



Office Employee Handbook

Section 1 Welcome

Welcome to Tempco

It is a pleasure to welcome each new employee to our organization. With this Employee Handbook, we have tried to discuss most of the things you will need to know about Tempco — what it stands for and how it operates. This Employee Handbook, however, does not attempt to describe the specific requirements of your particular job. Instead, it deals with day-to-day matters such as our mission, working hours, vacations, holidays, paydays, policies, and yes, even rules and regulations.

It is Tempco's philosophy that each employee is an individual who deserves to be treated with respect and dignity. However, for that reason, it is virtually impossible to develop policies and procedures that will anticipate or control every situation that arises. It is important to understand that this Employee Handbook is not a contract, and your employment with Tempco is "at will." You should know that each or any of these policies or procedures may be changed as the organization requires, with or without notice, and nothing contained in this Employee Handbook shall be construed as creating an express or implied obligation or contract on the part of Tempco.

The most important thing for you to know as you join us is that you are entering into a highly specialized world of business that centers around the manufacturing of high-quality heating elements and related products. We are one of the largest manufacturers of electric heating elements in the country, and we provide our products to the plastics, rubber, packaging, medical and food service industries, among others.

So, it is true . . . the better the quality of our products and the higher degree of service we provide to our customers, the sooner we earn the number one position among our competitors, not only in this country but also in the world! And that depends on you; you are very important to us because if you are successful in your job, we will be increasingly successful in our field.

We wish you success and satisfaction in your job, and we hope you enjoy your employment at Tempco Electric Heater Corporation.

Sincerely,

A handwritten signature in black ink, appearing to read "Fermin A. Adames".

Fermin A. Adames

President

Brief Summary of Tempco's History

Tempco Electric Heater Corporation was founded by Fermin Adames, Sr. in August of 1972 to manufacture electric heating elements for a wide range of industrial, commercial, scientific and medical applications. Mr. Adames' foresight, ingenuity and dedication to hard work and high quality have led Tempco to become one of the best electric heating elements manufacturers in the world.

Tempco's initial manufacturing facility consisted of 1,500 square feet with a labor force of approximately three employees. The first manufactured products were high and low watt density cartridge heaters and Duraband®, a patented mica insulated band heater. During the Company's early years, Mr. Adames made a commitment to an ongoing program for the research and development of new and improved products, thus broadening our product line on a yearly basis in order to satisfy the diversified market area in which various types of heating elements are used.

Today we manufacture approximately thirty different types of heating elements and thermocouples with hundreds of design variations. Some of our products were original developments in the industry, for which Tempco holds patents. Many of our manufactured products are UL certified and CSA recognized. In addition to our standard product line, in early 1982, we set up a modern full-service nonferrous foundry and machine shop for making aluminum and/or bronze cast-in heaters, utilizing the permanent mold and no-bake sand processes.

Over the years, we have grown from the original 1,500 square foot building to 5,000 square feet in 1974 and 10,000 square feet in 1976; in 1982, we constructed a new manufacturing and office facility consisting of 35,000 square feet. An additional 23,000 square feet of manufacturing space was added to this building in late 1982.

Today we occupy our second and third built-to-suit offices and manufacturing facilities consisting of a 130,000 square feet building and a 44,000 square feet building, both located in Wood Dale, Illinois. Our labor force in 2023 consisted of over 400 employees, and our annual sales are in the millions. Our products are sold nationally and internationally through our network of sales representatives and distributors and through our own distribution center located in Mexico City. We serve original equipment manufacturers and end-users alike in the plastics, rubber, packaging, aerospace, automotive, medical and food service industries. We also service numerous industries where our products are used for heat processing.

As a member of our team, you will be proud to know that Tempco is one of the most respected names in the electric heating element industry.

Your Employee Handbook

This Employee Handbook has been prepared to provide information about our personnel policies and benefits for office 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 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 and benefits 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 or benefits are changed, the Human Resources Department will do its best to keep you informed.

This Employee Handbook does not constitute a contract and it does not guarantee ongoing employment, employment security or specific benefits. The employment relationship that you enjoy at Tempco is “at-will.” This means that you may voluntarily leave your employment at any time and, likewise, the Company may terminate the employment relationship at any time for any or no reason. Any oral or written statements to the contrary are disavowed and should not be relied upon by a prospective, current, or former employee.

Tempco’s management is committed to making this Company a good place to work premised upon the respect of all individuals. The Company’s basic values of cooperation, hard work and doing one’s best are vitally important because we are all working together as a team to serve the needs of our customers and the mission of Tempco.

Each employee has an important function as part of our team to assure that customers’ requirements are met. To assist you in this objective, we have prepared this Employee Handbook. As you read this Employee Handbook, it will help acquaint you with our culture and our values and will provide important information about Company policies and benefits.

Please read this Employee Handbook carefully. Speak with your supervisor if you have any additional questions. We hope that your employment here 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 Employee Handbook, in whole or in part, at any time with or without notice. If questions regarding the benefits or policies described in this Employee Handbook should arise, they should be directed to your direct supervisor. The final decision on any question regarding interpretation of the Company’s policies rests with the executive management of the Company. This Employee Handbook supersedes all previous verbal and written policies regarding the matters contained herein, including previous versions of this Employee Handbook.