



Office Employee Handbook

Section 10 Company Rules

Introduction

Now you know all about some of the basic policies that affect your work at Tempco.

At this point, it is important for you to understand important general rules and procedures that have an impact on you and your job.

First of all, few other factors have a greater impact on your ability to deal with other employees than your own attitude. Your personal feelings toward yourself and your job are instantly recognized by others, and these feelings have a direct effect on your communications with them. We feel it is important that you are challenged and enjoy what you are doing, and that you project pride in your work.

In any successful organization, all employees must follow certain rules. Employees are expected to conduct themselves in a manner consistent with efficient and safe operations. Any employee whose actions are inconsistent with this standard may be subject to disciplinary action by the Company, up to and including termination of employment.

The following guidelines have been established to protect the rights of all employees, to maintain orderly procedures and to ensure a safe and pleasant work environment.

Drug & Alcohol-Free Workplace Policy

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

Company Rules

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.

In the event an employee encounters problems resulting from excessive use of alcohol or drugs, but before such problems interfere with the employee's job performance that may result in the need for workplace discipline, employees are encouraged to seek counseling and treatment through an appropriate medical facility. Tempco reserves the right to require an employee to seek assistance through the Company's Employee Assistance Program (EAP) if alcohol and/or drug problems are thought to be a contributing factor to unsatisfactory job performance. An employee who refuses to accept assistance will be subject to disciplinary action up to and including termination of employment.

Bribes, Kickbacks and Other Illegal Payments

Bribes, kickbacks and other illegal payments to or from any individual with whom we conduct business (in any form and for any purpose) are prohibited. Certain types of rebates to the Company from suppliers (but not to or from an individual employee) are legitimate to correct commercial inequity if done within government trade regulations.

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, etc.) 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 office area, you must keep the phone or device "turned off" and stored in your desk, purse, pocket, or briefcase. Employees should regard this policy as an explicit statement that Tempco does not consent to the photographing or recording of any person, product, or manufacturing process or technique including but not limited to any information where disclosure of such information would be detrimental to Tempco's competitive interests. Employees should be aware that the Illinois eavesdropping statute (Article 14 of the Illinois Criminal Code) criminalizes the recording of private conversations without the consent of all parties involved. Therefore, any nonconsensual recording of private workplace conversations is strictly prohibited. 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 discipline, up to and including termination.**

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 business information relating to Company manufacturing processes, products, sales, 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 in the marketplace among its customers and the general public.

Consistent with this policy, any document or file containing confidential or proprietary business information belonging to Tempco, whether maintained in hard paper form or electronically, may not be removed from Tempco's premises or transferred, stored or copied to any non-Company device, hard drive, server, account, cloud file-sharing app, platform, solution, network, or social or business media site, without the express written permission of Tempco's 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 to others outside of the Company 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. This policy is not intended to preclude or dissuade discussions among employees about wages, hours, or any terms and conditions of employment, or to otherwise preclude of dissuade any employee from engaging in legally protected activities protected by state or federal law.

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.

Conflict of Interest

A conflict of interest can arise in dealings with anyone with whom Tempco transacts business: customers, clients, owners, buyers, suppliers, banks, insurance companies and people in other organizations whom we contact and with whom we make agreements.

Conflicts of interest should be avoided. The following are some examples:

1. Working for any of the groups mentioned above for personal gain.
2. Engaging in a part-time activity for profit or gain in any field in which the Company is engaged.
3. Borrowing from, or lending money to, individuals representing organizations with whom business dealings are conducted.

Company Rules

Gifts and Favors

Giving or receiving gifts and favors, however well intended, may lead to a possible misunderstanding and a potential conflict of interest between your personal interests and the best interests of Tempco. It is Tempco's belief that good business practices demand impartial commercial relationships. To this end, it is felt to be neither necessary, nor desirable, that additional appreciation be shown or accepted by our employees in the normal exchange of goods and services with outside concerns. Gifts such as merchandise or products, as well as personal services or favors, may not be accepted unless they have a value of less than \$40.00, or less than \$300.00 annually, from any person, firm or corporation. A gift of cash or any negotiable instrument may never be accepted.

Normal business entertainment such as lunch, dinner, theater, a sporting event, and the like, is appropriate if of a reasonable nature and in the course of a meeting or another occasion, the purpose of which to hold either a bona fide business discussion or develop better business relations.

No funds or assets of Tempco may be paid, loaned or otherwise disbursed as bribes, kickbacks or other payments designed to influence or compromise the recipient. Any and all gifts made by Tempco must be clearly identified and cleared with either Tempco's CFO or President prior to the granting of any such gift.

Employee Personnel Records

Tempco prepares a file on every person who accepts employment with the Company. Your personnel record begins with your completed employment application form. From time to time, various information will be added to this personnel file regarding your employment status with the Company. Personnel records are the property of Tempco and will be treated in the same manner as any other confidential Company information.

