

Outsourced Employee Handbook

Company Copy

I hereby acknowledge receipt of my copy of the Outsourced Employee Handbook for and understand that it is my responsibility to know and abide by its contents. I realize the handbook has been prepared for me as a guide, and that Tempco Electric Heater Corporation reserves the right to modify or terminate policies and/or procedures contained within this handbook, in whole or in part, at any time and without notice. I recognize that nothing in my handbook is intended as a contract of employment, and that my placement at Tempco as an outsourced employee may end at any time, for any reason, with or without notice at Tempco's discretion even if I had been previously informed that my placement at Tempco might last longer. I understand as an outsourced employee that I am not eligible to participate in any benefit plan maintained or administered by Tempco for the benefit of its regular employees. I further understand that no supervisor, manager, or representative of Tempco has the authority to enter into any agreement with me for employment for any specified period of time or to make any promises or commitments contrary to any policy or guideline established in this handbook.

Signed: _____

Name (please print): _____

Human Resources: _____

Date: _____

* **Note:** Throughout this Outsourced Employee Handbook, Tempco Electric Heater Corporation may be referred to as "Tempco" or "the Company."

Outsourced Employee Handbook

Employee Copy

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Notice

THIS OUTSOURCED EMPLOYEE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT

This handbook does not establish a contract (express or implied) between Tempco Electric Heater Corporation (“Tempco”) and any outsourced employee placed to work at Tempco by a staffing agency regarding the terms and conditions of employment, nor does this handbook alter the outsourced status of any such individual’s placement with the Company.

Outsourced employees utilized by Tempco are primary employees of the staffing agency that places such employees to work at Tempco. The staffing agency, as your primary employer, is responsible for the payment of your wages and providing you with any additional benefits that may be generally offered by the staffing agency to its employees. Outsourced employees are not eligible to participate in any Tempco benefit plan, and, therefore, are not entitled to those benefits, such as group health, dental or vision insurance coverage or to any other benefit that may be offered to Tempco’s regular employees.

The terms and conditions of your employment at Tempco, as an outsourced employee, may be controlled by the agreement by and between Tempco and the staffing agency. Your placement at Tempco, at Tempco’s discretion, may end at any time, for any reason, with or without notice even if you had been informed that your placement at Tempco may last longer. You should be aware that no supervisor, manager, or representative of Tempco, other than the Company’s President, has the authority to enter into any agreement with any individual for employment for any specified period of time or to make any promises or commitments contrary to any policy or guideline established in this handbook.

TEMPCO[®]

Outsourced Employee Handbook

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Outsourced Employee Handbook

Section 1

Employment Status

Outsourced Employee Handbook

Your relationship with Tempco is that of an outsourced employee. Your primary employer is the staffing agency that placed you to work at Tempco. The staffing agency, as your primary employer, will be responsible for the payment of your wages and to the extent applicable, benefits. If you are unsure as to what benefits you may be entitled to by reason of your employment, you should check with the staffing agency as your primary employer. As an outsourced employee, you are not eligible to participate in any Tempco benefit plan.

Your assignment to work at Tempco may only be a few days or a few months, however, regardless how long you may have been told your assignment at Tempco may last, it may end at any time for any reason at the discretion of Tempco or the staffing agency.

This handbook has been prepared to provide important information about our Company's personnel policies for outsourced employees on a purely advisory basis. It supersedes all prior policy statements and is designed to serve as a brief outline which we hope will answer many of your questions about our employment practices. Since we cannot be all-inclusive here, feel free to speak with your assigned supervisor if you have any additional questions.

Tempco Electric Heater Corporation is a dynamic organization operating in a competitive and changing business environment. Because of this, our personnel policies are under constant review and may be changed at any time with or without notice based on the needs of the business or the interests of employees. Final authority for the application and/or interpretation of information summarized in this handbook rests with Company management and the Human Resources Department. In the event policies are changed, the Human Resources Department will do its best to keep you informed.

Please read this booklet carefully. Speak with your assigned supervisor if you have any additional questions. We hope that your assignment at Tempco will be both challenging and rewarding.

The Company reserves the right to modify, suspend, delete, or change any of the policies, practices, or other provisions of this handbook, in whole or in part, at any time with or without notice. This handbook supersedes all previous verbal and written policies pertaining to the matters contained in this handbook.



Outsourced Employee Handbook

Section 2

Equal Employment Policies

Equal Employment Opportunity

Tempco is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. Tempco recognizes that every employee or applicant has the right to be free from unlawful discrimination and sexual harassment. As a result, Tempco strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of actual or perceived race (including traits associated with race, including hair texture and protective hairstyles, such as braids, locks, and twists), color, religion, creed, national origin, ancestry, ethnicity, sex, pregnancy (including childbirth and related conditions to pregnancy including reproductive decision-making), the need for a pregnancy-related accommodation, sexual orientation, gender (including gender-related identity, gender nonconformity, and status as a transgender or transsexual individual), age (40 and over), physical or mental disability (including unlawful discrimination against an individual because of the individual's association with a person with a disability), citizenship status, work authorization status, past, current, or prospective service in the uniformed services, military status, unfavorable discharge from military service, genetic information, order of protection status, marital status, arrest record (including an arrest not leading to a conviction, a juvenile record, or criminal history information ordered expunged, sealed, or impounded), conviction record (unless there is a substantial relationship between the previous criminal offenses and the position or the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public), status as a victim or perceived victim of domestic violence, sexual violence, gender violence, or any other crime of violence, credit history or credit report, or any other characteristic protected under applicable federal, state, or local law. All Tempco employees, other workers, and representatives are prohibited from engaging in unlawful discrimination or harassment and are further prohibited from engaging in any act of retaliation made unlawful by state or federal law (including because an individual has reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination). This EEO policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

Equal Employment Policies

Equal Employment Opportunity (continued)

We work hard at Tempco to promote the fulfillment of human potential and equal employment. Tempco's workplace culture is one that is based on mutual respect of the individual where we, as a team:

- Value and Respect Differences;
- Work and Interact with Each Other with Passion in Fulfillment of the Company's Mission;
- Understand that being Tolerant is Not Sufficient – We Focus on Inclusion of all Individuals to be part of the Tempco Team;
- Develop the Full Potential of Every Team Member Through Valuing and Respecting the Differences Between Us;
- Appreciate the Value of and Contributions of All Individuals; and
- Understand that Everybody Makes a Difference.

Equal opportunity and equal consideration will be given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, termination, recalls and social and recreational programs.

It is the responsibility of every manager and supervisor to practice fair employment to everyone at all times. Any alleged violation of the equal employment opportunity policy by any manager, supervisor, employee, or any other individual who engages with Tempco employees must be reported immediately to the Human Resources Department.

Illinois Human Rights Act

Under the Illinois Human Rights Act, all employees have the right to employment free from unlawful discrimination or sexual harassment. Employees have the following rights to:

- Be free from unlawful discrimination or sexual harassment in the workplace;
- File a charge of discrimination or sexual harassment; and
- Obtain certain reasonable accommodations such as those based on pregnancy and disability.

Also, harassment based on a person's pregnancy, childbirth, or pregnancy-related condition is a form of unlawful discrimination under the Illinois Human Rights Act. Accordingly, Tempco also prohibits any such harassment based on a person's pregnancy, childbirth, or pregnancy-related condition.

Everyone has a right to be free from illegal discrimination and unlawful harassment in the workplace and to be protected from retaliation for reporting incidents of discrimination, harassment, participating in an investigation, or helping others exercise their rights.

