees. We have prepared this handbook to be used as a basic guideline and it is not a contract for your employment. The policies stated in this handbook are subject to change at any time at the sole discretion of the Company. The handbook supersedes any prior handbooks or written policies of the Company that are inconsistent with its provisions.

You may receive updated information concerning changes in policy from time to time; those updates should be kept with your copy of the handbook. *If you have any questions about any of the provisions in the handbook, please ask your supervisor or your Human Resources Manager.*

Kurt Kamholz, President

Jeff Thornburgh, Co-Owner

## **MANAGEMENT PHILOSOPHY**

Precision Medical Technologies, Inc. pledges to employees that as long as the affairs of this company are in our hands, the following principles will govern our actions with employees.

Precision Medical Technologies, Inc. employees and their welfare are very important to the success of our company. Our long-range objective is the continuous development of a growing and prosperous business through which both the employees and the company will benefit. Every employee is considered a member of our company team. Our success as a company is built on the recognition of the skills and efforts made by each employee. It is our policy to work with all members of our team in a fair and friendly manner and to treat each member with dignity and respect.

The management of Precision Medical Technologies, Inc. work continually for the benefit of our present and prospective customers as well as our employees to improve the competitive position of our company. This will enable us to provide excellent jobs for our team members.

The continued growth and success of our company depends upon the attitude and effort of each person employed by Precision Medical Technologies, Inc. We must maintain a reputation for quality, integrity and service. No matter what position an employee holds within our company, it is important and vital that he/she remembers our basic objective is to provide quality service to each and every customer.

The loyalty and fine performance of Precision Medical Technologies, Inc. employees is a tremendous factor in the success of the company. We consider that employees are our most valuable assets. It is our hope that our association with you will last years and you will strive to improve your position on the team on a daily basis.

General conditions such as safety, cleanliness, and employee accommodations will be evaluated periodically for possible improvement and will always compare favorably with good industry practice. We will be pleased to meet with any employee to discuss suggested improvements in working conditions.

We will devote our best effort to conducting an expanding business within which will prevail an atmosphere of harmony with opportunity for all employees of Precision Medical Technologies, Inc.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Our Company is committed to a policy of equal employment opportunity. We recruit, select, promote, train, compensate and discipline individuals in full compliance with applicable laws prohibiting discrimination based on race, color, religion, national origin, age, sex, marital status, veteran status or disability in an effort to provide fair and equal treatment to all employees and job applicants.

## **EMPLOYMENT AT WILL**

This Employee Handbook is not a contract or guarantee of employment, but rather, provides Company employees with basic facts about policies and benefits for employees of our Company.

All provisions in this handbook are subject to later revisions of applicable local, state and federal laws. Any provision, or written policy herein, which may become unlawful under subsequent laws, shall become void and unenforceable. Management reserves the right to modify in any way, or eliminate any policy or practice in whole or in part, in individual cases or in general application.

We employ people **at-will** who work together on an ongoing basis. However, both the employee and the Company have the right to terminate employment at any time for any reason.

Nothing done by any person or stated in any document is to be considered a contract or guarantee of employment with the Company.

## **EMPLOYEE APPLICATIONS**

Precision Medical Technologies, Inc. relies on accuracy of information contained in the employment application. Any misrepresentations, falsifications or material omissions may exclude applicant from further employment considerations or if already hired, may result in termination.

## **RESIGNATIONS**

Resignation is a voluntary act to terminate employment with Precision Medical Technologies, Inc. Although advanced notice is not required, we request two weeks notice from all employees

## **REHIRE POLICY**

Terminated employees may be rehired only at the discretion of the Company based upon the circumstances of the terminating event. If an employee is rehired within 60 days of termination, they may restart at the wages when terminated and their insurance benefits will be immediately reactivated.

## **NEUTRAL REFERENCE POLICY**

The Company will maintain a neutral reference policy regarding former employees. This includes disclosing only the date of employment and last position held to inquiries made by third parties. The only time that additional information will be released is upon receipt of a signed release by the employee or by court subpoena.

## **EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA)**

Title 1 of the Americans with Disabilities Act prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability.

The Americans with Disabilities requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the Americans With Disabilities Act, Precision Medical Technologies, Inc. will:

1. Identify the essential functions of a job;
2. Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties;
3. Determine whether a reasonable accommodation can be made for a qualified individual.

### **IMMIGRATION LAW COMPLIANCE**

Precision Medical Technologies, Inc. is committed to employ U.S. citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin.

As a condition of employment and in compliance with the federal Immigration Reform and Control Act (IRCA) of 1986, each employee must complete an Employment Eligibility Verification form (Form I-9) and present documents that establish identity and employment eligibility.

Identity can be established by providing documentation such as a current state-issued driver's license, a state-issued identification card, or similar document such as school identification with photograph, voter's registration card, or military service record.

An employment eligibility document is a Social Security Card, a birth certificate, or an immigration document.

If proper identity and employment eligibility documents are not provided, an employee will not be allowed to commence employment.

### **CATEGORIES OF EMPLOYEES**

It is the intent of Precision Medical Technologies, Inc. to define employment classifications so that employees understand their status and benefit eligibility. These classifications do not guarantee employment for any specified period of

time. Accordingly, the right to terminate employment is retained by both the employee and Precision Medical Technologies, Inc.

Each employee is designated either as **exempt** or as **non-exempt** from Federal and State wage laws. **Non-exempt** employees are entitled to overtime pay under the specific provisions of Federal and State law. **Exempt** employees are excluded from specific provisions of State and Federal wage and hour laws. In addition, each employee will belong to one other employment category:

***Full-time***

Employees hired full time (40 hours or more) on a full work week basis for a continuous and indefinite period of time are considered full-time employees for all company-related compensation and benefit purposes. Employees must work 30 hours or more per week to be eligible for insurance coverage specifically, and employed for 90 days to be eligible for the retirement 401K plan.

***Part-time***

Employees whose work schedule is less than full time (less than 40 hours) in a full work week basis for a continuous and indefinite period are considered part-time employees for all compensation and benefit purposes. Part-time employees are not eligible for benefits regardless of the number of hours or weeks worked.

