



Office Employee Handbook

Section 2 The Employment Process

Pay Transparency Policy (Effective January 1, 2025)

Tempco will include the pay scale and benefits for a position in any job posting, and if a third-party is engaged to announce, post, publish, or otherwise make known a job posting of Tempco, Tempco will provide the pay scale and benefits for the job position to the third-party (or a hyperlink to the pay scale and benefits) and will require the third-party to include the pay scale and benefits (or the hyperlink to the pay scale and benefits) in the job posting.

If a public or internal posting for a job, promotion, transfer, or other employment opportunity has not been made available to the applicant, then Tempco will disclose to the applicant the pay scale and benefits to be offered for the position prior to any offer or discussion or compensation or will make such disclosures at the applicant's request.

Tempco will announce, post, or otherwise make known all opportunities for promotion to all current Tempco employees no later than 14 calendar days after it makes an external job posting for an open position.

Tempco will not refuse to interview, hire, promote, or employee, and will not otherwise retaliate against an applicant for employment or an employee for exercising any rights under this policy or under 820 ILCS § 112/10(b-25).

Tempco will maintain records of job postings, pay scales and benefits for a period of five years.

Application for Employment

All applicants for employment must utilize the standard Tempco employment application form. The application must be fully completed, dated, and signed by the applicant. A résumé cannot be accepted as a substitute for a completed employment application. The form must be completed in detail and signed by the applicant to allow for the verification of the accuracy of previous employment and the completeness of other information. The Company may investigate any portion of the application form as permitted by law and may deny or later terminate the employment of anyone giving false or incomplete information.

It is essential that all applicants sign their employment application. The signature provides specific protection for the Company and the applicant. If hired, the completed application will be made part of the employee's personnel file.

As part of this process, Tempco will require information from the prospective employee's previous employers relative to his or her work record in connection with the application for employment. However, Tempco will not make any inquiry into a job applicant's wage history, as Tempco is committed to promoting equal pay and to prohibit discrimination in compensation based on sex or other protected characteristics.

The Employment Process

Pre-Employment Screening

It is Tempco's policy to hire the best qualified individual for an open and available position.

As part of the process of weighing an applicant's qualifications and determining an applicant's suitability for open positions, Tempco requires background checks for all finalists for a position. These background checks are conducted by a consumer reporting agency and Tempco may make an employment decision based on that information as permitted by federal and Illinois law, and Tempco complies with relevant requirements under the Fair Credit Reporting Act.

All applicants for employment with Tempco are asked to sign a release form authorizing the appropriate background checks. Any applicant who refuses to sign a release form will not be eligible for employment consideration. Applicants also are expected to provide references from their former employers as well as educational credential information that can be used to verify academic accomplishments and records.

Background checks will include verification of information provided on the completed application for employment, the applicant's résumé or on other forms used in the hiring process. Information to be verified includes, but is not limited to Social Security number, previous address, employment history, and educational credentials as stated on the application.

Employment screening assessments and skills tests related to the demands of the job may also be required to determine an applicant's suitability for the job.

The background checks may also include a criminal record check. Tempco will not inquire into the existence of such records as part of the pre-employment screening process. That is, Tempco will not inquire about or require disclosure of an applicant's criminal record or criminal history until the individual has been determined qualified for the position and notified of an interview, and when there is no interview, then Tempco will not inquire into or require disclosure of the applicant's criminal record or criminal history until after a conditional offer of employment has been made to the applicant. If a criminal conviction is discovered, a determination will be made whether there is a substantial relationship between the criminal conviction and the position for which the individual is applying for at Tempco, or whether granting employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. An applicant is not obligated to disclose sealed or expunged records of conviction or arrest.

If an applicant is not offered employment wholly or partly because of information obtained in an employment check conducted by the consumer reporting agency, the applicant will be informed of the disqualifying conviction or convictions that are the basis for the preliminary decision and Tempco's reasoning for the disqualification, a copy of the conviction history report, if any, and an explanation of the employee's right to respond to the notice of the employer's preliminary decision before that decision becomes final. The employee will also be given the name, address, and phone number of the agency to contact if he or she has specific questions about the result of the check or wants to dispute its accuracy.