TEMPCO DOES NOT TOLERATE HARASSMENT IN THE WORKPLACE. Harassment of employees or non-employees (meaning an individual who is not otherwise a Tempco employee but is directly performing services for Tempco pursuant to a contract; e.g., a temporary laborer or outsourced employee) on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or citizenship status that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment will not be tolerated. Therefore, the Company affirms its interest to maintain a work environment (regardless of the physical location an employee is assigned to perform his or her duties) free of discriminatory harassment of any kind. Harassment in the workplace or related to one's conditions or terms of employment serves no legitimate purpose and has a disruptive effect on an individual's ability to perform his or her job properly.

(continued)

Illinois Human Rights Act (continued)

Sexual harassment of employees and non-employees will also not be tolerated. Sexual harassment is unwanted, deliberate, or repeated sexual behavior. Sexual harassment can include the display of sexually suggestive objects, signs, magazines, or pictures, or the sending of sexually suggestive emails or text messages to individuals who do not want this attention. Sexual harassment can also be a subtle or direct requirement that a sexual or social relationship is part of your job. Sexual harassment can relate to either gender or occur between individuals of the same sex.

Prohibited actions or conduct that could be viewed as sexual harassment in nature are:

Unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment (the term “working environment” is not limited to a physical location an employee is assigned to perform his or her duties).

To maintain a work environment free from harassment, and in compliance with Illinois law, Tempco will provide annual sexual harassment prevention training to all employees.

Employees who have complaints of harassment, including, but not limited to, any of the conducts listed by a supervisor, management official, other employee, customer, vendor or any other person in connection with your employment at Tempco, should immediately bring the matter either to their immediate supervisor, the Human Resources Department or any other member of management with whom the individual employee feels comfortable.

All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. We take allegations of harassment very seriously and will actively investigate all harassment complaints. If it is determined that harassment has occurred, management will take appropriate disciplinary action up to and including discharge of the offending party.

You should note that Tempco will not retaliate against any employee who makes a report of discrimination, harassment, or inappropriate conduct or assists in or cooperates in 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.

Complaint Procedure

If you believe that you have experienced either any form of unlawful discrimination, retaliation, or harassment, including sexual harassment, you should report your concerns to your assigned supervisor or to Tempco’s Human Resources Department or to any other management official that you feel comfortable reporting such concerns. Tempco will take all such concerns seriously and take prompt and corrective action, if necessary, to remedy any unlawful or perceived unlawful conduct.

Also, the Illinois Department of Human Rights (IDHR) can investigate charges of employment discrimination. For further information, you may contact the IDHR at www.illinois.gov/dhr or by calling the IDHR at (312) 814-6200 or (866) 740-3963 (TTY). The IDHR’s offices are located at 555 W. Monroe Street, 7th Floor, Chicago, Illinois 60661.

Be assured that no retaliation will be taken or tolerated against an employee who reports an alleged violation of Tempco’s equal employment opportunity policy or against anyone who participates in an investigation regarding a reported violation of this policy or helps others exercise their right to complain about discrimination.

Equal Employment Policies

Americans with Disabilities Act

It is Tempco's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Tempco is committed to complying with federal and state employment laws protecting qualified individuals with disabilities from discrimination and providing such individuals with reasonable accommodations as necessary. Accordingly, Tempco complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Illinois Human Rights Act (IHRA), and all applicable state and local laws. Consistent with those requirements, Tempco will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If you have a disability that interferes with your ability to perform your job, you should contact your supervisor or Tempco's Human Resources Department to discuss possible reasonable accommodations that may enable you to perform the essential functions of your job. If you are unable to perform the essential functions of your job because of a disability, even with a reasonable accommodation, Tempco will appoint you to a vacant and available position for which you are qualified to perform provided that the assignment or transfer is otherwise reasonable and does not present an undue hardship upon Tempco.

The Americans with Disabilities Act defines "disability" as: (1) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (2) a record of such impairment; or (3) being regarded as having such impairment. "Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. The determination of whether an impairment substantially limits a major life activity will be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment, low-vision devices, prosthetics, hearing aids, mobility devices, or oxygen therapy equipment.

Whistleblower Policy

Tempco will not retaliate against any employee, whether outsourced or otherwise, who 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.



Outsourced Employee Handbook

Section 3

Family and Medical Leave Act

Family and Medical Leave

Basic Leave Entitlement

The FMLA provides that where two or more businesses exercise some control over the work or working conditions of the employee, the businesses may be joint employers under the FMLA. Therefore, in a joint employment relationship, the primary employer is responsible for giving required notices to its employees. Consequently, as an outsourced employee placed to work at Tempco through a staffing agency, it is the staffing agency who is your primary employer.

Accordingly, if you require FMLA leave, and you are otherwise eligible for such leave, you should contact the staffing agency that placed you at Tempco as it is the staffing agency's responsibility, as your primary employer, who is to provide you with the required notices under the FMLA and determine your eligibility for any permitted leave under the FMLA. Furthermore, any job restoration right under the FMLA is the primary responsibility of the primary employer. Tempco will not interfere with your attempt to exercise rights under the FMLA nor discriminate against you for opposing a practice which is unlawful under the FMLA.

If you require further information regarding your FMLA rights you should contact the staffing agency that placed you to work at Tempco. If you would like to know more about your rights, generally, under the FMLA, you are also free to consult the employee posters and notices that Tempco posts for all employees.



Outsourced Employee Handbook

Section 4

Workers' Compensation Act

Workers' Compensation

Basic Entitlement

As an outsourced employee of the Company, you are protected under the Illinois Workers' Compensation Act, and, consequently, you are eligible to receive workers' compensation wage and medical benefits through the staffing agency that placed you to work at the Company. In the event that you are injured or become ill arising out of and during the course of your employment at Tempco, you should follow the procedures outlined below to report your injury and avail yourself to the benefits under the Illinois Worker's Compensation Act.

Reporting an Injury

Should you sustain any injury or illness arising out of and during the course of your employment with the Company, you must report the illness or injury to your assigned supervisor immediately after the illness or injury occurs, regardless of the extent or seriousness of the illness or injury. Upon reporting your illness or injury, the Human Resources Department will be notified and will determine the appropriate course of action for pursuing medical treatment in accordance with the policies of your staffing agency.

Submitting a Claim for Workers' Compensation

Due to the nature of the joint employment relationship between the Company and the staffing agency that placed you to work at Tempco, the staffing agency, as your primary employer, handles all claims for workers' compensation. You should follow the procedures established by the staffing agency for submitting your claim. If you have further questions regarding your rights under the Illinois Workers' Compensation Act, you should contact the staffing agency that assigned you to work at Tempco.



Outsourced Employee Handbook

Section 5

Paid Time Off Policy in Compliance With the Illinois Paid Leave for All Workers Act

Paid Time Off - PTO

Tempco provides outsourced employees with paid time off (PTO) from work. Tempco believes that having paid time off from work is important for outsourced employees to maintain their health and well-being, care for their families, or to use for any other reason that benefits them. The official period for use of PTO time is the calendar year from January through December.

Under this policy, PTO may be taken for any reason or purpose, including vacation days, sick time, unpaid leaves permitted under federal or Illinois law (including unpaid bereavement leave), or any other personal unpaid time away from work not otherwise provided for by Tempco. Tempco encourages all outsourced employees to use their full allotment of PTO each year. Except if otherwise prohibited by law, the first 40 hours of PTO time used by an outsourced employee under this policy in a calendar year is intended, and shall be deemed, to include such leave time an outsourced employee has earned and is eligible to use under the Illinois Paid Leave for All Workers Act, 820 ILCS § 192/1, et seq. (“IPLFAW Act”) unless the outsourced employee notifies Tempco at the time that the PTO is requested that they do not wish to utilize such time available under the IPLFAW Act, but, rather, wishes to reserve such PTO time for use at a later time within the calendar year, and, instead, use ordinary PTO (provided such ordinary PTO time is available to the outsourced employee), subject to the Company’s rules and procedures for use of such PTO time. Any PTO time utilized under the IPLFAW Act will be administered in accordance with the provisions of the IPLFAW Act and the applicable administrative rules of the Illinois Department of Labor.