***Introductory***

Employees are those whose performance is being evaluated to determine whether a specific position with Precision Medical Technologies, Inc. is appropriate.

***Temporary***

Employees hired as temporary replacement for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, and vacations are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.



## **INSURANCE**

Employee insurance will be offered to all full-time employees after ninety (90) days of employment. Precision Medical Technologies, Inc. will pay 75% of the employee premium and 50% of the dependents premium. Medical insurance may be declined by the employee. Life insurance is paid for by the company and mandatory for all full-time employees.

## **VACATION POLICY**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. Vacation benefits are available to full-time employees only. The amount of paid vacation time an employee receives each year increases with the length of their employment and is determined by the "Period of Eligible Service" they have completed as of their initial hire date.

### **VACATION EARNING SCHEDULE**

<b>PERIOD OF ELIGIBLE SERVICE</b>	<b>VACATION DAYS</b>
<b>AVAILABLE</b>	
After 6 Months	5 Days
After 1 Year	10 Days
After 3 Years	12 Days
After 5 Years	15 Days
After 10 Years	20 Days

Vacation time will be available to Employees after the "Period of Eligible Service" has been completed. For example, after 6 months of service with Precision Medical Technologies, Inc., the employee will be eligible for 5 days of paid vacation time. Paid vacation time can be used in increments of not less than one-half day.

Vacation time will be maintained on a calendar year basis, except for the partial first year and the second full year of employment. This prorating, based on the date of hire, will allow for equality in the policy and for maintaining the records on a calendar year basis.

- 1<sup>st</sup> Quarter New Hires, (Jan. Feb. and Mar.), - Employees will be eligible for 5 days of vacation after 6 months of service, and 10 days the following calendar year.
- 2<sup>nd</sup> Quarter New Hires, (April, May and June), -Employees will be eligible for 5 days of vacation after 6 months of service, and 8 days the following calendar year.
- 3<sup>rd</sup> Quarter New Hires, (July, Aug. and Sept.), -Employees will be eligible for 5 days vacation after 6 months of service, and 6 days the following calendar year.
- 4<sup>th</sup> Quarter New Hires, (Oct., Nov. and Dec.) – Employees will be eligible for 5 days of vacation after 6 months of service, and 4 days the following calendar year.

Following the first partial year and the second full calendar year, employees will be eligible for vacation time on a calendar year basis, determined by the “Period of Eligible Service” they have completed as of the anniversary of the initial hire date.

To take vacation, employees should request in writing advanced approval (**at least 24 hours notice**) from their Supervisor. Two (2) days of employees allotted vacation time per year, maybe used as **EVAC** days and employees must call in **one (1) hour** before the start of their shift. Requests will be reviewed based on a number of factors, including staffing and business needs. Supervisors have the right and are responsible for scheduling requested vacation time for their staff. Multiple vacation requests for the same time should be granted on a first come,

first served basis. If vacation time is requested simultaneously, seniority shall be used as the basis of determination. Prior to approval of vacation times, the Supervisor shall insure the availability of replacement staff or have the ability to accommodate the employee's absence. Supervisors have the right to deny requested vacation dates due to unavailability of replacement staff, undue hardship or multiple requests for the same time. Vacation pay is based on the employee's base rate and shift premium at the time of the vacation. It does not include overtime or any special form of compensation. In the event that available vacation time is not used by the end of the calendar year, one-week or five days, of the unused time may be held over at the approval of the Operations Manager. Any unused portion over 5 days will be forfeited. Upon termination, if an employee gives two (2) weeks' notice, they will be paid for any unused vacation time. If an employee does not give the appropriate notice, they will forfeit any unused vacation time. Vacation time will be counted when calculating overtime.

### **Holidays that fall during vacation**

If a holiday falls during the employee's vacation period, the employee may elect another day as a vacation day.

### **COMPANY OBSERVED HOLIDAYS**

The following calendar days are observed as paid Company Holidays for full-time employees and are paid from day one of employment. Pay is based on the employees regular pay rate times the number of hours the employee would have worked that day. Employees must work the **full** scheduled work day (actual days with worked hours) directly before and directly following the scheduled holiday. Vacation time before and after a holiday will not be considered worked days. The following are paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- Christmas Eve
- Friday after Thanksgiving
- Christmas Day

Generally, holidays that fall on Saturday are observed on the Friday before and holidays that fall on Sunday are observed on the following Monday. Variations to this weekend schedule will be based upon production needs.

## **PERFORMANCE REVIEWS**

Management will evaluate performance of employees on an annual basis. The purposes of the process are to mutually provide and discuss Company expectations and/or areas of required improvement, and to create a record of documentation for both the employee and Company for job direction, discipline, or career planning.

## **OPPORTUNITIES FOR PROMOTION & TRANSFERS**

As openings occur for hourly positions at Precision Medical Technologies, Inc. they will be posted so that existing employees have the opportunity to be interviewed for positions of advancement. Interested persons should let the Human Resource Manager know within the time limit set on the job posting.

Moving into a new position should be considered an “advancement” or an opportunity to assume additional responsibility and additional pay. It is not in the best interests of our employees or the Company to permit downward moves or lateral moves outside the employees operating department. Lateral moves will be considered for shift preference within operating departments, for example, a CNC Operator who prefers 3<sup>rd</sup> shift rather than 2<sup>nd</sup> shift when an opening occurs on third shift.

As a general rule, we ask employees to continue in their current positions for at least one year before asking to be considered for a new position. Often times

training in a new position takes 2-4 months to proficiency even with experience, and the Company needs to recover the training investment for the balance of the year.

There will be exceptions to this policy as business demands change and unexpected openings occur. For the most part, this policy will be adhered to and exceptions would only be approved by the President or his designee.

### **401K PLAN**

An employee who is 18 years of age or older and has completed 1 year of service is eligible for 401K enrollment. The Company has a discretionary match of up to 50% of the employees 6% contribution.