Current and former employees and individuals subject to recall after layoff or leave of absence with a right to return to a position with Tempco may access their personnel file to inspect its contents, request a copy of relevant records, or both.

You may review any material in your personnel file that concerns your performance evaluations, compensation, promotion, disciplinary actions or termination in accordance with the Illinois Personnel Record Review Act. Our policy does not permit you, however, to have access to letters or reference, any portion of a test document, materials related to staff planning where materials relate to or affect more than one employee, information of a personal nature about another person, records relevant to any pending claims between you and Tempco, investigatory or security records maintained by Tempco to investigate criminal conduct or other activity which could reasonably be expected to harm Tempco, and other records omitted from access by state or federal law.

If you wish to review your file, you may do so by forwarding a written request to the Human Resources Department. Within seven working days after receiving a written request, which may be extended to a maximum of seven additional days if Tempco cannot reasonably provide the records within seven working days, Tempco will provide you (or an authorized representative) with access to and/or copies of your personnel records. A member of that department will be present while you review your file. You have the right to copy certain parts of the file at your expense after reviewing the contents of the file.

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Employee Personnel Records (continued)

If you disagree with any information in your personnel file, you may request removal or revision of the information by the Human Resources Department. However, any removal or correction of the information must be mutually agreed upon by you and Tempco. If Tempco and you are not able to reach a mutual agreement about the removal or revision of information in your personnel file, then you may provide written comments regarding information in your personnel file, which will be included in the file. However, you may not remove, deface, alter or otherwise make notations on the documents in your personnel file. The inclusion of any written statement attached in the record without further comment or action by Tempco does not imply or create any presumption of agreement with its contents.

As provided by law, Tempco will comply with two requests per year by an individual, current or former employee, or representative of an employee when the requests are made at reasonable intervals.

Keep Us Posted

It is important – for your sake and ours – that you let us know immediately about any changes affecting your personal records, for example:

- Change in family status, such as marriage, birth of a child or divorce.
- Change in phone number.
- Change in address.
- Change in beneficiary.
- Change in next of kin, or other person to be notified in an emergency.

Since changes in your family status may affect your taxes, insurance, beneficiaries, etc., advise the Human Resources Department about these changes immediately.

All information in our employee personnel files is considered confidential. This information will only be available to the Human Resources Department, senior management personnel or managers who are directly responsible for the employee, and the employee. **Violation of this policy is considered a very serious offense and subject to disciplinary action, up to and including termination.**

An exception will be in a transfer situation where the manager of the department to which an employee may be transferred will be allowed to review the employee's file with the approval of the Human Resources Department and the employee's immediate supervisor.

Reference Check Inquiries

From time to time, the Company receives reference check inquiries from employers or financial institutions. Reference inquiries must be referred to the Human Resources Department. Reference or employment information is provided upon employee consent. It is our practice, however, not to provide letters of reference to former employees.

Company Rules

Grooming and Attire

At Tempco, we have a strong policy concerning employees' grooming and appropriate business attire. There are two reasons for this as follows:

1. We believe that an organization functions more effectively if its employees are well-groomed and neatly dressed in a business-like manner. Denim jeans are never appropriate in the office at any time. 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.

As a result of the above, we take a very serious position regarding the appearance of all our employees. This does not mean that employees are required to spend a great deal of money on purchasing clothes as our standard for dress is business casual appropriate for a professional office environment. This means that we expect you to be neat, clean and to wear appropriate clothing for work that projects a professional business atmosphere. Some business dress that we consider appropriate are as follows:

1. Employees do not need to wear a tie;
2. Dress or business casual slacks (e.g., khakis), all properly pressed, with conservative belt when such clothing requires the wearing of a belt;
3. Polo shirts in good taste and other button-up collared shirts, properly tucked-in, with a normal "lay-down" collar (long or short sleeve), all properly pressed; and
4. Dresses, skirts, blouses, sweaters, conservative stretch pants (when worn in good taste), all properly pressed.

Clothing or attire that we consider inappropriate for a professional business environment, and, therefore, are always **prohibited** are:

1. Any clothing that is faded or "washed-out," has holes or is torn, or has obtrusive colors;
2. Boat shoes, topsiders, sandals (including Croc styles), Western boots, hiking boots, athletic shoes, or tennis shoes;
3. Denim jeans, stirrup pants, denim skirts, skorts, sweatpants, corduroy pants, leather slacks/dresses/skirts;
4. Shorts, miniskirts, slacks with holes, sleeveless dresses (unless worn with an appropriate jacket), and sundresses; and
5. Collarless shirts, t-shirts, sleeveless shirts/blouses, sweatshirts, flannel/plaid shirts, and hoodies.

There may be examples of allowed and/or prohibited items not listed above. The bottom line in casual business attire is to be appropriate and professional.

When in doubt about whether any clothing or attire meets these criteria, you should dress-up, and not down.

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. 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.