Paid Time Off Policy – IPLFAW Act

Paid Leave Benefits - Current Employees

For current outsourced employees assigned to Tempco as of January 1, PTO will be frontloaded, and therefore earned, each calendar year and vests on the first day of the subsequent calendar year (i.e., January 1) as long as an outsourced employee remains assigned to Tempco. The maximum amount of PTO an outsourced employee can earn on a calendar-year basis (i.e., January 1 through December 31), beginning January 1, 2024, is as follows:

Hours of Service (as of 12/31 of the previous calendar year)	Annual PTO Vested on January 1st Maximum Allowed
Less than 6000 hours worked	40 Hours
6000 hours or more worked	80 Hours

For outsourced employees actively working at Tempco on January 1, 2024, Tempco will credit such employees PTO time in 2024 in accordance with the table, above.

Tempco will provide each outsourced employee assigned to the Company with written notice on or before January 1 of each calendar year informing them of how many PTO hours such employee is receiving for the upcoming calendar year under this policy.

Paid Leave Benefits - New Employees

For newly retained outsourced employees assigned after January 1st in a calendar year, 40 hours of PTO will be frontloaded in that calendar year on a pro rata basis based on the outsourced employee's initial date of assignment and such pro rata PTO time will be considered earned upon the first day of assignment provided outsourced employee remains assigned to Tempco for 90 calendar days. For example, if an employee's first day of assignment at Tempco is April 1st, Tempco will frontload 30 hours of PTO ($9/12 \times 40$ hours) on April 1st. A new outsourced employee, however, will only be eligible to begin using such PTO time 90 calendar days after commencement of their assignment.

Requests for PTO

PTO Time Under the IPLFAW Act

Outsourced employees using PTO earned under the IPLFAW Act, are required in requesting such PTO to provide their supervisor with at least seven calendar days' prior notice before the leave is to begin. If the need for PTO is not foreseeable, then the outsourced employee shall provide such prior notice to their assigned supervisor as soon as is practicable after the outsourced employee learns of the need for the leave. An outsourced employee will not be required to provide a reason for taking PTO time and Tempco will not require the outsourced employee to provide any type of documentation, including a certificate or form, as proof or support for the reason to use such PTO time. An outsourced employee may request to use such PTO time by making an oral or written request to their directly assigned supervisor. The outsourced employee's assigned supervisor or the Human Resources Department will record the request in its business records.

(continued)

Requests for PTO (continued)

Tempco reserves the right to deny an outsourced employee's request to use PTO time under this specific section when the PTO leave may interfere with Tempco's core operational needs, including when such leave may result in more than five percent of an operational group or department to be absent at any one time. In deciding as to whether to deny a request for such PTO, Tempco will consider, beyond core operational needs, whether the outsourced employee has had, and will continue to have, an adequate opportunity to use all PTO time in the calendar year such employee is entitled to use under the IPLFAW Act. If a request for such PTO time is denied, Tempco will maintain a record of its reason(s) for the denial.

PTO Time Not Required by the IPLFAW Act

For PTO time not required under the IPLFAW Act (i.e., PTO time used in excess of 40 hours), such PTO time must be scheduled at least 30 days in advance with your assigned supervisor and must be approved by the department manager. Tempco reserves the right to deny an outsourced employee's request to use PTO time under this specific section for business reasons.

Use of PTO

PTO Time Under the IPLFAW Act

Outsourced employees using PTO earned under the IPLFAW Act, subject to the provisions of this policy, may use such leave for any reason of their choosing. In using such PTO time, outsourced employees have the discretion to determine how many PTO hours they need to use in the calendar year except such employees are required to use PTO time in increments of not less than two hours per day. If using PTO in increments of less than eight hours per day, outsourced employees must provide Tempco with prior advance notice at the time such PTO time is requested that such time will be taken in increments of less than a full workday (i.e., less than eight hours).

Outsourced employees will be allowed to use such PTO before using any other leave benefit provided by Tempco or by federal or Illinois laws. Outsourced employees are also equally allowed to use any other leave benefits (paid or unpaid) for which such employee is eligible to use that is provided either by Tempco or by federal or Illinois laws before using PTO earned under the IPLFAW Act.

PTO Time Not Required by the IPLFAW Act

For PTO time not required under the IPLFAW Act (i.e., PTO time used in excess of 40 hours), outsourced employees are required to use such PTO time as scheduled and in increments of not less than eight hours per day.

Paid Time Off Policy – IPLFAW Act

Carryover

There is no carryover of PTO hours from one calendar year to the next calendar year. All unused PTO hours not used within the calendar year shall be forfeited.

Termination of Assignment

On termination of assignment at Tempco for any reason, subject to the terms and conditions of this PTO policy, outsourced employees will be paid any unused PTO hours at the time of such termination.

Concurrent FMLA Leave

To the extent allowed by law, you may elect, and Tempco may require, that eligible leave taken under the Family and Medical Leave Act (FMLA) run concurrently with leave available under this PTO policy for the same purposes as your FMLA leave.

Administration of Leave Policies

Tempco's Human Resources Department is responsible for the administration of Tempco's PTO Policy. If you have any questions regarding this policy or if you have questions about any type of leave not addressed in this policy, please contact Tempco's Human Resources Department for assistance.



Outsourced Employee Handbook

Section 6

Lunch and Rest Periods

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.

In addition, plant employees working eight (8) hours or more in a workday are entitled to a paid ten (10) minute rest period in each half of their regular shift, paid by the Company. There are three (3) morning and three (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 – 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.

(continued)

Lunch and Rest Periods

Plant 2 – 610 N. Central Avenue

For Plant 2, employees' lunch period, except of 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 eight (8) hours or more in a workday are entitled to two paid ten (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.



Outsourced 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 appointed time and to work your entire scheduled shift.

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 assigned 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 the length of your assignment to work at Tempco. 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 they receive proper approval from the staffing agency as your primary employer and Tempco's Human Resources Department. Absences allowed by Company policy may require written proof as to the reason for your absence. Permissible absences allowed by law include absences for family and medical leave. In the event of a need for family or medical leave, see Section 3 on the Family and Medical Leave Act.

In addition to permissible absences allowed by law, your staffing agency may provide for paid holidays or vacation. To determine whether your staffing agency provides for any paid time off, you should contact the staffing agency directly. In the event that the staffing agency does provide paid holidays or vacation, the Company will recognize those holiday or vacation days as permissible absences, provided that you obtain and complete the appropriate request form and receive proper approval from Tempco's Human Resources Department.

(continued)

Work Practices

Attendance Control (continued)

An outsourced employee's absence will be considered an **"excused absence"** when the absence is within the limits defined by policy and the outsourced 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 Family and Medical leave, see Section 3 on the Family and Medical Leaves Act.

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 outsourced employee fails to provide timely notification or if the outsourced employee fails to request and receive prior approval for any absence not defined by Company policy. Unexcused and excessive absences will result in disciplinary action, which may lead to termination of your work assignment at Tempco.