Company contributions are subject to the following vesting schedule:

Years of Service	Vested %
1	20%
2	40%
3	60%
4	80%
5	100%

### **DIRECT DEPOSIT**

We offer direct deposit for your payroll checks. This account can be set up in any FDIC insured bank.

If you wish to sign up for Direct Deposit, please see the Human Resources office for an application form. You must have an established account at the bank you choose.

Your Direct Deposit is under your full control. If you decide to discontinue, simply fill out a request form. Of course, we ask you to avoid an “**on-again-off-again**” pattern, which would create excessive work for us in keeping records.

## **WORKERS COMPENSATION**

In compliance with the state Worker’s Compensation Act, the Company carries insurance on all employees to cover the cost of on-the-job injuries that require medical treatment, drugs, ambulance, or hospitalization, and to compensate injuries that result in disability.

It is the employee’s responsibility to report any work related injury to the employer. Since benefits must be justifiable to the State Board, it is extremely important that you immediately report every accident to your supervisor at the time it occurs. Disability benefits are paid according to State Laws.

Indiana law states that no compensation is allowed for an injury or death due to the employee’s knowingly self-inflicted injury, his intoxication, his commission of an offense, his knowing failure to use a safety appliance, his knowing failure to obey a reasonable written or printed rule of the employer which has been posted in a conspicuous position in the workplace, or his knowing failure to perform any statutory duty. The employees of Precision Medical Technologies, Inc. are required to obey the reasonable written and printed rules of the company.

The policy and rule of Precision Medical Technologies, Inc. is that after an employee sustains a work-related injury, such employee must immediately follow reporting procedures and report such injury officially to the proper representatives of the company. If the employee needs to seek medical treatment, the employee must see a physician designated by Precision Medical Technologies, Inc. and submit to a drug test at the facility of the treating physician immediately upon sustaining the work-related injury. Any employee

who is under the influence of drugs or alcohol will not receive compensation for injury in accordance with Indiana law.

## **WORKING HOURS**

Work schedules for machine operators will be the following:

- 1<sup>st</sup> Shift 7:00 a.m. to 3:30 p.m.
- 2<sup>nd</sup> Shift 3:00 p.m. to 11:30 p.m.
- 3<sup>rd</sup> Shift 11:00 p.m. to 7:30 a.m.

Lunch schedules are as follows: (Clock out if leaving premises)

- 1<sup>st</sup> Shift 11:30 a.m. to 12:00 p.m.
- 2<sup>nd</sup> Shift 7:00 p.m. to 7:30 p.m.
- 3<sup>rd</sup> Shift 3:00 a.m. to 3:30 a.m.

Employees are allotted two (2) breaks per shift consisting of ten (10) minutes each. If working overtime, ten (10) minute breaks are allotted every two (2) hours.

## **HOURLY OVERTIME**

At times the Company may ask employees to work overtime. The Company asks this when customer needs exceed the service it can provide through normal working hours. The Company also mandates that overtime be worked in at least 5 hour increments unless otherwise directed by management.

### **Scheduled Overtime – Voluntary:**

In an overtime situation, the Company may request volunteers. When possible, the Company will attempt to give notification 48 hours prior to the scheduled overtime shift.

### **Scheduled Overtime – Mandatory:**

In an overtime situation, the Company may mandate overtime. Mandatory overtime will be communicated prior to the overtime shift. When possible, the Company will attempt to give notification 48 hours prior to the scheduled overtime shift.

### **Unscheduled Overtime – Voluntary and Mandatory:**

In the event of an unplanned customer order or other production problem, it may be necessary to require unscheduled overtime to meet customer needs. All efforts will be made to only involve those employees who are absolutely necessary.

### **Overtime Guidelines:**

- All rules and policies from the Employee Handbook that apply during normal business hours apply during overtime periods.
- All overtime must be authorized by the shift Supervisor/ Manager.

Whether overtime is scheduled or unscheduled, voluntary or mandatory, employees who have committed to work, are required to show up. The attendance policy will apply in all overtime situations.

## **PAY PERIODS**

Normally your paid workday begins when your shift begins, and ends when your shift ends. For pay purposes, our workweek starts on Mondays and ends on Sunday at 11:59 pm. Hours worked after 11:59 pm on Sunday, will be processed in following workweek and paid at overtime rate if applicable.

If your employment with our company ends, your last payroll check will be mailed to your last address, unless we are otherwise instructed. If you designate another person to pick up your paycheck for you, they must have a signed note from you authorizing this check pick-up.



## **EMPLOYMENT INFORMATION and CHANGES**

Employees are expected to keep the company informed about any major change, which may affect their employment status. Each employee is responsible for promptly notifying the company of important changes in personnel data. Personnel data should be current and accurate at all time and any change of the following should be reported to the Human Resources Department:

- Name
- Address
- Home telephone number
- Marital status
- Number of dependents
- Emergency telephone numbers and whom to notify in case of emergency
- Driving record
- Authorized payroll deductions

## **HOURLY PAY POLICIES**

### **Overtime**

Overtime wages paid at time-and-a-half will be paid for any hours worked over 40 within a pay week.

### **Working Holiday Pay**

If an employee is scheduled to work on a paid holiday, they will be paid for the time worked on the holiday in addition to the holiday pay.

### **Shift Premium**

An hourly pay premium of 10% will be added to the base pay rate as an incentive for those employees assigned to night shifts.

## **PAYROLL DEDUCTIONS FROM GROSS PAY**

The company will make arrangements for payroll deductions for the following:

- Federal, State, Local income taxes
- Social Security taxes
- Garnishments (including child support) or other court ordered wage deductions
- Employee's portion of group insurance premiums
- Employee's portion of group insurance premiums for coverage on eligible dependents (if applicable)
- 401K Retirement Contributions

Any deductions (other than statutory deductions) must be authorized by the employee. No other deductions will be made unless specifically authorized in writing by the employee. All deductions will be itemized on the employee's paycheck stub. Questions regarding payroll deductions should be directed to the Human Resources Department.

## **GARNISHMENT OF EMPLOYEE WAGES**

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. State law requires the company to honor garnishments of employee wages (including child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs.

