



Plant Employee Handbook

Section 5

Your Employment

Working Together

It is our goal to provide our employees challenging jobs and a positive work environment. We also try to provide flexible job assignments, which may produce advancement opportunities for our employees.

Each employee performs an important job. Your success contributes to the success of others. A company can only be as successful as its employees (you) make it. Consequently, we must work together to produce an atmosphere of mutual respect and trust. Those who make an extra effort can reap the greatest benefits in the form of job satisfaction.

Your immediate responsibility is to do a good job. This means regular and predictable attendance, cooperation with fellow employees, and representing your Company fairly in your contacts with people outside work. It is expected that your conduct reflects common sense and good judgment.

Maintaining a safe working environment is of paramount importance to Tempco. Everyone at Tempco, including yourself, have a responsibility to make sure that a safe working environment is maintained at all times and that safe working practices are always observed.

Service with the Company

In order to have a record of an employee's benefits, a continuous service date will be maintained for each full-time employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted as long as the employee remains actively employed with the Company. Length of service may affect employee eligibility for benefits, including paid time off. Part-time or temporary employees, unless otherwise required by law, shall not attain a continuous service status with the Company.

An employee's length of continuous service with the Company shall terminate if one of the following occurs:

- **If you fail to return to work upon the expiration of an approved Family, Military, or Medical Leave (unless the leave is a reasonable accommodation for an employee with a qualified disability).**
- **If you quit or retire.**
- **If you are discharged.**

(continued)

Your Employment

Service with the Company (continued)

In addition, the employment relationship shall terminate if one of the following occurs:

- If you fail to return to work upon the expiration of an approved leave of absence.
- If you quit or retire.
- If you are discharged.

You and Your Supervisor

Your supervisor will welcome you, introduce you to other employees and tell you the things you need to know about your job. He or she will schedule and assign your work, hand out the tools needed to perform your job function and any safety gear (i.e., personal protective equipment) needed, and be responsible for your training. Feel free to ask questions about anything you don't understand. Your supervisor is responsible for you and the quality and efficiency of your work, and you are responsible to your supervisor for meeting the expectations for which you were hired.

We strongly believe that individual attention and recognition are valued ingredients for a mature and healthy working relationship between you and the Company.

Two-way communication is essential to mutual understanding and respect. The person most able to serve the multiple needs of this relationship is your supervisor. Your supervisor will guide and evaluate your performance and will also serve as an "information and reference center" for questions and problems that arise during the course of your employment. If you do not feel comfortable addressing an issue with your supervisor, please speak to another member of management or Human Resources.

Your supervisor is a crucial link in your exposure to and progress with the Company. If you have a problem or want to suggest a new idea about your job, your supervisor will be happy to talk with you.

Smoking, Tobacco, and Vaping Policy

Probably one of the first things you will notice about Tempco is that we have a **NO SMOKING** policy in accordance with the Smoke Free Illinois Act and Tempco's own internal policies. Tempco is dedicated to providing a tobacco free and smoke free environment in order to create a healthy, comfortable, and productive place to work for its employees.

CONSEQUENTLY, SMOKING, VAPING, VAPING DEVICES OR ELECTRONIC CIGARETTE DEVICES, CHEWING TOBACCO, and SNUFF PRODUCTS are strictly prohibited at Tempco and anywhere on Company property, including outside Tempco buildings or in Tempco's parking lots.

At Tempco, we feel very strongly about enforcing our rules to maintain a tobacco-free and smoke-free environment. Employees violating this policy will be subject to disciplinary action up to and including termination. Although we have a strict policy in this area, no employee will be discriminated against because he or she uses tobacco or any other lawful product.

Workplace Violence

Tempco has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect Tempco or that occur on Tempco property will not be tolerated whether committed by an employee, supervisor, or third-party (e.g., a vendor or an authorized visitor).

Examples of workplace violence include, but are not limited to the following:

- All threats or acts of violence occurring on Tempco's premises, regardless of the relationship between Tempco and the parties involved.
- All threats or acts of violence occurring off Tempco's premises involving someone who is acting in the capacity of a representative of Tempco.

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Workplace Violence (continued)

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his or her family, friends, associates, or property with harm.
- Intentional destruction or threatening to destruct Tempco's property.
- Bullying, intimidating, or harassing another person.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

This list is illustrative only and not exhaustive.

Tempco's prohibition of threats and acts of violence applies to all persons involved in Tempco's operation, including but not limited to personnel, contract and temporary workers, and anyone else on Company property. Violations of this policy by any individual on Tempco property will lead to disciplinary action up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he or she is aware. The report should be made to your immediate supervisor, the Human Resources Department, or to any other member of management with whom the individual employee feels comfortable.