You should also know that leaving work early before the end of your scheduled shift or workday will be considered an absence. Outsourced employees are required to arrange and deal with their personal affairs with minimal interruption to their work schedule. **An absence of three (3) consecutive days during which no notification is given to the outsourced employee's assigned supervisor or to the Human Resources Department will be considered job abandonment and constitute your decision to voluntarily resign your outsourced work assignment at Tempco.**

Unexcused and excessive absences and/or tardiness are subject to disciplinary action, up to and including termination of your assignment at Tempco, as outlined in the guidelines below:

- **First Offense** — A verbal warning with written notice to the staffing agency.
- **Second Offense** — A discussion with the outsourced employee and a written notice to the staffing agency.
- **Third Offense** — A suspension without pay for two days and a written notice to the staffing agency.
- **Fourth Offense** — Grounds for termination of assignment.

These guidelines are advisory only as Tempco may deviate from these guidelines at any time and in any manner.

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.

Company Information Monitors

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

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 management, 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 assigned 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 or you may talk to the staffing agency that placed you at Tempco.

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 your primary employer (the staffing agency) to discuss the issue or problem.

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

Electronic Sign-In

Tempco utilizes TimePro® biometric timeclocks as part of its electronic timeclock 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, as an outsourced employee who are required, as a condition of assignment at Tempco, 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 outsourced employees are prohibited from utilizing Tempco's TimePro® timeclocks and from submitting any biometric information or data to Tempco until you first sign 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 in Section 8 of this handbook.**

All outsourced 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. Outsourced 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 of assignment at Tempco.



Section 8

Biometric Information Privacy Policy

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.

Biometric Information Privacy Policy

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.
- 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.



Outsourced Employee Handbook

Section 9

Safety, Health & Emergency Procedures

Workplace Illness

If you become ill on the job, you are to report the problem to your immediate supervisor. Your supervisor will notify the Human Resources Department, which will then do one of the following, depending on the seriousness of the symptoms:

1. Send you home.
2. Send you to the Company designated clinic or hospital, or call an ambulance. The Human Resources Department will then notify a family member as to where you have been taken.

As soon as the situation is handled your supervisor, in conjunction with the Human Resources Department representative, will document all pertinent facts, names and times.

Workplace Accidents

If an accident occurs on the job, it is your responsibility to report it at once to your supervisor, who in turn will notify the Human Resources Department. All accidents, injuries or illnesses that occur while at work must be reported immediately no matter how slight they may appear. Failure to report accidents or injuries on a timely basis may result in disciplinary action.

In the case of an injury caused by a burn, **you must be checked by a physician at once.**

Management will respond in one or more of the following ways, depending upon the severity of the injury:

1. If minor, cleanse the wound and administer first aid.
2. Send the employee to the Staffing Agency designated clinic and/or hospital.
3. Call an ambulance. The Human Resources Department representative will then notify a family member as to where the employee has been taken.
4. Complete an accident report. Turn-in report to the Human Resources Department.

In the event of a vehicular accident involving a Company-owned vehicle or while on Company business, employees should report all information immediately to the police and to Tempco. In no instance should responsibility for an accident be expressed to anyone until the proper person in the Company has been notified and permission has been obtained to make statements.

Family Emergency

In the event the office receives word of an emergency related to a member of your family, you will be notified by the Human Resources Department as soon as possible and if necessary, arrangements will be made for you to return home immediately.

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.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at Tempco, or to create a hostile, abusive, or intimidating work environment for one or more employees. 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.

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.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

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 outsourced workers, and anyone else on Company property. Violations of this policy by you will lead to the immediate termination of your assignment at Tempco. Tempco may also pursue 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.

Robbery

During Tempco's day-to-day business operations, we are not required to keep cash on hand. **In the unlikely event of a robbery, remember: DO NOT PANIC OR DO ANYTHING WITHOUT FIRST THINKING IT THROUGH. DO NOT ATTEMPT TO BE A HERO OR EXPOSE YOURSELF TO UNNECESSARY DANGER.**

Do exactly what the robber asks. Immediately upon their departure, contact a supervisor or the Human Resources Department and they will call the police. Any information acquired by observing the robbery may be helpful (e.g., clothing, appearance, etc.), so please be alert.

In Case of Fire

If a fire occurs, report the emergency and location to your immediate supervisor, Human Resources Department, or the plant engineering manager if it is safe to do so. If the circumstances do not allow you to report the fire, then proceed to the nearest exit to safely exit the building. Report to your designated assembly area outside of the building in accordance with Tempco's Emergency Action Plan.

In most cases, as part of our emergency planning, you may be trained in the proper use of fire extinguishers. Employees are not to attempt to extinguish electrical fires unless trained to do so. Instructions are posted in each work area on what to do in case of fire.

Emergency Evacuation Procedures

On the first day of work, each outsourced employee will be shown the emergency evacuation routes for the facility and will be trained in the procedures for evacuation.

Outlined below is a summary of the emergency evacuation rules. Know these rules and be prepared to follow them if the need arises:

- You should know and recognize the signal of the facility's evacuation alarm.
- When directed to evacuate, do so immediately in an orderly fashion. Do not stop at washrooms, closets, or lockers. Walk quickly out of the building, but **DO NOT RUN**.
- Know the locations of all emergency exits from your workspace and out of the building. Use the closest safe available exit door when evacuating the building. A map of the facility layout depicting evacuation/escape routes and assembly areas is posted in each department.
- Once you are out of the building, go directly to your predetermined assembly area. If you do not know this location, check with your immediate supervisor. Do not re-enter the building for any reason unless directed by your evacuation team leader, a member of senior management or someone else in actual authority such as a fireman or police officer. **DO NOT LEAVE THE GROUNDS**. All personnel must be accounted for when a head count is taken in the parking lot assembly area.
- After evacuation, stay with your group. Do not attempt to get involved in the emergency situation unless asked to do so. Emergency teams are specially trained to deal with the problem. Do not interfere with emergency crews trying to do their job.

Safety and Health

Tempco is committed to maintaining a safe workplace. Tempco believes strongly that employees, outsourced or otherwise, are its greatest asset, and their safety is our greatest concern. Throughout the Company, safety is a high priority in terms of management's time and attention, as it is essential to the successful operation of Tempco.

Safety requires a team effort and is everyone's full-time job. Being alert during the performance of your duties will prevent accidents to you and others. No job is so important and no job effort is so urgent that you cannot take the time to perform work safely in order to prevent accidents.

Tempco prides itself on providing all employees with a clean and safe environment to work and flourish. However, it is your awareness of safety and its importance that makes the Company a safe place to work. This is why safety plays such an important role in your job performance evaluations. You may jeopardize your job by consistently practicing poor safety habits, or knowingly engaging in unsafe work practices. Keep in mind that if you are careless you not only endanger yourself, but others as well.

The Company encourages you to accept and fulfill your individual responsibility, to think and act safely, and to conduct yourself in accordance with our safety rules. We encourage you to remind your coworkers to work safely and to point out unsafe acts to others. If there is any doubt in your mind about a possible unsafe practice regarding your job, or any other unsafe condition that you may observe, you should report it to your supervisor immediately.

If you witness any unsafe conditions or potential safety or health hazards (such as wet floors/broken equipment/defective tools), you must report them to your assigned supervisor immediately or if your assigned supervisor is unavailable, then the condition should be reported to the Human Resources Department as soon as possible.

No Retaliation

Tempco prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. All employees have the right to report work-related injuries and illnesses, and Tempco will not discriminate, or otherwise retaliate against any employee for reporting work-related injuries or illnesses.

Disregard of any Company safety rule and/or regulation may result in termination of your assignment at Tempco.

Safety Rules and Regulations

Each individual working at Tempco shall comply with occupational safety and health standards and all rules, regulations and orders that are applicable to his or her job. All such individuals are encouraged to submit suggestions to their assigned supervisor or the Human Resources Department that may improve safe working practices or promote a safe and healthy working environment.