## **ADVANCES AND LOANS**

The Company will not allow payroll advances or loans from the Company. Pay will be received only on regularly scheduled pay dates for hours worked within that pay week.

### **ERROR IN PAY**

The company takes precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify the Human Resources Department. The company will make every attempt to adjust the error no later than the employee's next regular pay period.

### **AUTHORIZED CHECK PICKUP**

If an employee is absent on payday and instructs someone to pick up his/her paycheck, a note signed by the employee authorizing the person must be provided before the check can be released. This policy protects both the employee and the company.

### **PERSONNEL FILES**

Precision Medical Technologies, Inc. will maintain a file on each employee. An employee personnel file begins with his/her completed employment form. From time to time, various information will be added to this personnel file regarding an individual's employment status with the company. Personnel files are the property of Precision Medical Technologies, Inc. and will be treated the same as any other confidential company information.

The following provisions apply with respect to the company's standards for establishing, maintaining, and handling employee personnel files.

- All official records concerning an employee will be kept up to date in so far as possible and all employees shall promptly report all pertinent personal information and data changes to the Human Resources Department.
- Employees will be permitted to review their personnel files as permitted by applicable laws.

- Information regarding the medical condition or history of an employee will be kept in a separate file with restricted access.
- The personnel file of an employee terminating employment will be maintained in accordance with applicable state and federal laws.

### **EMPLOYEE REQUEST FOR REVIEW OF PERSONNEL FILE**

The following provisions apply with respect to an employee's request to review his/her personnel file:

- A member of the Human Resources Department staff must be present while the employee reviews his/her personnel file.
- The employee may take notes, but may not remove, deface or otherwise make notations on the documents in his/her personnel file.
- Upon request from the employee, the company may provide a copy of an item(s) in the employee's personnel file.

### **CONFLICT OF INTEREST**

The Company expects its employees to avoid actual or potential conflicts of interest. Even the appearance of impropriety should be avoided.

Employees should participate in outside activities and enterprises only to the extent that such enterprises and activities do not interfere in any way with the employee's job performance in a negative manner.

Employees should avoid having a financial interest in, or be in debt to, a direct competitor, supplier, or customer of Company if it is of a size or nature as may reasonably be expected to influence an employee's judgment in the exercise of his/her duties on behalf of Company.

No employee shall accept gifts or entertainment from any person, firm, or business having business dealings with Company in any manner whatsoever unless said gifts or entertainment offered are of nominal or token value. Gifts or entertainment are not of token value if they are of a size and frequency or nature as to influence the employee's independent business judgment.

Employees should also avoid third-party personal loans if the third-party has in any way whatsoever conducted business, is doing business, or wishes to do business, with Company.

### **OUTSIDE EMPLOYMENT**

On occasion, employees decide to seek employment outside of their regular working hours. The Company has no objection to this type of work when it does not interfere with work assigned. For ethical and obvious safety reasons, during employment with the Company, an employee is not permitted to be employed with a competitive company. For additional information, refer to the "CONFLICT OF INTEREST STATEMENT."

Employees found in violation of the guidelines of this policy, will be subject to disciplinary action, up to termination of employment.

### **PROHIBITION OF HARASSMENT**

In providing a productive working environment, the Company believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age and disability. It is the Company's policy to provide an environment free from such harassment.

It is against the policy of the Company for any employee, whether a manager, supervisor, or co-worker, to harass another employee. Prohibited harassment

occurs when verbal or physical conduct defaming or showing hostility toward an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of the individual's relatives, friends or associates, creates or is intended to create an intimidating, hostile, or offensive working environment, interferes or is intended to interfere with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- Slurs; negative stereotyping; or threatening, intimidating or hostile acts; which relate to race, color, religion, gender, national origin, age, or disability.
- Written or graphic material defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the Company's premises, or that is circulated in the workplace.
- Misuse/abuse of the electronic and telecommunications systems in the workplace as such misuse/abuse is defined by the Company Security Policies and Procedures, Internet, Telephone, and E-mail Usage Policy.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to the Human Resources Department.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Any employee of the Company who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including termination.

## **COMPLAINT PROCEDURE**

Complaints of harassment must be brought to the attention of any of the following individuals: Human Resources, Operations Manager or President.

Once the appropriate personnel have been notified of a complaint, or when it receives knowledge that a situation involving harassment exists, then management will undertake a thorough investigation to gather all pertinent facts, in a timely manner. The highest level of confidentiality will be maintained to the extent possible.

After the investigation has been completed, a determination will be made regarding the resolution of the complaint. If a violation of this policy is found, disciplinary action will be taken up to and including termination of employee.

## **NON-RETALIATION**

This policy prohibits retaliation against any employee who brings complaints of harassment or an employee who helps in investigating complaints; the employee will not be adversely affected in terms and conditions of employment, not discriminated against or discharged because of the complaint.

## **EMPLOYEE CONDUCT AND WORK RULES**

To insure orderly operations and to provide the best possible work environment Precision Medical Technologies, Inc. expects employees to follow the rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are some examples of infractions that may result in disciplinary action and/or termination:

- Theft or inappropriate removal or possession of property.
- Falsification of time keeping records.
- Working under the influence of illegal drugs or alcohol.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the work place while on duty or while operating employer owned vehicles or equipment.
- Fighting or threatening violence in the work place.
- Insubordination or other disrespectful conduct.
- Sexual or other unlawful or unwelcome harassment.
- Excessive absenteeism or any absence without notice.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

Employment with Precision Medical Technologies, Inc. is a mutual consent of PREMEDTEC and the employee and either may terminate at any time with or without notice.

### **COMPANY TOOLS, EQUIPMENT, AND SUPPLIES**

An inventory of tools, equipment, and supplies will be made periodically. If it is determined that an employee is negligent in the proper care of these tools, equipment, or supplies, the employee will be asked to replace the item(s) at fair market value or the cost of the item will be deducted from the employee's pay check.