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

Footwear

All employees must wear socks or hosiery/nylons at all times. Footwear, subject to the attire guidelines above, should be clean and business-like.

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.

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, any employee's rights about raising complaints about working conditions for their own or fellow employees' mutual aid or protection or to limit or interfere with any 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.

Company Rules

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.

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 by employees 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 by employees is not permitted in working areas at any time.

Employees 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.**

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. The names of authorized drivers will be posted. Unauthorized use will be subject to disciplinary action up to and including termination.

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 will be subject to disciplinary action up to and including termination.**

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 Human Resources or your supervisor. Employees are permitted to place personal calls only during non-working time periods.

Cell Phone Usage

Employees are restricted from using cellphones in their work area or any other working area of Tempco's premises during working hours unless you have been provided with prior express permission to use your cellphone for a Tempco business purpose. Such authorization can only be provided by Tempco's President or CFO. Cellphones are not to be visibly carried with you, rather they should be securely locked in your desk or kept in your purse during and throughout normal business days. Failure to comply with this policy may result in disciplinary action up to and including dismissal.

Proper Use of the E-mail System and Internet

Tempco's e-mail, computer, Internet, and voice mail systems are Company property. These systems are in place to facilitate your ability to do your job efficiently and productively. It must be understood that these are Company business systems to be used only for valid business purposes, and prior management approval must be granted for any personal use that may be warranted.

For your safety and protection of Company information, we also have the ability to track Internet usage, e-mail communications and the information stored on your computer. Thus, when communicating with others electronically, you should have no expectation of privacy, and you should bear this in mind when you consider including personal information in your e-mail communications.

As a reminder, our Internet policy prohibits searching for and/or downloading non-business related or offensive material. Examples of offensive material include sexually suggestive files or files that make fun of a gender, race, age group, disability, sexual orientation, religion, creed or other individual or group beliefs or characteristics. If you distribute or view offensive material at work, you will be subject to disciplinary action up to and including termination.

While we take many steps to ensure a professional working environment, occasionally items pass through our security. If you are receiving e-mails that you do not want to receive, please notify your supervisor and forward the e-mails to the Human Resources Department so that our IT department can attempt to prohibit further inappropriate e-mails from coming into our systems.

In addition to the system hardware and software, all electronic files and electronic messages are the property of the Company, whether composed, received or sent by you. E-mail messages and other electronic files constitute business records belonging to the Company. Employees are prohibited from downloading, transferring, copying, imaging any electronic data or information belonging to the Company onto any disk, drive, or device not belonging to the Company or to otherwise transfer such data or information outside of the Company. Employees are further prohibited, without management approval, from deleting any electronic data or information belonging to the Company from any Company computer, disk, or storage device containing electronic data or information.

Employees are prohibited from downloading or transferring to any Company computer any software (including upgrades) without prior written or e-mail documented permission from our IT Department or Senior Management in the Company. Violation of this policy may result in discipline up to and including termination.

Company Rules

Proper Use of the E-mail System and Internet (continued)

Other examples of computer misuse, include, but are not limited to, the following activities:

- Using a computer account that you are not authorized to use.
- Knowingly performing an act, which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of any applicable software licensing agreements or copyrights laws.
- Using electronic mail to harass others.
- Masking the identity of an account, terminal, or machine.
- Posting materials on electronic bulletin boards that violate existing laws or Tempeco's policies.

Failure to comply with these computer system policies may result in disciplinary action up to and including termination.

This email and Internet policy is not intended to preclude or dissuade employees from engaging in legally protected communications or actions protected by state or federal law, including the National Labor Relations Act.

Use of Company Vehicles

Company vehicles represent a considerable investment by the Company. For that reason and because these vehicles must be in excellent condition at all times, the following rules apply to their maintenance and use:

1. Vehicles are to be driven only by those individuals who are authorized to do so. Any unauthorized use of a Company vehicle will subject the employee to disciplinary action up to and including immediate termination.
2. Tempeco vehicles are for to be used primarily for Company business.
3. An employee who is authorized to drive a Company vehicle and allows an unauthorized individual to drive the vehicle will be subject to disciplinary action.
4. When using a Company vehicle, employees are not to pick up hitchhikers. Drivers must adhere to and obey all traffic laws including with regard to the use of seat belts and cell phones. The Company cannot be responsible for fines incurred due to traffic violations.
5. Alcoholic beverages, illegal drugs or substances, and smoking of any kind are not permitted in Company vehicles at any time.
6. Employees are prohibited from using the call feature of their cellular phone while driving unless the employee is utilizing a handsfree feature of the phone. Texting, sending or reading e-mails or text messages while driving or operating a Company vehicle is never permitted and is strictly forbidden.
7. Employees are required to always obey all rules of the road and local laws, including, but not limited to, rules regarding wearing seat belts, use of cellphones, and obeying all posted speed limits.

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, as well as searches of lockers, desks, files, personal belongings (including purses and briefcases) and cars. 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. 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 disciplinary action, including termination.