The following is a list of Tempco's safety rules and regulations:

1. All unsafe conditions should be reported to your assigned supervisor at once.
2. All defective materials or tools must be brought to the attention of the supervisor in order to be removed and their use discontinued for the safety of all employees.
3. Use tools only for their intended purposes. Do not use broken or dangerously dull tools.
4. All injuries, however slight, should be reported to your supervisor at once. First aid supplies are available at specific locations within the building.
5. Know where the fire extinguishers are located, and if you have been trained on the proper use of a fire extinguisher in the workplace, then you should use it in accordance with your training, otherwise you should evacuate the building immediately in accordance with Tempco's Emergency Action Plan.

(continued)

Safety Rules and Regulations (continued)

6. Safety glasses will be provided by the Company. They will be used at all times while working in the production areas of the plant.
7. Hearing protection devices are supplied by the Company for jobs that require them. Employees must wear them if they are so instructed.
8. Employees must wear personal protective equipment at all times while on the production floor that is provided or mandated by the Company.
9. Shorts, open-toe shoes, sandals and/or high heel shoes are not to be worn by plant personnel.
10. Good housekeeping throughout the facility is essential to safety, efficiency and satisfactory working conditions. Please do your share in helping keep the facility clean.
11. Employees will not operate any equipment until their supervisor has instructed them as to proper operating procedures and techniques.
12. Never operate or attempt to operate any piece of equipment or machinery or be present on the plant floor while under the influence of any drug or controlled substance, legal or illegal, that could impair your physical abilities or senses.
13. Non-authorized personnel shall not remove any lock-out tag or lock-out device on any machine or attempt to start-up or operate any machine that is being serviced by authorized maintenance personnel.
14. Learn to lift the correct way. Bend knees. Keep back erect. Get help for heavy loads.
15. No scuffling or horseplay on the job.
16. Do not run within the work area.
17. Sharp edges projecting from any source should be dulled or corrected to eliminate the hazard.
18. Keep guards and protective devices in place at all times during operation of machines and tools. Removal of guards is strictly prohibited! Employees are also prohibited from bypassing any machine guard or protective device or from placing any part of their body into an area of a machine or piece of equipment where work is actually performed upon material being processed (point of operation) or where an associated danger zone exists during a machine's operation.
19. Do not allow raw material, finished goods or trash to accumulate in the aisles.
20. Flowing ties, long sleeves, loose fitting clothing, jewelry or long hair shall not be worn around moving equipment or machinery.
21. When on deliveries or service calls, employees are not to pick up hitchhikers. Drivers must adhere to and obey all traffic laws including the wearing of seat belts. The Company will not be responsible for any fines incurred due to moving violations or any act of negligence by the driver or passenger.
22. Do not operate equipment if it is not running and/or functioning properly, or if it appears to be broken or unsafe. To do so could be a potential hazard to you and to other employees. Malfunctioning equipment must be reported to your assigned supervisor immediately.
23. Follow all safety rules and policies at all times while working at Tempco.

Company safety policies and rules are for your protection and the protection of all other employees working around you. Everyone's safety depends upon a thorough understanding of all applicable safety rules and always requires you to perform your job using safe work practices.

Good Housekeeping

It is far more pleasant, and safer too, for everyone to work in a clean environment. When each employee helps keep our facility clean, both efficiency and safety will increase. A few common-sense procedures follow:

1. All work areas and aisles must be kept clear of stock and debris.
2. A minimum clearance of three (3) feet shall be maintained around all fire extinguishers, drinking fountains, alarm boxes and power panels.
3. All waste should be placed in the proper containers provided.
4. 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.
5. Food and drink other than water are not allowed in the plant areas.
6. The no-smoking policy will be observed at all times.
7. The lunchroom is provided for your convenience. It is an air-conditioned area that offers you a place to get away from the plant to enjoy your rest and lunch periods. It is equipped with vending machines, microwave ovens and refrigerators. We ask that you give extra attention to maintaining this room and to keeping the equipment clean and free of leftover foods. This will allow your fellow employees to enjoy a clean area when it is their turn for lunch, and provide a sanitary environment for all. Receptacles have been provided for your wastepaper, scraps and other leftovers.
8. The Company makes every effort to keep the washrooms clean and sanitary at all times. Please exercise extra care in doing your part to keep these facilities clean by properly disposing of all waste paper, such as hand towels, in the waste containers. Also, do not place any trash items in the toilets.

Heat Illness Prevention

During the summer season, employees, at times, may experience high temperature and humidity on the production floor. Employees should understand that exposure to heat can cause illness and death. Risk factors for heat illness includes:

- High temperature and humidity
- Heavy physical labor
- Low liquid intake
- Heavy or non-breathable clothing

Symptoms of Heat Illnesses

Symptoms of Heat Exhaustion	Symptoms of Heat Stroke
<ul style="list-style-type: none"> • Headache, dizziness, or fainting • Blurred vision • Weakness and wet skin • Irritability or confusion • Thirst, nausea, or vomiting 	<ul style="list-style-type: none"> • Confusion, unable to think clearly, pass out, collapse, or have seizures • Very high body temperature • May stop sweating

Tempco wants to make sure that when such conditions exist, employees take precautions to reduce their risk to heat-related illnesses. Accordingly, when the work environment is hot, employees are encouraged to frequently drink small amounts of cool water, with up to four cups per hour recommended, to stay hydrated (avoid caffeinated drinks). Employees should eat regular meals and snacks as such food typically provides enough salt and electrolytes to replace those lost through sweating as long as enough water is consumed. Employees who do not take precautions can possibly suffer from heat exhaustion or heat stroke.

Employees must immediately report to their supervisor if they experience any symptoms or signs of heat illness in themselves or their co-workers, so that Tempco can respond with medical attention, as appropriate.

In order to prevent heat-related illnesses during days where the ambient air temperature or humidity may be high, Tempco may implement various work practices to help employees avoid the effects of such heat stress which may include more frequent breaks, longer access to air-conditioned lunchrooms, access to chilled drinking water and other hydrating liquids and refreshments.

Security

Notify your assigned supervisor if you observe any suspicious individuals or situations, or unauthorized visitors. All doors, files, desks, gates and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Any concerns about security should be directed to the manager of each individual department and/or the Human Resources Department.

Access to Company Premises

For purposes of safety and security, only authorized Tempco personnel will be admitted in the Company work areas. All visitors to the Company must enter through the office reception area, be approved by management, and escorted by an employee while on the premises. This requirement applies to all outside visitors including former employees and family members. As a reminder, employees are not permitted to loiter about the premises after their work shift has ended. Disregard for security policies may result in disciplinary action.

Chemical Safety and Hazardous Materials

Tempco has established a hazard communication program for the safety for all employees. Tempco will comply with all applicable federal and state and health standards. Tempco's hazard communication program complies with OSHA requirements to inform employees about the content of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to protect themselves from these chemicals, and the location of Safety Data Sheets (SDS). SDSs contain specific, detailed information about the chemical's hazard using a specified format. SDSs are readily available to all employees during their work shift. Employees can review SDSs for any hazardous chemical used at Tempco. SDSs are maintained on Tempco's computer network and can be found in your work area by accessing any computer terminal located on Tempco's production floor. Employees are instructed to find either a department head or any supervisor to access any SDS on Tempco's electronic database. If you would like to review any SDS maintained by Tempco, simply ask your supervisor, the Purchasing Manager, or anyone in the Human Resources Department. The Safety Data Sheets are updated and managed by the Purchasing Manager. If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by asking their assigned supervisor or by calling the Purchasing Manager. If neither individual is immediately available, then you can contact the Human Resources Department located in the front office.