### **DISCIPLINARY PROCEDURES**

The Company's success has been built upon the hard work and dedication of our employees. To sustain this success each employee must work and act in a professional manner, accomplishing the tasks they are assigned. To help the employee perform these tasks in a safe and efficient manner we have established work rules and guidelines that must be followed. We must enforce these rules and



guidelines fairly and consistently. When an employee does not follow the rules the Company has a responsibility to itself, as well as the other employees to work with the problem employee to correct the situation.

It is the Company's goal to work with employees in a positive manner to correct unacceptable situations.

Generally, there are three steps in the Company's Progressive Discipline Policy.

They are:

- Written Warning
- Suspension/Final Written Warning
- Termination

In certain instances, steps in the Discipline Policy may be skipped according to the seriousness of the infraction and at the Company's discretion. Copies of all counseling reports will be retained within the employee's personnel file.

### **EMPLOYEE CONCERNS**

Precision Medical Technologies, Inc. believes in open communication. If an employee has a suggestion or concern, management wants to know about it. All suggestions and/or complaints will be given prompt and objective consideration in an atmosphere of mutual assistance.

### **NON-FRATERNIZATION POLICY**

A manager/supervisor may not have a romantic relationship with an employee who reports through his or her management chain, even when the relationship is voluntary and welcome. Employees wishing to continue such a relationship should inform management immediately; management, at that time, may then ask which of the two parties involved wishes to make a job transfer. An accommodating transfer

of one of the parties may thereafter be made within a reasonable period of time so long as the affected employees make voluntary notification of the relationship known to management. If voluntary notification is not given by one of the parties involved, both of the parties will be subject to disciplinary action, up to and including termination.

### **BULLETIN BOARD/SOLICITATION AND DISTRIBUTION**

Important information will be posted on the Company's official bulletin board. You are urged to check the bulletin boards frequently.

Nothing should be posted on or removed from the Company bulletin boards without prior approval from management.

In order to eliminate the possibility of disruption of operations and annoyance of employees, the following must be observed without exception:

- Solicitation by an employee of his/her fellow employees, during the working time of either employee, on behalf of any individual, organization, club or cause **is not allowed**.
- Distribution of any literature, pamphlets or material to an employee by another **is not allowed** at any time in any working area.
- Any solicitation by any persons who are not employed by the company is prohibited at all times throughout our company's entire facility.

**"Working time"** is defined for this specific policy, as those periods designated as times other than scheduled breaks and/or meal times.

### **PARKING**

The Company provides ample parking space for employees. Please park your car in designated parking areas. It is suggested that you lock your car at all times. The

Company is not responsible for theft from or damages to vehicles in Company parking lots.

### **PERSONAL BELONGINGS**

Precision Medical Technologies, Inc. recognizes an employee's desire to display mementos pertaining to his/her family or other personal items. While Precision Medical Technologies, Inc. can take no responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, objects that in the opinion of management are inappropriate clutter the work area or hinder work efforts will not be allowed and must be removed upon request.

### **SCRAP MATERIAL AND PARTS**

All scrap material and parts remain the property of Precision Medical Technologies, Inc. An employee may discuss personal use of scrap material and parts with the owner who will make the final decision.

### **ATTENDANCE POLICY**

This policy is not designed to place excessive constraints on valid and understandable reasons for failing to report to work (24 hours notice or more of an absence and doctor's notes will be excused upon Manager's approval). A policy such as this is necessary to ensure that adequate personnel are available to continue day-to-day operations. Each employee is expected to be in their work areas and ready to work at their designated starting time.

**Employees must call in ONE (1) HOUR before the start of their shift if not reporting to work.**

**Tardy:** Six (6) minutes to four (4) hours late or leaving early. An Employee may be late up to 5 minutes after the start of their shift and still be considered on time and no penalties will be assessed.

**Absence:** More than four (4) hours absent.

**New Employees** within their first 90 days will be allowed 2 tardies or 1 unexcused absence, any other tardies or absences within the first 90 days, will be cause for termination

**All Other Employees** will be allowed two (2) unexcused absences in a 90 day period. Any absence and/or tardy beyond this will be reason for disciplinary action as follows:

- 1<sup>st</sup> Action – 1<sup>st</sup> Written Warning
- 2<sup>nd</sup> Action – 2<sup>nd</sup> Written Warning, three (3) days suspension without pay
- 3<sup>rd</sup> Action – Termination of Employment

Two (2) consecutive calendar days will count as one (1) unexcused absence. An unexcused absence on Friday and then absent again on the following Monday will not be considered a 2-for-1 absence.

Two tardies will count as one (1) unexcused absence.

Absences and Tardies will be removed after they become 90 days old, but will remain in your records.

**Failure to notify the company of any absence from work for two (2) consecutive days is deemed a voluntary quit without notice and your employment will be terminated.**

Excessive absenteeism and/or tardiness will be considered abuse of the policy, i.e. working off an absence/tardy and immediately taking off again, always using 2-for-1, etc. Only one warning will be issued for excessive absenteeism and/or tardiness. Any further absenteeism and/or tardiness after the warning may result in termination of employment.

### **FAMILY EMERGENCY**

In the event of a family emergency, the company will make every effort to contact the employee and inform them of the situation. Should the employee be at a location away from his/her normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately. Up to 5 days off may be approved as an excused absence, dependent on the situation, after management review. Beyond 5 days, extended time off will be approved only as it applies under the Family Medical Leave or Personal Leave of Absence.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

An employee who has completed at least 12 months of continuous service with Precision Medical Technologies, Inc. and performed at least 1,250 hours of service in the prior 12-month period is eligible to receive an unpaid family/medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The following provisions apply with regard to the family/medical leave policy for employees of Precision Medical Technologies, Inc.:

- Family/medical leave may be taken only if it is made necessary due to one of the following reasons:

1. within 12 months of the birth of a child of the employee in order to care for the child;
  2. within 12 months of the placement of a child with the employee in connection with adoption or foster care in order to care for the child;
  3. a serious health condition of the employee's child, parent, or spouse;
  4. a serious health condition of the employee which prevents him/her from performing the essential functions of his/her job.
- In no instance does the federal law require the company to grant more than a total of 12 weeks of unpaid leave in any consecutive 12-month period.
  - If an employee and his/her spouse both work for Precision Medical Technologies, Inc., they would be eligible for a single 12 week period which they can split between them; however, if the need for leave is for their own serious health condition or that of their spouse or child, each would be eligible for a total of 12 weeks.
  - Any leave granted to an eligible employee under this law because of a serious health condition of a family member may be taken consecutively or intermittently depending on the legitimate needs of the employee. The employee must make a reasonable effort to schedule such leave so as not to disrupt the company's business operations.
  - Any leave granted due to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the company and must be completed within one year of the adoption or birth.
  - During the leave, the employer will maintain the employee's health care coverage under the same conditions as coverage would be provided during the entire period. Both the employer and the

employee will be responsible for payment of their share of the premium during the leave.