Tempco prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of workplace violence of any kind, pursuing a workplace violence complaint, or cooperating in related investigations.

Whistleblower Policy

Tempco will not retaliate against any employee who in good faith discloses information to a government or law enforcement agency concerning a violation of law, rule or regulation or who refuses to participate in an activity that would violate a law, rule, or regulation, where the employee has a reason to believe that that the activity involves a violation of a State or Federal law, rule, or regulation.

Hours of Work

The workweek at Tempco begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. The normal workweek consists of forty (40) hours during a consecutive five-day period. The normal work shift is eight (8) hours starting at 8:00 a.m. and ending at 4:30 p.m. with a 30-minute unpaid lunch break.

Changes to work schedules, including, but not limited to hours in excess of 40 per week, may be made at any time, based upon business needs and production requirements. Employees are expected to work all hours required, within reason, to meet business requirements.

Lunch and Rest Periods

Employees working 7 hours or more in a workday are entitled to a 30-minute unpaid lunch period.

Plant 1 – 607 N. Central Avenue

For Plant 1, employees' lunch periods are as follows: first period is from 11:30 a.m. to 12:00 p.m.; second period is from 12:05 p.m. to 12:35 p.m.; third period is from 12:40 p.m. to 1:10 p.m. Your immediate supervisor will advise you as to your assigned lunch period schedule.

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Your Employment

Lunch and Rest Periods (continued)

In addition, plant employees working 8 hours or more in a workday are entitled to a paid 10-minute rest period in each half of their regular shift. There are 3 morning and 3 afternoon rest periods. Your immediate supervisor will advise you as to your assigned rest period schedule.

Morning Rest Period: First Period: 9:35 to 9:45 a.m.
Second Period: 9:50 to 10:00 a.m.
Third Period: 10:05 to 10:15 a.m.

Afternoon Rest Period: First Period: 2:15 to 2:25 p.m.
Second Period: 2:30 to 2:40 p.m.
Third Period: 2:45 to 2:55 p.m.

Plant 2 – 610 N. Central Avenue

For Plant 2, employees' lunch period, except for Ceramic Infrared Department employees, is from 11:30 a.m. to 12:00 p.m. Ceramic Infrared Department employees' lunch period is from 12:05 p.m. to 12:45 p.m. Your immediate supervisor will advise you as to your assigned lunch period schedule.

In addition, Plant 2 employees working 8 hours or more in a workday are entitled to two-paid 10-minute rest period as follows:

Morning Rest Period: 9:50 to 10:00 a.m. (except for Ceramic Infrared Department employees).

Afternoon Rest Period: 2:20 to 2:30 p.m. (All Plant 2 Departments).

Please recognize that for all employees the schedule for lunch and breaks may be changed based on business needs at the Company's discretion.

Overtime Rest Period

In the event the regular 8-hour shift is extended to 10 hours due to overtime, there will be an additional paid 10-minute rest period from 4:30 to 4:40 p.m.

Plant employees are not permitted to leave the building during lunch and/or rest periods. Rest periods start at your workstation and end at your workstation. Your rest period should not extend beyond the time assigned to you because lost production time is a loss for everyone.

Lunchroom Area

Your cooperation is required in keeping the lunchroom orderly and a pleasant place for everyone to use. The Company has provided vending machines and microwaves for your convenience. Please use them properly and clean up any spills. You must leave the microwaves and eating areas clean for the next person using the lunchroom facility.

Tempco also provides refrigerators, which are to be used for your daily food items. We ask that no perishable food be left in the refrigerators overnight or on weekends.

All food must be removed from the lunchroom daily.

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Lunchroom Area (continued)

After your break and lunch periods, make sure to clean any dishes, cups, glasses, or utensils that you used. We expect you to leave your area in a clean, neat and orderly condition for the next group of employees. Receptacles have been provided for your wastepaper, scraps and other leftovers.

Tempco's Smoking, Tobacco, and Vaping policy is to be observed at all times. As a reminder, Tempco maintains a smoke-free and tobacco-free environment throughout its property, both inside and outside. This includes Tempco's parking lots! This means that employees are prohibited from engaging in any activity in their vehicles located in Tempco's parking lots that would be prohibited under Tempco's smoking, tobacco and vaping policy anywhere else on Tempco's property.