Safety Glasses

Safety glasses that meet the requirements of this policy must be worn in the plant area at all times. Failure to wear required safety glasses that meet the requirements of this policy will subject an outsourced employee to discipline, up to and including reassignment.

Outsourced employees will be provided with safety glasses that must be worn in the plant area at all times. Two pairs of safety glasses will be issued to each individual. It is the responsibility of the individual to exchange these glasses when they either show considerable wear or become broken (a maximum of two pairs of glasses will be issued within a twelve 12-month period). The old glasses must be turned-in in order to have a new pair issued. This equipment will be signed for by the individual and replaced at his or her expense if lost or stolen.

If an outsourced employee wears prescription eyeglasses, then such prescription wear must be safety-rated to provide adequate protection to the employee (including side shields) from flying particles, molten metals, liquid chemicals or caustic liquids, if not, then the employee must wear Company-provided safety glasses over such prescription glasses.

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Hearing Protection

The nature of some of our production processes generates noise levels that require hearing protection. In order to comply with governmental (OSHA) safety codes, all plant employees for their protection and in compliance with the law, must at all times wear hearing protection devices; these devices are provided by the Company. They will be issued by your supervisor at Company discretion and on a need to wear basis. All plant employees will be required to take annual hearing exams provided by the Company and at the Company's expense.

Warning – Personal Protective Equipment Must Be Worn at all Times!

Failure to comply with Company policy regarding the use of safety glasses, protective clothing, footwear or hearing protection will result in disciplinary action, including, but not be limited to, oral or written warnings, suspension or even termination. Repeat offenders will be subject to termination of employment.

Fetal Protection Notice

The law prohibits employers from excluding pregnant female employees from hazardous working conditions even if it is known to the employer that the employee's exposure will cause adverse health risks to the employee's fetus. While Tempco strives to maintain a safe and healthy working environment, working with certain workplace substances or chemicals within the working environment may pose a health risk to a fetus. If you are pregnant and you are concerned about the effects your job or working environment may have on your unborn child, and you wish to disclose that information to the Company, Tempco will agree to openly discuss the issue with you and will consider alternative work assignments or reasonable accommodations if such modifications are requested for the protection of the fetus.



Outsourced Employee Handbook

Section 10

Company Rules

Alcohol and Drug Policy/Drug-Free Workplace

Tempco is strongly committed to maintaining a safe and healthy work environment for all employees. Therefore, **TEMPCO HAS A ZERO TOLERANCE POLICY ON DRUGS AND ALCOHOL. AS PART OF THIS POLICY, NO ILLEGAL DRUGS, INTOXICATING BEVERAGES, OR LEGAL DRUGS THAT MAY AFFECT OR IMPAIR YOUR PHYSICAL ABILITIES OR SENSES ARE ALLOWED ANYWHERE ON TEMPCO PREMISES, INCLUDING THE PARKING LOT AND SURROUNDING AREAS.**

The use of alcohol and/or drugs can impair work performance and threaten the safety of all Tempco employees. For this reason, the Company prohibits substance use and/or abuse in the workplace. Employees are strictly prohibited from using any drug or controlled substance, legal or illegal, that may impair or affect your physical abilities or senses. Prohibited drugs and controlled substances include all illegal drugs and legally prescribed drugs or controlled substances that have the potential to impair your physical abilities or senses, which includes, but is not limited to the following:

- a. Alcohol
- b. Cannabis or any of its derivatives
- c. Opiates (i.e. Percocet, OxyContin, Vicodin)
- d. Depressants (i.e. Valium, Xanax)
- e. Any other substance that has similar effects on the body and/or mind

Employees are further strictly prohibited from operating any piece of Company equipment or machinery while under the influence of any drug or controlled substance that may impair or affect your physical abilities or senses.

Compliance with this policy is considered to be a term and condition of your employment.

On-the-Job Use, Possession, Sale, Distribution or Manufacture

The use, possession, sale, distribution or manufacturing of controlled substances, such as the compounds listed under the Federal Controlled Substance Act or a similar state statute, or legally prescribed drugs that may adversely affect your physical abilities or senses, such as narcotic or hallucinogenic drugs or substances, or any alcoholic beverage, by anyone while on Company premises is prohibited. All other legally prescribed drugs are permitted on Tempco premises, provided the drugs are contained in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the person in possession. Violation of this policy by an employee is considered misconduct and will result in disciplinary action up to and including termination of employment.

Unauthorized possession or use of alcoholic beverages is not permitted on Company time or premises. Any use of illegal drugs or other controlled substances is strictly prohibited on Company time, premises, or at any Company business or social function. Disregard of these policies may result in termination of employment.

Smoking and Tobacco 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 smoke free environment in order to create a healthy, comfortable, and productive place to work for its employees.

SMOKING and CHEWING TOBACCO are strictly prohibited at Tempco anywhere on Company property, including outside the building or in the parking lots.

At Tempco, we feel very strongly about enforcing the NO SMOKING and NO CHEWING TOBACCO policy. 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.

Zero Tolerance for Workplace Violence

To ensure a workplace safe and free of violence for all employees, the Company prohibits the possession or use of any type of weapon anywhere on Company property. Employees are prohibited from bringing or otherwise carrying weapons, including firearms, tasers and knives (except authorized work tools), inside Company buildings, structures, or other areas or structures and possession of a valid concealed weapons permit or license is not an exception to this policy. Any employee in possession of a firearm or other weapon while on Company property will be subject to disciplinary action, including termination. This policy applies to all Company-owned or leased vehicles. To enforce this policy and protect our employees' safety, we reserve the right to search all Company-owned or leased vehicles and all vehicles, packages, containers, purses, briefcases, backpacks, lockers, desks or persons entering or located on Company property. Any violation of this policy, including refusal to promptly permit a search under this policy, will result in prompt disciplinary action, up to and including termination.

This policy, however shall not be interpreted to prohibit any employee who is lawfully licensed to carry a concealed weapon from carrying a concealed weapon, a particular type of concealed weapon or ammunition in such employee's own vehicle regardless of whether the motor vehicle is used in the course of employment or whether the vehicle is driven or parked on property used by the company. Nonetheless, such employees shall keep all weapons stored in their vehicles out-of-sight and in a secure location such as in the trunk or locked glove box. Outsourced employees who are not lawfully licensed to carry a concealed weapon are prohibited from possessing any weapons in any vehicle parked or located on Company property.

The Company may, at its discretion, inspect any locker, package, desk, purse, toolbox, vehicle or other personal belongings brought onto the Company's premises in connection with the investigation of any policy violation or in the maintenance of a safe workplace. Any employee who interferes, obstructs, or fails to cooperate with any inspection may be subject to discipline, up to and including termination.

Cameras or Other Recording Devices in the Workplace

Tempco has a zero-tolerance policy with regards to employee use of cameras or other recording devices (e.g., camera phones) in the workplace. Cameras of any kind are strictly prohibited in any production or manufacturing areas. If you bring a cellular telephone or other device with a camera into the facility, you must keep the phone or device “turned off” and stored in your locker. Employees should regard this policy as an explicit statement that Tempco does not consent to the photographing or recording of any person or product, including but not limited to any information where disclosure of such information would be detrimental to Tempco’s competitive interests. This policy is designed to protect employee privacy as well as the Company’s trade secrets and other confidential business information. **Violation of this policy will result in termination of your assignment at Tempco.**

Confidentiality of Company Information

The Company and its employees, individually and as a whole, have a strong and legitimate interest in maintaining the confidentiality of information relating to Company manufacturing processes, products, sales, personnel and other aspects of Company operations.

Confidentiality of Company information is critical if the Company is to maintain its competitive position and its favorable image among its customers and the general public.