- Eligible employees must provide reasonable proof of notice to the company when requesting a leave of absence under the law. The company will require an employee to provide certification issued by a licensed health care provider in order to ensure that the employee meets the eligibility requirements.
- A medical release from the employee's attending physician is required upon return to work.
- The company is not required to comply with the FMLA to the extent an employee is among the highest paid 10% of employees of the company within a 75 mile radius of any worksite if the company can show that granting the leave would cause substantial and grievous economic injury to its operations.

For more information about family/medical leave, contact the Human Resources Department.

### **PERSONAL LEAVE OF ABSENCE**

In certain, extraordinary circumstances, an employee may be granted unpaid time off up to 30 days under a personal leave of absence. **All vacation time must be used before personal time is granted.** They will be placed on inactive status and must return to work on the first scheduled day following the pre-approved personal leave. If the employee does not return to work following the personal leave, their employment with the company will be terminated. Only Management of the Company may approve such a leave of absence. This would be for the purpose of personal matters not covered under the Family Medical Leave Act. A personal leave requires as much advance notice as is possible, preferably 30 days. Leaves will be granted based on the attendance record of the employee requesting the leave, and on the current production demands of the plant. The company cannot guarantee employment or a position upon the

employee's return to work should business or production demands change while the employee is away.

### **JURY / WITNESS DUTY**

When an employee is required to serve as a juror or is subpoenaed to serve as a witness, time off with pay will be granted. The employee must turn over any money that the court pays them.

The employee must notify the Human Resources Department upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence. A copy of the paperwork will be required for the file.

Should the employee's work duties with the company be vital to its operation, the company may ask the court to excuse the employee from jury duty or to delay commencement of jury duty.

### **VOTING**

The company encourages its employees to vote in every election; however, time off is not provided for voting with or without pay. Employees should plan to vote prior to or following normal work hours.

### **FUNERAL / BEREAVEMENT LEAVE**

Employees who wish to take time off due to the death of an immediate or non-immediate family member should notify their supervisor immediately. Up to three (3) days of paid bereavement leave will be provided to full-time employees from day one of employment for immediate family members. Bereavement pay is calculated based on the base rate at the time of absence and will not include any special forms of compensation. Employees may, with approval of their supervisor, use any available paid leave for additional time off. Precision Medical Technologies defines immediate family as the employee's spouse, parent, parent-in-law, child, sibling, and grandparent. Upon the death of a non-



immediate family member, full-time employees may have up to two (2) non-paid days of excused absence (aunt, uncle, step-relation, cousin, etc.).

### **MILITARY LEAVE**

It is company policy to grant a leave of absence without pay to employees who participate in the U.S. Armed Forces, Reserve or National Guard training programs in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act.

### **SEVERE WEATHER CONDITIONS & EMERGENCY SITUATIONS**

PREMEDTEC will remain open and it is up to each individual to determine if he/she can safely travel to work. A determination on opening and closing will be made at the discretion of Management. In the event an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing or late opening.

### **EDUCATIONAL ASSISTANCE**

Precision Medical Technologies, Inc. recognizes that the skills and knowledge of its employees are critical to the success of the organization. The organizational assistance program encourages personal growth through formal education so that employees can maintain and improve job related skills or increase their ability to compete for attainable jobs within this company. Management will have the final decision on how much the employee will be reimbursed. Employees must receive a grade of C or better in order to be reimbursed. Only full-time employees, who have been employed for 6 months, are eligible. While education is expected to enhance employee's performance and professional abilities, Precision Medical Technologies, Inc. cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment or pay increases. The Company expects to reimburse an

employee after successful completion of a course at the level charged by State Colleges and Universities. A two year employment commitment is expected after educational expense reimbursement; otherwise the employee would have to repay educational expenses.

## **SAFETY FIRST**

Precision Medical Technologies, Inc. is committed to the safety of its employees and its property and equipment. To this end, we will utilize a safety program in our daily activities. Safety to self and others is an ongoing daily duty of both management and all employees. Employees are encouraged to submit safety suggestions. Employees found to be in knowing violation of any safety rules may be subject to immediate termination. The general safety rules and regulations are as follows:

- Each employee shall comply with occupational safety and health standards and all rules, regulations and orders that are applicable to his/her own action and conduct.
- Do not operate equipment or machinery if safety guards or protective devices are broken or missing.
- Do not remove protective devices from equipment. Use all tools only for their intended purposes.
- All unsafe conditions should be immediately reported to your supervisor.
- Safety equipment must be worn or used when so designated by the Company.
- All injuries, however slight, must be immediately reported to your supervisor. First Aid supplies are available at all locations.
- Employees must avoid wearing jewelry and other accessories that could result in an injury to self or others.

- Good housekeeping throughout the facility is directly concerned with and is essential to safety, efficiency, and satisfactory working conditions. Please do your share in helping to keep the facilities clean.
- Avoid wearing torn, raveled or loose fitting clothing around moving equipment or around areas determined to present a hazard of entanglement.
- Employees shall not operate any equipment until they have been given proper instruction by their supervisor. Machinery shall not be repaired or adjusted while it is in operation.
- Read all Material Safety Data Sheets supplied with hazardous materials and abide by the instructions.
- Length of hair must be controlled to avoid being caught in equipment. Use of headbands, nets or rubber bands is recommended.
- Employees must not use personal cellular phones on the production floor.