Nursing Mothers Break Period for the Purpose of Expressing Milk

Tempco provides female employees who are nursing a reasonable break time each time the employee needs to express breast milk for a period one year after the birth of a child. The break time may run concurrently with any break time already provided to the employee. Tempco will not reduce an employee's compensation for time used for the purpose of expressing milk or nursing a baby. If such break time is not used concurrently with any break time already provided, then the employee must coordinate such break time(s) with their immediate supervisor prior so as not to unduly disrupt Tempco's operations. If, however, you are uncomfortable in speaking with your supervisor, you may contact a female representative in Tempco's Human Resources Department regarding your need for lactation break(s). Furthermore, Tempco will provide its female nursing employees with a private room, other than a bathroom, in which to take this break period.

Tempco expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks, or filing a complaint for violations of this policy, the Fair Labor Standards Act, the Illinois Nursing Mothers in the Workplace Act, or applicable local law.

Electronic Sign-In/Payroll System

Tempco utilizes TimePro® biometric timeclocks as part of its electronic timeclock and payroll management system. TimePro® biometric timeclocks scans your fingertip or hand for identification purposes and is used by Tempco for the purpose of recording your working time and attendance accurately. **Before utilizing Tempco's TimePro® timeclocks, an employee is required, as a condition of employment, to sign Tempco's Biometric Information Privacy Information Privacy Release form authorizing Tempco to collect the employee's biometric information for use with Tempco's timeclock and payroll management systems. All employees are prohibited from utilizing Tempco's TimePro® timeclocks and from submitting any biometric information or data to Tempco until the employee first signs Tempco's Biometric Information Privacy Information Privacy Release form. For more information regarding Tempco's privacy policy with regards to collecting, and retention of, biometric information, please see Tempco's Biometric Information Privacy Policy found on the following two pages.**

All employees are required to utilize the TimePro® timeclocks located throughout various areas of Tempco's production facilities to record their working times during the workday. Employees must be clocked-in using the TimePro® timeclocks at all times while conducting any work for Tempco, and any off-the-clock work is strictly prohibited and will subject any offending employee to discipline, up to and including termination.

Only the data generated by the TimePro® timeclocks can automatically be transferred to our payroll system. Manually inputted data slows down the process and increases the probability of errors and will only be made into our system when exceptional circumstances exist.

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Your Employment

Electronic Sign-In/Payroll System (continued)

By minimizing manual entries and human intervention, Tempco use of the TimePro® timeclocks has proven to be the most efficient and cost-effective way of generating your paycheck. For this reason, and to conform to the requirements of the law, all employees are required to follow proper procedures in utilizing the TimePro® timeclocks to record their working times. Failure to comply with time recording procedures set forth in this policy and as otherwise required by Tempco will result in disciplinary action, up to and including termination of employment.

Tempco's Biometric Information Privacy Policy

The purpose of this policy is to define the policy and procedures for the collection, use, safeguarding, storage, retention, and destruction of biometric data. It is Tempco's policy to protect, use and store biometric data in accordance with the applicable laws including, but not limited to, the Illinois Biometric Information Privacy Act. As a result, Tempco has instituted the following biometric information privacy policy:

Biometric Data Defined

As used in this policy, biometric data includes "biometric identifiers" and "biometric information" as defined in the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, *et seq.* "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color. Biometric identifiers do not include information captured from a patient in a health care setting or information collected, used, or stored for health care treatment, payment, or operations under the federal Health Insurance Portability and Accountability Act of 1996.

"Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.

Tempco's Collection of Biometric Data

Tempco, its vendors, and/or the licensor of Tempco's time and attendance software collect, store, and use biometric data for the purpose of identifying employees and recording time entries when utilizing Tempco's TimePro® biometric timeclocks or timeclock attachments.

Tempco's TimePro® biometric timeclocks are computer-based systems that scan an employee's finger or hand for purposes of identification. The computer system extracts unique data points and creates a unique mathematical representation used to verify the employee's identity; for example, when the employee arrives at or departs from the workplace.

This data is collected, stored, and used solely for employee identification, fraud prevention, and pre-employment hiring purposes.

Disclosure

To the extent that Tempco, its vendors, and/or the licensor of Tempco's TimePro® time and attendance software collect, capture, or otherwise obtain biometric data relating to an employee, Tempco:

- a. Will inform the employee about the collection, storage, and use of such biometric data.
- b. Will inform the employee of the specific purpose and length of time for which the biometric data is being collected, stored, and used.