Consistent with this policy, any document containing such information may not be removed from Company premises without permission from the Company president.

All such information will be used for Company purposes only and may not be disclosed to persons outside the Company or to employees to whom disclosure is not required.

Therefore, in order to maintain confidentiality and preserve these important interests, all employees are expected and required to maintain the confidentiality of all information known by the employee in the course of their employment. This includes information not generally known to persons outside the Company, where disclosure of such information would be detrimental to Tempco’s competitive interests. Such information may include, but is not limited to, information pertaining to Company strategic plans, engineering designs and development projects, manufacturing processes, customer names and/or lists, distribution network, sales data, vendor lists, marketing strategy, financial data, engineering drawings (whether for products manufactured by Tempco or raw materials purchased by Tempco), drawings related to Tempco’s manufacturing equipment including tooling, jigs, dies and fixtures, bills of material, prices and price lists other than those published for public viewing, and employee information.

Unauthorized disclosure and/or violation of Tempco’s confidentiality policy will be viewed most seriously and will be grounds for immediate termination and possible legal action.

Entering/Leaving the Building

Since plant employees are not permitted to return to the parking lot during the working day, they should make certain to take any personal or necessary items with them from their cars each morning.

Due to the fact that plant personnel may not leave the building during lunch or break periods, they are advised to bring their own lunches. As a convenience, Tempco provides vending machines with food, snacks and soft drinks, and with microwaves to warm your food.

Coats and/or jackets, briefcases, lunch boxes, coolers and large personal bags are not permitted in your work area. All personal items should be stored in your lockers in the morning except for food and coolers, which should be put in the cafeteria in the morning.

Plant personnel are not permitted in the lunchroom during working hours other than assigned lunch and break periods. Coffee, soft drinks and other beverages, except for plain water, are not permitted in the plant at any time.

Fruit, snacks and other food may not be eaten in the plant or washrooms at any time. Food must be eaten in the lunchroom only.

Grooming and Attire

At Tempco, we have a strong policy concerning employees' grooming and attire. There are three reasons for this:

1. We believe that an organization functions more effectively if its employees are well groomed and neatly dressed in a business-like manner. Maintaining this type of appearance demonstrates to others that you care and reflects favorably on the entire Company.
2. We have many customers and visitors touring our facility. Therefore, it is important that all employees reflect the professional image of the Company.
3. Safety is always a concern and an important aspect of your job. Portions of the plant such as the foundry have areas where sparks may fly, or hot splashes may occur. Bracelets, rings, or long hair could get caught in machinery; therefore, these items are not allowed. Long hair must be contained in a hair net.

As a result of the above, we take a very serious position regarding the appearance of individuals working at Tempco. This means that we expect you to be neat, clean, and to wear appropriate clothing for work. If you have any questions about the appropriateness of your appearance, talk to your assigned supervisor, who will be glad to guide you in this area.

Clothing and accessories shall not contain any offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images. The following items of clothing are not acceptable for the plant work environment:

- Sleeveless T-shirts
- Clothing bearing offensive language
- Excessively loose or bulky clothing — for safety reasons
- Excessively short skirts
- Torn or ragged garments
- Shorts, tube tops, cut-off shirts
- Sandals (The foot may not be exposed. This means no open-toe or open-heel shoes.)
- High heel shoes
- Other clothing not considered by management to be appropriate for the work environment

Shirts must be worn and buttoned at all times in the plant.

(continued)

Grooming and Attire (continued)

For safety reasons, certain areas of the plant have more stringent dress codes than others. This includes the wearing of protective clothing and a prohibition against wearing dangling jewelry, whether bracelets, necklaces, or earrings. In addition, if you are working around machinery and have long or loose hair, you will be required to wear a hair net.

Your supervisor will advise you of your work area's specific requirements.

Any employee who comes to work inappropriately dressed or groomed will be counseled about appearance by his or her supervisor. If this situation occurs again, the employee will be sent home, at his or her expense, to change to proper attire.

In addition, hygiene is very important. We expect employees to keep their hands clean, to use moderation in the use of cologne/perfume, and to avoid the use of excessive makeup. Long hair must be properly restrained to avoid safety hazards. Exaggerated beards/mustaches are not acceptable. As mentioned above, safety is an extremely important factor in establishing our appearance guidelines for plant personnel. In addition, we expect our employees to look neat, clean, and well groomed.

Any employee that requires a reasonable accommodation relative to Tempco's grooming and attire policy for reasons based on religion, disability, or other grounds protected by federal, state, or local laws should contact their supervisor or a representative from the Human Resources Department. Tempco grants reasonable accommodations unless the accommodation would cause an undue hardship on Tempco.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Any employee who comes to work inappropriately dressed or groomed will be counseled about appearance by his or her supervisor. If this situation occurs again, the employee will be sent home, at his or her expense, to change to proper attire.

Social Media

Tempco recognizes that the Internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest Tumblr, blogs, and wikis. However, employees' use of social media can pose risks to Tempco's confidential and proprietary information, reputation, and brands, can expose the Company to discrimination and harassment claims, and can jeopardize the Company's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that Tempco's IT resources and communications systems are used appropriately as explained below, Tempco expects its employees to adhere to the following guidelines and rules regarding social media use. Employees should understand that Tempco's other policies that might apply to social media use remain in full force and effect. Employees should always adhere to them when using social media.

(continued)

Social Media (continued)

The intent of Tempco's Social Media Policy is not to restrict the flow of useful and appropriate information, but to minimize risk to Tempco and its employees. Therefore, in order to maintain Tempco's reputation and legal standing, the following subjects may not be discussed by employees on any form of social media: (1) Tempco's confidential or proprietary information; (2) the confidential or proprietary information of Tempco's customers, partners, vendors, or suppliers; (3) any embargoed information such as launch dates, release dates, and pending reorganizations; (4) Tempco's intellectual property such as patents, drawings, designs, software, ideas or innovations; (5) Tempco's business practices that either falsely disparages Tempco or its business practices or places Tempco in a false light; (6) the disparagement of Tempco's or a competitors' products, services or business prospects; (7) any explicit sexual references; (8) any reference to illegal drugs; or (9) any post, display or comment about coworkers or supervisors of Tempco that are vulgar, obscene, threatening, intimidating, harassing, or a violation of Tempco's workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.

Notwithstanding the foregoing, nothing in this policy shall be construed to limit, in any way, your rights under any applicable federal, state or local law to engage in any activity or communication protected by law.

Parking

The Company provides parking spaces for employees. We suggest that you lock your car at all times. The Company is not responsible for theft or damage to vehicles parked in the Company parking lot. Any theft or damage that occurs to your vehicle must be reported to the local authorities and to your insurance company.

Unauthorized vehicles left and/or parked in the Company parking lot or employee vehicles parked in other than their designated parking area will be subject to towing at the employee's expense.

The parking lot is part of Company property and is to be maintained in a clean manner by not littering. Employees found littering the parking lot will be subject to disciplinary action.

Patents and Copyrights

Any patent or copyright developed by an employee of Tempco is and remains the property of Tempco, and patents must be assigned to Tempco. Any information pertaining to such patent or copyright must remain on Company premises.

Personal Mail

Personal mail and/or parcels may not be sent to employees via the Company.

Personal Phone Calls

Employees are limited to making personal phone calls only during their rest and lunch periods and only in the cafeteria or locker room areas.

In addition, no personal phone calls received by the Company will be directed to the shop floor. Instead, emergency phone calls only will be handled by a Human Resources representative, who will take a message for the intended party.