A clean work environment reflects well on our organization and the employees who work here. When each person helps keep our facility clean, both efficiency and safety will increase. A sampling of common-sense suggestions to follow:

- All aisles must be kept clear of stock and debris.
- A minimum clearance of three feet shall be maintained around all fire extinguishers, exits, alarm boxes and power panels.
- All waste should be placed in the proper containers provided.
- Employees must not throw food or other debris on the floor at any time. Food or debris dropped accidentally is to be cleaned up immediately. Snacks and other food is not permitted at workstations except for breaks and lunches.
- Employees should be concerned with the care and safe use of company-owned equipment. Employees are expected to follow all operating instructions, safety standards and guidelines.

Deliberate, known or repeated violation of these and any other safety policies may be subject to disciplinary action, up to and including dismissal. Also, any unsafe, destructive, careless, negligent or improper use or operation of equipment may result in disciplinary action up to and including termination of employment.

## **SAFETY EQUIPMENT**

Employees will be provided with safety equipment if it is a requirement for a particular job. This equipment will be signed for by the employee and replaced at the employee's expense if the equipment is lost, damaged in a manner not consistent with work or stolen. Replacement will be provided if the equipment is shown to be defective or worn.

## **EMERGENCY ACTION PLAN**

### **Trauma, Serious Illness**

In the event of sudden serious illness or injury, such as heart attack or industrial accident, the following procedures should be observed as necessary:

- If the victim is working on, with, or near machinery, all power to the machine should be cut off.
- Notify supervisor or other management immediately.
- Secure assistance from qualified first aid personnel. (The names of trained personnel are posted in each facility on the first aid box)
- Notify the local Emergency Medical Services or call 911.

## **POWER FAILURE**

- ◇ Remain at your station.
- ◇ Keep hands close to your body!
- ◇ All fork trucks or mobile equipment must STOP!

- ◇ Remain quiet and listen for instructions.
- ◇ Do not move or try to leave the area until the emergency lights are on and the supervisor/manager states it is safe to do so.

Refer to the floor plan for exits and appropriate avenues of escape.

### **EVACUATION PROCEDURE**

If, for any reason, the evacuation of the plant becomes necessary, the following procedure should be observed as nearly as is practical. When the order is given:

- ◇ Immediately turn off your machine.
- ◇ Leave your personal items.
- ◇ Proceed to the nearest safe exit following the aisles as much as possible.
- ◇ If the path is impassable for any reason, supervisory staff should direct employees to the nearest, next best alternate route.
- ◇ Once clear of the building, proceed to the parking lot. The supervisor or other manager will check you in and direct you where to go and what to do at that time. **DO NOT LEAVE THE AREA UNTIL YOU ARE TOLD YOU MAY DO SO!**

### **SEVERE STORM / TORNADO**

In the event of a severe storm warning for our area, or if weather is obviously threatening, we will provide a monitor to watch the sky and listen to the radio. If it becomes necessary for action to be taken, the following procedure should be observed:

- ◇ Remain at your station until supervisory/management staff gives directions.
- ◇ Proceed to the area designated by the supervisor or manager.

- ◇ Do not leave the building or return to your car until it is safe to do so, and your supervisor gives you an OK!

## **FIRE PREVENTION**

Each year thousands of businesses are damaged by fire. Many of these fires could have been prevented. Please be alert at all times for potential hazards and report them at once to your supervisor. Please note these rules:

- Employees shall observe all **"No Smoking Areas."**
- Employees should take appropriate steps to eliminate and prevent fire hazards.
- In case of smoke or fire, notify the nearest member of management, giving location and information that is necessary. If no member of management is present, call the local fire department, or dial 911.
- Employees shall not attempt to extinguish electrical fires unless they are trained and qualified to fight fires.

## **WEAPONS IN THE WORKPLACE**

At all times, the Company strongly prohibits the possession of weapons such as, but not limited to, guns and knives, on Company property. Generally speaking, weapons play no role in the performance of an employee's job and pose an avoidable safety risk to self, other employees and non-employees. Any employee caught in possession of a weapon on Company property may be subject to immediate termination.

## **ACCESS TO COMPANY PREMISES**

For purposes of safety and security, only authorized personnel will be admitted in the company work areas. Management/Supervisory personnel must approve all admittance of non-company employees. Employees are requested not to come into the facility except during their normal work hours and employees should not be on the production floor during off work hours.

Plant entrances/exits are designated for use by employees only. Visitors should always enter via the front office doors of the company and check-in.

1. A visitor will be defined as ANY non-company employee. This will include vendors, suppliers, customers, service people and all family members. Visitors will be expected to follow all company rules including safety regulations, harassment policies, etc.
2. During normal business hours, visitors are required to report to the plant office upon entering our facility. Visitors may only enter *via* the main door of the facility.
3. During business hours, visitors must be escorted to and from authorized areas of the facility.
4. Visitors arriving after business hours must report to the supervisor. Visitors are not allowed on the production floor.

## **TOBACCO AND SMOKING IN THE WORKPLACE**

We value the commitment and effort each of our employees contributes toward the success of the Company. The Company takes pride in providing an environment where each of us has the opportunity to develop our skills and talents. We also take seriously our obligations as a Company to provide a safe and healthy workplace.

**THEREFORE, the Company's inside facilities are entirely smoke-free.**

Smoking is prohibited in all areas except outside of the building.

## **DRUG & ALCOHOL – FREE WORKPLACE POLICY**

The Company is committed to providing a safe and productive work environment. We also expect our employees to report to work each day fit to perform their jobs. To meet these objectives, as well as our obligations under applicable federal and state laws, we must take a firm and positive stand against substance abuse. This policy is intended to ensure a drug & alcohol – free work environment for the benefit of our employees and customers.

### **POLICY STATEMENT**

Any employee under the influence of alcohol or any illegal drug, and/or any unlawful manufacture, distribution, dispensation, possession or use of alcohol and/or illegal drugs on Company's premises or in the performance of services for the Company is strictly prohibited. For the purpose of this policy, an inhalant is considered a drug.