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Tempco's Biometric Information Privacy Policy (continued)

- c. Will receive a written release signed by the employee (or his or her legally authorized representative) authorizing Tempco, its vendors, and/or the licensor of Tempco's TimePro® time and attendance software to collect, store, and use the employee's biometric data for the specific purposes disclosed by Tempco, and for Tempco to provide such biometric data to its vendors and the licensor of Tempco's TimePro® time and attendance software.
- d. Will not disclose, redisclose, or otherwise disseminate an employee's biometric data unless:
 - 1. the employee or the employee's legally authorized representative consents to such disclosure or redisclosure;
 - 2. the disclosure or redisclosure completes a financial transaction requested or authorized by the employee or the employee's legally authorized representative;
 - 3. the disclosure or redisclosure is required by State or federal law or municipal ordinance; or
 - 4. the disclosure is required pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

Retention Schedule

Tempco will retain employee biometric data only until, and will request that its vendors and the licensor of Tempco's TimePro® time and attendance software permanently destroy such data when, the first of the following occurs:

- a. The initial purpose for collecting or obtaining such biometric data has been satisfied, such as the termination of the employee's employment with Tempco, or the employee moves to a role within Tempco for which the biometric data is not used; or
- b. Within 3 years of the employee's last interaction with Tempco.

Data Storage, Transmission, and Protection

Tempco will store, transmit, and protect biometric data using a reasonable standard of care. Such storage, transmission, and protection from disclosure will be performed in a manner that is the same as or more protective than the manner in which Tempco stores, transmits, and protects from disclosure other confidential and sensitive information of Tempco and its employees.

Dependability and Promptness

You were hired by Tempco as an important and necessary person to help us fulfill the objectives and goals of the Company and to provide the highest level of quality products for our customers. Accepting a job with us includes accepting the responsibilities that go with it. One of these is to arrive at work regularly and on-time so that we may produce these products and, at the same time, maintain an environment that is fair to all employees. Therefore, we need you on your job — and on-time — every working day. Our policies for reporting absence and attendance control are summarized elsewhere in this Employee Handbook.

Employment of Relatives

It is Tempco's policy to provide full employment, transfer and promotion opportunities to qualified employees on the basis of individual merit, and to avoid any hint of discrimination or favoritism. However, there may be circumstances where the Company has to be concerned with bias, favoritism or a conflict of interest in the placement of related employees. Therefore, the Company reserves the right to hire and assign employees to specific departments as it deems appropriate and as the law allows.

Your Employment

Outside Employment

We recognize that, on occasion, employees may seek a second job outside their employment with Tempco. While we do not want to regulate an employee's personal affairs, you are reminded that outside interests or employment that limit your job efficiency or result in competition with the Company will not be permitted. In these circumstances, the employee will be asked to resign from or to discontinue his or her outside employment.

Transfer of Employees

Requests for a transfer by an employee should be made in writing and given to the employee's immediate supervisor for consideration. The transfer may be made if management and the Human Resources Department determine it is in the best interests of the Company and the employee. In order to meet the Company's objectives and requirements, Tempco may transfer employees from one area to another at management's discretion.

Separation of Employment

We want you to understand that the employment relationship is considered to be "**employment-at-will.**" This means that you may resign your employment at any time, and the Company also reserves the right to terminate the employment relationship at any time with or without notice or reason. In the event you find it necessary to resign or decide to end your employment, please notify your supervisor. Written notification is preferred, and it is customary to give at least two-weeks' prior notice so that the Company may make arrangements for finding a replacement.

All separating employees are required to return any and all Company property, uniforms, or equipment at the time of their separation.

A Human Resources representative will conduct an exit interview with separating employees. During this interview, benefits information, insurance continuation and any pending employment matters will be discussed.

Layoff and Recall

Efforts are made to provide and maintain steady employment. However, there may be times when this is not possible due to economic conditions. Consequently, a reduction in personnel may be necessary. Should a reduction become necessary the Company will consider business necessities along with objective factors in deciding which individuals may be subject to layoff.

An employee who is recalled and returns from layoff status within six months from the date of the layoff will retain their original date of service. However, employees will not accrue vacation time or other benefits while on layoff status. Employees who are recalled will have five working days after notice is given to report to work. If the employee does not report to work within those five working days, the length of service and employment relationship will terminate. Notice to report to work will be given by phone and by regular mail to the employee's last known phone number and address. It is the employee's responsibility to notify the Company of any changes in his or her phone number and/or address.

Re-Employment

If a former employee applies for re-employment, Tempco will review its current openings to see if there is an appropriate position available. Any re-employment of a former employee is solely at the discretion of management. In such instances, the rehired employee will begin as a new employee in terms of length of service and will be evaluated annually, subject to applicable laws.