



Plant Employee Handbook

Section 7 Work Practices

Reporting Absence

Your work schedule has been developed to provide the coverage necessary to meet production requirements and to provide the quality of service our customers expect. We depend on you to be ready to start work at your scheduled time and to work your entire shift as scheduled.

In the event of illness or other emergency, you are required to notify the Company **personally** not later than 9:00 a.m. on each day of an unscheduled absence. All plant employees are responsible for reporting their absence by calling the

Attendance Hot Line at (630) 477-3300

You should always keep your supervisor advised of your planned return-to-work date. If a physician's written statement is required before returning to work, you will be notified.

You should know that absenteeism and tardiness will have a negative effect on your performance review rating. To avoid this, the absence or tardiness must be classified as "**excused**" as defined by Company policy and noted below in the attendance control section. Otherwise, it will be considered "**unexcused**."

Attendance Control

The Company recognizes that there may be an occasional absence from work. Some absences are permissible by the Company as allowed by law, provided proper approval from the Human Resources Department is received. Absences allowed by Company policy may require written proof as well as approval from the Human Resources Department.

Work Practices

Attendance Control (continued)

The following is a list of permissible absences:*

- Annual Military Reserve Training
- Approved Personal Holidays
- Approved Personal Leave
- Bereavement Leave
- Blood Donation Leave
- Civil Air Patrol Leave
- Company Observed Holidays
- Disability Leave
- Election Judge Leave
- Family & Medical Leave
- Family Military Leave
- Immigration Appearances
- Jury Service
- Military Leave
- Personal Time Off (PTO)
- Pregnancy and Parental Leave
- Religious Accommodation Leave
- School Conference and Activity Leave
- Victims' Economic Security and Safety Leave
- Volunteer Emergency Worker Leave
- Voting Leave
- Witness Duty Leave

*Each listed permissible absence is subject to the terms, conditions, and limitations of Tempco's leave policy applicable to each type of permissible absence and such leave granted shall be consistent, and provided in accordance, with any applicable federal or state law that may cover or grant the right to such leave.

An employee's absence will be considered an "**excused absence**" when the absence is within the limits defined by policy and the employee has provided a timely request, or when a manager has granted prior approval for an absence. Excused absences that exceed the limit of allowable occurrences will be considered "**excessive**," hence subject to disciplinary action. In the event of a need for extended absences, see policies in Section 8 on leaves of absence.

An absence will be considered "**unexcused**" or excessive when the absence is not defined as permissible; when it exceeds the limits defined by policy; if the employee fails to provide timely notification, or if the employee fails to request and receive prior approval for any absence not defined by policies. Unexcused and excessive absences will result in disciplinary action, which may lead to termination.

You should also know that leaving work early before the end of your scheduled shift or workday will be considered an absence. Employees are required to arrange and deal with their personal affairs with minimal interruption to their work schedule. **An absence of three (3) consecutive workdays during which no notification is given to the employee's immediate supervisor or to the Human Resources Department will be considered job abandonment and constitute voluntary resignation.**

Tempco reserves the right to discipline employees for unexcused and excessive absences and/or tardiness. For such attendance violations, employees will be subject to disciplinary action, up to and including termination, as outlined below:

- **First Offense** – A verbal warning with written notice to the employee's personnel file.
- **Second Offense** – A discussion with the employee and a written notice to the employee's personnel file.
- **Third Offense** – A suspension without pay for two days and a written notice to the employee's personnel file.
- **Fourth Offense** – Grounds for termination of employment.

Disciplinary warnings accumulate and corrective action for any succeeding offense progresses to the next level. Disciplinary warnings that are over 12 months old are not considered. These guidelines are advisory only and do not change your **employment-at-will** status; Tempco may deviate from these guidelines at any time and in any manner.

Lockers

Lockers are provided for plant employees to store their personal belongings in during working hours. Valuables, including money, are stored at your own risk. Management recommends you lock your locker at all times. Tempco cannot be responsible for losses of any kind from your locker.