Any violation of this policy will result in discipline up to and including discharge.

By reading this policy, you acknowledge the importance of safety for both yourself and others. Employees shall consent to be tested for illegal, non-prescription drugs as requested in accordance with the Company's substance testing policies.

All drug testing will be conducted at a Company designated hospital or doctor's office. Refusal to sign a consent form for drug testing, or refusal to submit to a drug test when requested by the Company, may be cause for termination of employment with the Company.



Prescription drugs issued by a licensed physician must be listed prior to your drug test and will be considered in the results of your test. The Medical Review Officer will verify prescriptions. The prescription must be prescribed to the employee only. An employee who takes a prescription not specifically prescribed to them is in violation of this policy.

A positive test result for any illegal, non-prescribed drug may be cause for “required” drug and alcohol abuse counseling, denial of a worker’s compensation claim, and or termination of employment. Management reserves the right to determine the appropriate action given the severity of the violation and to re-test the employee in 30 days to verify compliance with our “Drug & Alcohol-Free Workplace Policy”.

To help the Company ensure safety at all times and remain committed to the Company’s position against the use of illegal, non-prescribed drugs, employees will be subject to the following substance testing policies:

### **Pre-Employment**

All applicants will be subject to a pre-employment drug test. No applicant with a positive test result or a diluted sample will be accepted for employment.

### **Random Drug Screening Program**

If needed, as determined by management, an outside source will be selected by the Company to administer the program. This outside source will be responsible for randomly selecting approximately 10% of PREMEDTEC employees. NO PREMEDTEC Employee is exempt from the random selection process. If a drug screen comes back as positive, employees will be given the opportunity to enter a Substance Abuse Program (SAP) selected by the company at the Companies expense. Being at work under the influence of any illegal drug or alcohol is ground for termination.

### **Post Accident**

Any employee who has sustained an on-the-job injury or has caused injury to another employee will be required to submit to a drug test following the injury. If it is determined that the employee is or was under the influence of alcohol or illegal drugs at the time of the injury, it may result in termination of employment and may cause denial of a worker's compensation claim.

### **Incident Driven (Property Damage)**

Any employee causing property damage may be required to submit to a drug test at the discretion of the Management. A positive test or a diluted sample may result in termination of employment.

### **Invalid Samples**

For any of the above listed tests, should a sample result be deemed invalid due to temperature, the applicant/employee will be subject to a second, observed test.

## **VIOLENCE IN THE WORKPLACE**

Violence, or threat of violence, whether committed by supervisory or non-supervisory personnel is against company policy, and may be considered as unlawful as well. In addition, management is responsible for taking action against threats or acts of violence by company personnel or others (customer/outside vendors, family members or others), regardless of the manner in which the company becomes aware of the conduct.

All complaints must be treated as serious violations of company policy and investigated and documented accordingly. It is management's responsibility to

show employees that the company is serious about prohibiting and preventing violence in the workplace.

Depending on the severity of the situation, local law enforcement may be contacted.

### **COMPLAINT PROCEDURE**

Complaints of violent, threatening or intimidating behavior must be brought to the attention of any of the following individuals: Human Resources or the Operations Manager.

Once the appropriate personnel have been notified of a complaint, or when knowledge is received that a situation involving a possible threat of violence exists, then management will undertake a thorough investigation to gather all pertinent facts, in a timely manner. The highest level of confidentiality will be maintained to the extent possible.

After the investigation has been completed, a determination will be made regarding the resolution of the complaint. If a violation of this policy is found, disciplinary action will be taken up to and including termination of employee.

### **NON-RETALIATION**

This policy prohibits retaliation against any employee who brings complaints of violent or intimidating behavior or who helps in investigating complaints; the employee will not be adversely affected in terms and conditions of employment, not discriminated against or discharged because of the complaint.

### **DRESS CODE POLICY**

Personal appearance and proper hygiene are important to the employee and his/her fellow workers. Good taste should govern what apparel is worn in your facility. If you have to question yourself, "Should I wear this to work?" it is

probably not appropriate. Remember, you are a representative of the Company and should dress accordingly.

All personnel will be required to adhere to the requirements of OSHA, the Safety Department, and the following guidelines:

- No Sandals (on production floor only).
- No open-toe or heel shoes (on production floor only).
- No flip-flop type shoes.
- No see-through clothing.
- No shirts showing any part of the midriff or inappropriate neckline exposure.
- No loose-fitting, baggy clothing that presents a safety hazard for getting entangled in machinery.
- Good taste should govern the length of shorts and skirts. Skirts and shorts should not be worn that reveal underclothing when bending over.
- No shirts with suggestive or derogatory comments reflecting on religion, sex, race or anything in bad taste which could be offensive to another coworker.
- Hair that is below chin length needs to be secured if it presents a hazard for entanglement in machinery.

This dress code is not limited to the above listed items and can be changed at any time by management. Employees who violate this policy may be immediately sent home without pay and asked to change their clothing. If you have any questions about the above policy, please see your supervisor or Human Resources Manager.

### **PAY AT TIME OF SEPARATION OF EMPLOYMENT**

The company will determine if the terminating employee has any outstanding debt owed to the company and whether the individual has in his/her possession any company credit cards, manuals, vehicles, tools, or other company property.

Upon completion of a full accounting of the employee's and the company's accounts (as determined by the company), a final pay check for time worked (less deductions) will be issued to the employee on the next regular payday in accordance with applicable federal and state laws.

Any employee terminating employment is expected to return any company property in his/her possession.

### **CELLULAR PHONE/ELECTRONIC DEVICE POLICY**

While at work employees are expected to exercise the same discretion in using personal cellular phones/electronic devices as is expected for the use of Company phones. Excessive personal calls/electronic device use during the work day, regardless of the phone/device used, interfere with employee productivity and distract others. Employees must limit personal calls and electronic device use to non-working time (i.e., authorized breaks and lunch periods) and ensure that friends and family members are aware of the Company's policy. Flexibility will be provided in circumstances demanding immediate attention or for emergencies. Disciplinary actions will be taken for employees who violate this policy (see Disciplinary Actions section).









