



Office Employee Handbook

Section 3

Getting Started and EEO Policies

Quality: Our Most Important Product

The most important thing for you to know as you join Tempco is that you are entering an industry where the most significant difference between our competitors and ourselves is the high degree of **quality and service we provide to our customers.**

Other heating element manufacturers may offer similar products, but it is the way in which we produce our products and service our customers that has earned us the outstanding reputation we currently enjoy in our industry.

We are dedicated to providing the finest products of their kind in our industry. We must always make our customers feel positive about having chosen our products rather than a competitor's product. **Our employees can assist us in accomplishing this goal for the Company; that is why you are so important to us, and why we hope you will enjoy your association with Tempco.**

Orientation

As a new employee with Tempco, there is a great deal of information you need to know about your job, your benefits, the Company and its goals.

Once you have accepted the offer of employment with us and you have passed the drug screen and pre-employment physical, your supervisor will discuss your job duties and areas of responsibility. The Human Resources Department will cover the Company's policies and procedures. A copy of our employee handbook is given to each new employee, and we ask that you read it thoroughly. And remember, do not hesitate to ask your supervisor or the Human Resources Department if there is anything about your job you do not understand. It is the best way to learn, and we want to help you succeed in your new job.

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.

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 leased 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.

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.

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Getting Started and EEO Policies

TEMPCO DOES NOT TOLERATE HARASSMENT IN THE WORKPLACE. (continued)

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 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.

Americans with Disabilities Act

It is Tempco's policy that we will not discriminate against qualified individuals with a disability with regards 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.

Religious Accommodation

Tempco will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices consistent with applicable federal or state law.

Pregnancy Accommodation

It is Tempco's policy not to deny employment opportunities or benefits to or take adverse action against an otherwise qualified job applicant or employee who requests or requires reasonable accommodations to the known medical or common conditions related to the pregnancy or childbirth of the applicant or employee. Accordingly, pursuant to state and federal law, Tempco will provide reasonable accommodations to employees and applicants affected by pregnancy, childbirth, and related conditions unless providing such accommodations would impose an undue hardship on the ordinary operation of Tempco's business. See Pregnancy and Parental Leave Policy in Section 8 of this Employee Handbook.

Illinois Equal Pay Compliance

Tempco prohibits, as required by the Illinois Equal Pay Act, discrimination in compensation on the basis of sex or the African American race, and as well as on the basis of other protected categories under either federal or state law. Employees in the same work location who perform the same or substantially similar work will be paid at the same rate regardless of their sex, race, or any other protected category, except where differences in pay are based on:

- A seniority, merit, or incentive system.
- Any legitimate business factor, other than an employee's sex, race, or other factor that would constitute unlawful discrimination.

This policy covers jobs that require substantially similar skill, effort, and responsibility and are performed under similar working conditions. If you believe that you have been discriminated against in violation of this policy, you should immediately report your concerns to Tempco's Human Resources Department. For more information on how to report concerns about your pay, please see the Employee Complaint Procedure found earlier in this section.

Pay Transparency

Tempco will not discipline, discharge, or otherwise discriminate or retaliate against employees or applicants because they have:

- Inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.
- Filed a complaint under this policy.
- Testified or participated in an investigation related to this policy.

However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants (without prior written consent of the employee or applicant whose information is sought or requested) to individuals who do not otherwise have access to compensation information, unless the disclosure is:

- In response to a formal complaint or charge.
- In furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by Tempco.
- Consistent with Tempco's legal duty to furnish information.

If you believe that you have been discriminated or retaliated against in violation of this policy, you should immediately report your concerns to Tempco's Human Resources Department. For more information on how to report concerns about your pay, please see the Employee Complaint Procedure found earlier in this section.