Pre-Employment Credit Investigation

A thorough credit investigation will be conducted in accordance with applicable law on every employee in the following circumstances: (1) if state or federal law requires bonding or other security covering an individual holding the position; (2) if the duties of the position include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more; (3) if the duties of the position include signatory power over business assets of \$100 or more per transaction; (4) if the position is a managerial position which involves setting the direction or control of the business; (5) if the position involves access to personal or confidential information, financial information, trade secrets, or state or national security information; (6) if the position meets criteria in administrative rules, if any, that the U.S. Department of Labor or the Illinois Department of Labor has promulgated to establish the circumstances in which a credit history is a bona fide occupational requirement; or (7) if the employee's or applicant's credit history is otherwise required by or exempt under federal or state law. Credit investigations, if applicable, will only be conducted with the knowledge and written authorization of the prospective employee.

(continued)

Pre-Employment Credit Investigation (continued)

For all other employees, in accordance with the Illinois Employee Credit Privacy Act, Tempco will neither inquire about an applicant's or employee's credit history as part of the employment application process, nor order or obtain an applicant's or employee's credit report from a consumer reporting agency either as a part of the employee's initial background check for employment or otherwise. Furthermore, except in the seven (7) instances outlined above, Tempco will not discriminate against an individual with respect to hiring, employment, compensation, or a term, condition, or privilege of employment because of the individual's credit history or credit report.

Any applicant who provides misleading, erroneous or willfully deceptive information to Tempco on an employment form, résumé, or in a selection interview will be immediately eliminated from further consideration for employment with Tempco; if an offer has been extended, Tempco may withdraw it.

Federal Law Eligibility Requirements for Employment

The federal government requires that within three business days of your first day of work, you must complete an employment eligibility verification form (I-9 Form) and show us documentation proving your **identity** and your **eligibility** to work in the United States.

If you have previously worked for Tempco, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 Form is no longer valid.

I-9 Forms are maintained separately from other personnel records and are treated as confidential. If you need additional information about the I-9 Form, please contact the Human Resources Department.

Employees will not be allowed to continue employment without providing documents establishing their identity and employment eligibility.

Driver Record Inquiry

If you are expected to drive a Company vehicle or where your job may involve significant use of your own personal vehicle for business purposes, you will be required, as a condition of employment, to provide the Company with your current and acceptable motor vehicle driving information as well as consent for Tempco, or its agents, to obtain your most current driver record abstract from the appropriate state agency. If you are to drive a Company vehicle or have access to such a vehicle you must possess a valid driver's license appropriate for the vehicle to be operated on the job. Where an employee's job responsibilities involve significant amount of driving of the employee's own personal vehicle for business purposes, Tempco may also require the employee to name Tempco as an additional insured on any personal automobile liability policy insuring such vehicle or driver.

Any employee providing false information about his or her driving record will be subject to immediate dismissal.

Medical Examinations

Tempco may conduct medical examinations of employees where such examinations are job-related and consistent with business necessity. Such medical examinations will be conducted after an offer of employment has been made, but before an individual begins work. Under such circumstances, an offer of employment will be conditional upon the successful completion of such medical examination subject to the Company's ability to provide reasonable accommodations to a qualified individual with a disability. Medical examinations shall be conducted by a Company appointed physician at the Company's expense and shall be administered in compliance with applicable law. **All information and documents from medical examinations shall be maintained separately from the individual's general personnel file and shall be kept strictly confidential.**

Drug and Alcohol-Free Workplace Policy

Tempco is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property or who use its products. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential. Tempco believes that a working environment free from drug and alcohol abuse is healthier, safer, and more productive and is a condition desired by all employees and their families.

