



## Office Employee Handbook

# Section 5 Your Employment

### Working Together

It is our goal to provide our employees challenging jobs and a positive work environment. We also try to provide flexible job assignments, which may produce advancement opportunities for our employees.

Each employee performs an important job. Your success contributes to the success of others. A company can only be as successful as its employees (you) make it. Consequently, we must work together to produce an atmosphere of mutual respect and trust. Those who make an extra effort can reap the greatest benefits in the form of job satisfaction.

Your immediate responsibility is to do a good job. This means regular and predictable attendance, cooperation with fellow employees, and representing your Company fairly in your contacts with people outside work. It is expected that your conduct reflects common sense and good judgment.

Maintaining a safe working environment is of paramount importance to Tempco. Everyone at Tempco, including yourself, have a responsibility to make sure that a safe working environment is always maintained and that safe working practices are always observed.

### Service with the Company

In order to have a record of an employee's benefits, a continuous service date will be maintained for each full-time employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted as long as the employee remains actively employed with the Company. Length of service may affect employee eligibility for benefits, including paid time off. Part-time or temporary employees, unless otherwise required by law, shall not attain a continuous service status with the Company.

An employee's length of continuous service with the Company shall terminate if one of the following occurs:

- **If you fail to return to work upon the expiration of an approved Family, Military, or Medical Leave (unless the leave is a reasonable accommodation for an employee with a qualified disability).**
- **If you quit or retire.**
- **If you are discharged.**

(continued)

## Your Employment

### Service with the Company (continued)

In addition, the employment relationship shall terminate if one of the following occurs:

- If you fail to return to work upon the expiration of an approved leave of absence.
- If you quit or retire.
- If you are discharged.

### You and Your Immediate Supervisor

Your supervisor will welcome you, introduce you to other employees and tell you the things you need to know about your job. He or she will schedule and assign your work, and be responsible for your training. Feel free to ask questions about anything you don't understand. Your supervisor is responsible for you and the quality and efficiency of your work, and you are responsible to your supervisor for meeting the expectations for which you were hired.

We strongly believe that individual attention and recognition are valued ingredients for a mature and healthy working relationship between you and the Company.

Two-way communication is essential to mutual understanding and respect. The person most able to serve the multiple needs of this relationship is your supervisor. Your supervisor will guide and evaluate your performance and will also serve as an "information and reference center" for questions and problems that arise during the course of your employment.

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

**CONSEQUENTLY, SMOKING, VAPING, VAPING DEVICES OR ELECTRONIC CIGARETTE DEVICES, CHEWING TOBACCO and SNUFF PRODUCTS are strictly prohibited at Tempco and anywhere on Company property, including outside Tempco buildings or in Tempco's parking lots.**

At Tempco, we feel very strongly about enforcing our rules to maintain a tobacco-free and smoke-free environment. 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 or any other lawful product.

### 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 whether committed by an employee, supervisor, or third-party (e.g., a vendor or an authorized visitor).

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.

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### **Workplace Violence (continued)**

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

This list is illustrative only and not exhaustive.

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 temporary workers, and anyone else on Company property. Violations of this policy by any individual on Tempco property will lead to disciplinary action up to and including termination and/or 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.

Tempco prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of workplace violence of any kind, pursuing a workplace violence complaint, or cooperating in related investigations.

### **Whistleblower Policy**

Tempco will not retaliate against any employee 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.

### **Hours of Work**

The workweek at Tempco begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. The normal workweek consists of forty (40) hours during a consecutive five-day period. The normal work shift is eight (8) hours starting at 8:15 a.m. and ending at 5:00 p.m.

**Changes to work schedules may be made at any time, based upon business needs and production requirements. Employees are expected to work all available hours.**

### **Lunch Period**

Employees working seven (7) hours or more in a workday are entitled to an unpaid lunch period. Office employee's lunch period is from 12:00 noon to 12:45 p.m. Please recognize that the schedule for lunch may change based on business needs.

## Your Employment

### Kitchen Area

Your cooperation is required in keeping the kitchen orderly and a pleasant place for everyone to use. The Company has provided vending machines and microwaves for your convenience. Please use them properly and clean up any spills. You must leave the microwaves and eating areas clean for the next person using the lunchroom facility.

Tempco also provides a refrigerator which is to be used for your daily food items. We ask that no perishable food be left in the refrigerator overnight or on weekends. All food must be removed from the kitchen daily.