Solicitation and Distribution

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Tempco has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

“Solicitation” is defined as trying to solicit for any cause or organization, including, but not limited to, obtaining business of any type, including the selling of products or services, requesting funds, seeking political or petitioner support of any kind, or conducting opinion, investigatory or other types of surveys or polls. “Distribution” is defined as giving out or leaving on tables any type of literature, pamphlets, product samples or materials. “Working time” means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

Solicitation in working areas during working time of either the person doing the soliciting, or the person being solicited, is prohibited. Distribution of literature unrelated to job performance is not permitted in working areas at any time.

Individuals may not solicit or distribute using Company property, such as Company e-mail systems, fax machines, voicemail or bulletin boards. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations of any kind.

Unauthorized solicitation or distribution by non-employees for any purpose on Company property is strictly prohibited at all times. **Violation of these rules will be subject to disciplinary action, up to and including termination of your assignment.**

Nothing in this policy shall be interpreted to preclude or dissuade employees from engaging in legally protected activities (including but not limited to discussing wages and other working conditions with co-workers, taking action with one or more employees to improve working conditions or addressing issues of mutual concern) protected by state or federal law including rights under the National Labor Relations Act.

Use of Company Forklifts

The use of Company forklifts is restricted to authorized personnel only. Unauthorized use will be subject to disciplinary action up to and including termination of your assignment.

Use of Company Materials, Tools and Equipment

Every effort is made to provide you with the needed supplies and materials required for you to do a good job. The removal of materials for use other than that intended by the Company is not permitted.

It is your responsibility to maintain and properly care for materials, tools and equipment that you use. Personal use of Company equipment either during or after normal working hours is strictly prohibited. Unauthorized removal and use of materials, tools and equipment subject you to termination of your assignment at Tempco.

Use of Company Telephones

Your personal business is something that is best handled outside of working hours and away from the Company. The use of our phones is limited to Tempco business. Since our telephone switchboard is very busy, please advise friends and relatives not to call you during working hours except in the case of an emergency. Incoming emergency calls will be referred to the Human Resources Department or your supervisor. Employees are permitted to place personal calls only during non-working time periods.

Cell Phone Usage

Employees are restricted from using or reviewing their cellphones in their work area or any other work area of Tempco's premises during working hours unless such use is required for a Tempco business purposes (e.g., maintenance employee requires picture of a machine or process to troubleshoot) and prior express permission has been provided by either Tempco's President or CFO. Cellphones are not to be visibly carried with you, rather they should be securely locked in your locker or kept in your purse or pocket during and throughout business days. Personal cellphone usage will be allowed only in the shop cafeteria or locker room areas and only during your designated lunch or break. Failure to comply with this policy may result in disciplinary action up to and including dismissal.

Workplace Privacy

We respect each individual and we do not want to interfere with your private life or activities. We want you to understand, however, that personal activities that interfere with job performance or the conduct of our business become a matter of concern to the Company. Accordingly, in an effort to prevent or detect theft, substance abuse, violation of Company policies, and outside competitive activities, investigation and monitoring of employees may take place. Monitoring may occur through computer or telephone communications.

In addition to employee monitoring, investigations may be conducted if there is or may be a direct impact on workplace performance, or if reasonable cause/suspicion exists that any Company policy is being violated or workplace safety is threatened. Investigations may occur through searches of lockers, desks, files, personal belongings (including purses and briefcases) and cars. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent to any search under this policy may result in termination of your work assignment at Tempco.



Outsourced Employee Handbook

Section 11

Standards of Conduct

Unacceptable Behavior

Failure to follow any of the rules listed below may subject you to termination of your assignment at Tempco. These rules are not intended to be all-inclusive, and the Company reserves the right termination your assignment for any reason not included herein:

1. Falsification of any Company document, including any job application, time record, reports pertaining to absence from work, claims pertaining to injuries occurring on Company premises, accident or injury reports, claims for benefits provided by the Company, communications or records including personnel and/or production records and any other Company-related reports.
2. Giving false fire alarms, or causing false fire alarms to be given, or tampering with plant protection equipment.
3. Sabotage or subversive activity of any kind.
4. Misusing, destroying or stealing company property or another person's property.
5. Engaging in workplace violence, threats of violence, fighting, horseplay, or malicious pranks. This includes unauthorized possession or use of weapons or explosives on Company premises.
6. Violation of any Company policy regarding the use, abuse, possession, sale, and manufacturing of drugs, controlled substances, and/or alcohol.
7. Striking another person (whether employee, supervisor or manager) or fighting while on Company time or Company premises at any time.
8. Theft of any Company, customer or other employee's property on Company premises or at any time.
9. Willful abuse or deliberate destruction of Company property, tools or equipment, or of any property on Company premises at any time.
10. Insubordination — a willful and deliberate refusal to follow reasonable and lawful orders given by a supervisor or a member of management.
11. Violation of the Company's equal employment opportunity policy or sexual harassment policy.
12. Committing an illegal act while on Company property, regardless of whether the act was committed during the employee's shift.
13. Altering any employee time record regardless of whether it is the employee's own record or that of another employee.
14. Intentionally using or inputting another employee's clock-I.D. number into the TimePro® timekeeping system.

(continued)

Unacceptable Behavior (continued)

15. Conviction of a crime where there is a substantial relationship between the crime committed and the circumstances of the employee's job, or where the continuation of employment in light of the conviction would involve an unreasonable risk to Tempco's property or an unreasonable risk to the safety or welfare of a specific individual or the general public.
16. Reporting for work or entering the plant under the influence of, or when suffering from a hangover from alcohol or any illegal drug.
17. Threatening, intimidating, coercing or interfering with any person on Company premises at any time.
18. Sleeping on the job or otherwise wasting Company time.
19. Altering, defacing or removing governmental or Company notices and bulletins that are posted on the Company bulletin board.
20. Gaining unauthorized access to Company records and files whether they are locked or otherwise.
21. Handling or operating machines, tools or equipment that do not come within the employee's authority. Careless or negligent use of Company owned tools or equipment.
22. Failure to immediately report any job-related injury or accident to management.
23. Unauthorized leave from the work area during work schedule exceeding the time allowed for scheduled break and lunch period.
24. Violation of Tempco's Solicitation and Distribution policy.
25. Unauthorized distribution of literature in the work area or posting on Company property.
26. Engaging in unnecessary shouting, catcalls, or whistling that is intended or perceived to demean or unlawfully harass another employee.
27. Engaging in horseplay, practical jokes, gambling, selling merchandise or general loitering while on Company property. This applies to non-shift time as well as shift time.

(continued)

Unacceptable Behavior (continued)

28. Having non-employees on Company property at any time without authorized permission.
29. Using profane language on Company property, which in management's opinion is offensive or threatening to guests or to other employees.
30. Running, traveling, or operating a motor vehicle in an unsafe manner on Company premises, including the Company parking lot.
31. Failing to obey warning signals.
32. Communicating Tempco's confidential information to unauthorized persons.
33. Changing a schedule or trading hours with another employee without the approval of your supervisor or manager.
34. Habitual tardiness and/or absenteeism.
35. Defacing, soiling or using graffiti on bathroom walls or any other Company property.
36. Providing false information to any supervisor, member of management or human resources official, or otherwise engaging in any act of deceit or fraud.
37. Intentional damage to any automobile on Company property.
38. Violation of any safety rule, practice or procedure.

If you have any questions or comments about anything contained in the handbook, please feel free to discuss the matter with your supervisor or the Human Resources Department.

Remember, when in doubt, just ask!

In the event of any alleged inconsistency between the English version of this Office Employee Handbook and the Spanish version, the English version shall prevail.

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Outsourced Employee Handbook

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En caso de cualquier supuesta inconsistencia entre la versión en inglés de este Manual del Empleado de la Planta y la versión en español, prevalecerá la versión en inglés.

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