No coats, jackets, backpacks or any type of personal bags (with the exception of a small handbag) or cases, food or coolers will be allowed in the plant or washrooms. All items must be stored in your locker when you arrive in the morning. All food items and coolers are to be kept in the cafeteria and will not be allowed in the plant, production area, or washrooms. The only article of clothing that is allowed in the plant is a sweater with no pockets. Employees are not allowed to go to their lockers during the day.

It is your responsibility to keep your locker clean. In addition, no food items are to be kept in your locker.

Lockers remain the property of Tempco. Management reserves the right to open your locker for inspection at any time. Failure to permit an inspection or search of your locker may lead to disciplinary action, up to and including, termination.

Company Information Monitors

Tempco has information monitors located in the employee lunchrooms that often displays important information for employees about the employee benefits, upcoming events, new employee announcements, and other important information. Please make sure that you check these monitors periodically for important Company updates.

Bulletin Boards

Bulletin boards are the official business communication centers to keep employees informed about important Company news announcements and information regarding Company policy changes. Only Company authorized announcements may be posted on any Company bulletin board or area where announcements are generally posted.

It is your responsibility to check the bulletin boards daily and to read all newly posted information. The Human Resources Department is responsible for keeping the bulletin boards current and will provide you with assistance if you have questions regarding any posted information.

Handling Complaints and Employee Problems

Problems or misunderstandings arise occasionally in every organization. These may relate to work assignments, advancements, wages or any other work-related issues. No matter what the nature of a particular problem, if it is important to you, then it is important to Tempco, and you will have a full opportunity to voice your concerns.

It is our intent to sincerely attempt to resolve problems and complaints in a manner that is fair and equitable to all concerned. We have established the following procedure so that issues not resolved informally can be given prompt and respectful attention.

Step A – The first step toward resolving a problem is to discuss it with your supervisor.

Step B – If the problem is not resolved satisfactorily through Step A, you have the right to request a meeting with the responsible department manager. Your supervisor will arrange this meeting at a time convenient to both you and the department manager along with a representative of the Human Resources Department.

If the problem involves the supervisor, or bringing it to the supervisor would bring on embarrassment or fear of reprisal, immediately contact the Human Resources Department or any other member of management with whom you feel comfortable.

Tempco will not retaliate against any employee who in good faith makes a report of discrimination, harassment, or inappropriate conduct or assists in or cooperates with an ensuing investigation, nor will Tempco permit any employee to retaliate against another employee for these reasons. If an employee believes that he or she has been retaliated against in any way, he or she should report such retaliation in the same manner as described above.

Work Practices

Employee Meetings

Employees are required to attend employee meetings that take place during their regularly scheduled work hours. Employees may be requested to attend meetings that are scheduled at other times and will be paid for their attendance in accordance with applicable law.

Employee Suggestion System

Tempco encourages employees to submit ideas and suggestions to improve operations, reduce costs, and increase sales. Ideas and suggestions should be submitted verbally to your immediate supervisor or to a representative of management, or in writing to Human Resources.

Employees who submit suggestions are considered to be highly conscientious and are appreciated. All suggestions will be carefully reviewed. A copy of each submission will be put in your personnel file.

Work Performed Off Premises

It is Tempco's policy that all work necessary to perform your job is to be performed on Company premises only. No work projects and/or Company property are to be removed from Company premises, and no work shall be performed away from Tempco's Wood Dale facilities.

Company Property

The Company will furnish all necessary tools, uniforms, and equipment to complete job assignments. You are reminded that all items purchased by the Company remain the property of the Company and represent a very valuable asset of the Company. It is the responsibility of each employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were their own personal property. It is the policy of Tempco to hold employees responsible for tools and equipment lost, stolen or damaged through negligence. A periodic inventory of tools and equipment will be made.

All tools, uniforms, and equipment must be returned to the Company upon separation of employment.

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