After your lunch period, make sure to clean any dishes, cups, glasses, or utensils that you used. We expect you to leave your area in a clean, neat and orderly condition. Receptacles have been provided for your waste paper, scraps and other leftovers.

The no-smoking policy is to be observed at all times. As a reminder, there is no smoking allowed anywhere within the building. Tempco does not allow employees to leave their workstation during working hours for the purpose of smoking.

### Nursing Mothers Break Period for the Purpose of Expressing Milk

Tempco provides female employees who are nursing a reasonable break time each time the employee needs to express breast milk for a period one year after the birth of a child. The break time may run concurrently with any break time already provided to the employee. Tempco will not reduce an employee's compensation for time used for the purpose of expressing milk or nursing a baby. If such break time is not used concurrently with any break time already provided, then the employee must coordinate such break time(s) with their immediate supervisor prior so as not to unduly disrupt Tempco's operations. If, however, you are uncomfortable in speaking with your supervisor, you may contact a female representative in Tempco's Human Resources Department regarding your need for lactation break(s). Furthermore, Tempco will provide its female nursing employees with a private room, other than a bathroom, in which to take this break period.

Tempco expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks, or filing a complaint for violations of this policy, the Fair Labor Standards Act, the Illinois Nursing Mothers in the Workplace Act, or applicable local law.

### Electronic Sign-In/Payroll System

Tempco utilizes TimePro® biometric timeclocks as part of its electronic timeclock and payroll management 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, an employee is required, as a condition of employment, 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 employees are prohibited from utilizing Tempco's TimePro® timeclocks and from submitting any biometric information or data to Tempco until the employee first signs 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, below in this Section 5.**

All employees are required to utilize the TimePro® timeclocks located throughout various areas of Tempco's facilities to record their working times during the workday. 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.

**Only the data generated by the TimePro® timeclocks can automatically be transferred to our payroll system. Manually inputted data slows down the process and increases the probability of errors and will only be made into our system when exceptional circumstances exist.**

## **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.

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### Tempco's Biometric Information Privacy Policy (continued)

#### 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.

#### Dependability and Promptness

You were hired by Tempco as an important and necessary person to help us fulfill the objectives and goals of the Company and to provide the highest level of quality products for our customers. Accepting a job with us includes accepting the responsibilities that go with it. One of these is to arrive at work regularly and on time so that we may produce these products and, at the same time, maintain an environment that is fair to all employees. Therefore, we need you on your job — and on time — every working day. Our policies for reporting absence and attendance control are summarized elsewhere in this Employee Handbook.

### **Employment of Relatives**

It is Tempco's policy to provide full employment, transfer and promotion opportunities to qualified employees on the basis of individual merit, and to avoid any hint of discrimination or favoritism. However, there may be circumstances where the Company has to be concerned with bias, favoritism or a conflict of interest in the placement of related employees. Therefore, the Company reserves the right to hire and assign employees to specific departments as it deems appropriate and as the law allows.

### **Outside Employment**

We recognize that, on occasion, employees may seek a second job outside their employment with Tempco. While we do not want to regulate an employee's personal affairs, you are reminded that outside interests or employment that limit your job efficiency or result in competition with the Company will not be permitted. In these circumstances, the employee will be asked to resign from or to discontinue his or her outside employment.

### **Transfer of Employees**

Requests for a transfer by an employee should be made in writing and given to the employee's immediate supervisor for consideration. The transfer may be made if management and the Human Resources Department determine it is in the best interests of the Company and the employee. In order to meet the Company's objectives and requirements, Tempco may transfer employees from one area to another at management's discretion.

### **Separation of Employment**

We want you to understand that the employment relationship is considered to be **"employment-at-will."** This means that you may resign your employment at any time, and the Company also reserves the right to terminate the employment relationship at any time with or without notice or reason. In the event you find it necessary to resign or decide to end your employment, please notify your supervisor. Written notification is preferred, and it is customary to give at least 2 weeks' prior notice so that the Company may make arrangements for finding a replacement.

**All separating employees are required to return any and all Company property, uniforms, or equipment prior to receiving their final check.**

At separation of employment, an eligible employee may elect to continue health insurance coverage as permitted under the "COBRA" insurance continuation law. A Human Resources representative will conduct an exit interview with separating employees. During this interview, benefits information, insurance continuation and any pending employment matters will be discussed.

### **Re-Employment**

If a former employee applies for re-employment, Tempco will review its current openings to see if there is an appropriate position available. Any re-employment of a former employee is solely at the discretion of management. In such instances, the rehired employee will begin as a new employee in terms of length of service and will be evaluated annually.