As a result, Tempco is committed to providing a safe, healthy, and productive workplace that is free from alcohol and unlawful drugs as classified under local, state, or federal laws, including marijuana, while employees are working on Tempco's premises and while operating employer-provided vehicles. While the use of marijuana has been legalized under Illinois law for limited medical uses and for adults age 21 and older for recreational use, it remains an illegal drug under federal law and its use as it impacts the workplace is prohibited by Tempco's policy. Employees that work while under the influence of drugs or alcohol pose a safety risk to themselves and others with whom they work.

To ensure a safe, healthy, and productive work environment free from drugs and the influence of alcohol, the Company has devised a written Drug & Alcohol-Free Workplace Policy and an Alcohol and Controlled Substance Testing Policy (collectively the "Drug and Alcohol Policy"). **This Drug and Alcohol Policy will be provided to all employees in addition to this Employee Handbook and all employees, including temporary and leased employees, employed at the Company's Wood Dale, Illinois facilities shall be subject to the terms and conditions of the Drug and Alcohol Policy.** Employees who violate Tempco's Drug and Alcohol Policy may be subject to discipline, up to and including termination, as set forth in the Drug and Alcohol Policy.

Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform their supervisors or Tempco's Human Resources Department if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to Tempco's reasonable accommodation policy found in the **Americans with Disabilities Act** section located in Section 3 of this Employee Handbook.

TEMPCO HAS A ZERO TOLERANCE POLICY ON DRUGS AND ALCOHOL.

Drug and Alcohol Screening and Testing

For purpose of detecting drugs or alcohol, Tempco will conduct, in accordance with the Company's Drug and Alcohol Policy, the following tests:

Pre-Employment.

Tempco requires that every newly hired and rehired employee be free of illegal drug use and controlled substance abuse. Consequently, the Company will test all applicants, whether new employees or rehires who have received a conditional offer of employment, for the presence of illegal drugs. Each offer of employment shall be conditioned upon the successful completion of a test for controlled substances as prescribed by the Company's Drug and Alcohol Policy and as permitted by law. This pre-employment drug screen is to ensure compliance with, and enforcement of, Tempco's zero tolerance policy on drugs and to assure a safe working environment for all employees.

Random.

Tempco will conduct on a periodic basis, without advance notice to employees subject to testing, random drug or alcohol testing that is not based on individualized or reasonable suspicion. The pool of employees subject to random testing shall be all employees actively employed at the Company's Wood Dale, Illinois facilities and such selection shall be done on a neutral and objective selection process by an independent entity utilizing a computer-based random number generator or other reliable random process where each employee in the pool has an equal chance for testing regardless of whether the employee has been selected or tested previously.

Reasonable Suspicion.

Tempco will conduct reasonable suspicion drug or alcohol testing if the Company believes, based upon specific objective and articulable facts, that an employee is using or has used alcohol or other drugs in violation of Tempco's Drug and Alcohol Policy. Therefore, employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs, including marijuana, or alcohol, or both.

Post-Accident.

Tempco will conduct post-accident drug or alcohol testing when (i) a workplace accident has resulted in an injury to a person that is reportable or recordable under applicable OSHA standards, or when the accident has resulted in damage to property, including to equipment, in an amount reasonably estimated at the time of the accident to exceed \$1,000.00 and (ii) there is an objectively reasonable basis to believe that drugs or alcohol contributed to the workplace accident.

Tempco utilizes a five-panel drug screen which will screen an individual for the presence of Cocaine, Amphetamines, Opiates, Phencyclidine (PHP) and Tetrahydrocannabinol (THC)—marijuana) in an individual's body.

Pursuant to Tempco's Drug and Alcohol Policy, job applicants who test positive will have their conditional job offers withdrawn and employees who test positive will be subject to discipline, up to and including immediate termination of employment as permitted under applicable federal or state law.

An individual's cooperation with such drug or alcohol screening is required as a condition of employment. Refusal to cooperate with such a request is grounds for termination.

Employees dealing with drug and alcohol problems should utilize Tempco's Employee Assistance Program (EAP) to address these problems before job performance is affected. For more detail on the EAP program, please see the **Employee Assistance Program** section located in Section 4 of this Employee Handbook.