



**H-J FAMILY OF COMPANIES, INC.**

**EMPLOYEE HANDBOOK  
UNITED STATES**

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# **I. Introduction**

- **Welcome Letter**
- **Company History**
- **Introductory Statement**

# Welcome to H-J Family of Companies

Welcome to H-J Family of Companies. We believe that our outstanding employees are the key to our success. Thank you for joining our team!

H-J Family of Companies has established itself as a dynamic and rewarding business at which to work. We pride ourselves as being a top employer and look forward to creating a productive and rewarding environment for you to grow and succeed.

H-J is a family owned and operated business and we consider our employees members of our family, as well as our most valuable resources. This handbook contains information about H-J and summarizes our human resources policies, code of conduct, and employee benefits.

H-J has earned an outstanding reputation for conducting business with the highest degree of ethics and professionalism. It is our goal to deliver our services professionally and to treat our employees, customers, and suppliers with respect. We are confident that we have selected employees who will help us grow and prosper in the years to come. Manufacturing is a demanding and challenging industry, and we count on the efforts of every individual to help us successfully achieve our goals. We value the contribution you make, and we are pleased to have you on our team.

Our employee handbook has been prepared to serve as a guide for the employment relationship and to help you understand some of H-J's general policies, work rules, benefits, compensation, and most other aspects of employment. These benefits and policies are designed to make our company a great place to work. Please read the entire handbook carefully. It will be a valuable reference resource during your employment. Our handbook will be available to you on our company intranet as well as your self-service center of our payroll system, Paycom, to access any time of the day.

This employee handbook serves as a great place to find most of the information you might need about employment at H-J; however, there are always new and unique situations that might not be covered in this handbook. If you have any questions regarding our policies or any other aspect of your employment at H-J, please feel free to contact the Human Resources Department or your supervisor or manager and they will be happy to assist you.

Thank you for joining H-J; we are happy you have joined our family.

Jay Shekelton  
CEO/President

Jim Shekelton  
Emeritus/Founder

## Company History

H-J Family of Companies started in 1969 with one goal in mind: to give the best service and the highest quality products possible to its customers. With 800 square feet and a few machines, H-J Family of Companies was born. Now over fifty years later, we have grown to become an international operation with over 350 employees world-wide and 4 manufacturing facilities in the US, Mexico and China, one foundry and offices in 9 countries.

Supplying components for the electrical industry, H-J is one of the leading manufacturers and suppliers of transformer, breaker, and switchgear components for the world. H-J supplies products such as porcelain and epoxy bushings, distribution and power transformer components, breakers, drain valves, electrical connectors, fuses, and many other products. Our expertise includes custom-engineered products in epoxy, porcelain, and non-ferrous castings such as brass, bronze, and aluminum. It can be best said that H-J helps "POWER THE WORLD".

H-J Family of Companies is a totally integrated manufacturer from casting design to the finished assembly. This allows us to have complete control over quality, service, and availability of our products.

At H-J, every employee is, and will always be, an inspector. H-J has built the company on quality. We are known for "Quality Products and Service of International Reputation." We rely on you, our employees, to help us ensure that the products and services we provide meet the highest quality standards.

## Introductory Statement

The primary objective of this handbook is to provide the information needed to make our work environment one that is conducive to both personal and professional growth. Employee understanding and compliance with the outlined provisions will help promote an optimal experience with our company. You are encouraged to discuss any questions you might have regarding the handbook with your supervisor, manager, or the Human Resources Department.

### A few important points to remember while reading this handbook:

- This handbook is provided for informational purposes. The policies stated are not conditions of employment and are not intended to create, nor should you ever interpret them to create any contractual rights or to limit the company's discretion. As defined and discussed elsewhere in this handbook, your employment with H-J family of companies is at will.
- The material provided to you in this handbook is a basic summary of the benefits provided by the company's benefit plans. In the event there is any conflict between the handbook's general description and the actual plan document, the plan document will govern.
- The company reserves the right to change, revoke, suspend, or terminate any or all policies (whether or not described in this handbook), at any time, with or without notice, prospectively or retroactively. If any policy/practice or its application conflicts with the laws of the state or locale where you work, the applicable law will supersede company policy.
- This handbook replaces any previous handbook or personnel policies, practices, and guidelines. Questions, feedback, and ideas concerning employee benefits are welcome and may be submitted to your supervisor, manager, or the Human Resources Department.

**WE WISH ALL EMPLOYEES SUCCESS IN THEIR POSITIONS WITH H-J,  
AND HOPE THAT OUR COMPANY WILL PROVIDE A REWARDING  
EXPERIENCE FOR ALL EMPLOYEES.**

## General Policies

- Employment at Will
- Equal Opportunity Employment and Non-Discrimination
- Anti-Harassment
- Sexual Harassment
- Accommodating Disabilities
- Open Door Policy
- Employment of Relatives
- Employee Relationships
- Immigration Law



## Employment at Will

This handbook does not create a contract of employment and does not confer contractual rights, either express or implied, upon any employee, nor does it guarantee employment for any period of time. All employees are employed at will for an indefinite length of time, meaning that either the employee or H-J may terminate the employment relationship at any time for any reason. No individual or representative of the Company can change this at-will relationship absent a specific, written contract signed by the President of the Company.

## Equal Opportunity Employment and Non-Discrimination

It is the established policy of the Company to provide equal employment opportunities to everyone. That means that we will comply with all applicable federal, state, and local laws providing equal employment opportunities. All employment decisions and personnel actions, including those related to recruitment, selection, employment, training, promotion, compensation, termination, fringe benefits and Company-sponsored social and recreational programs, are based on the person's performance, qualifications, and abilities without regard to race, color, religion, age, ancestry, national origin, sex (including sexual orientation, gender identity and transgender status), pregnancy, familial status, military or veteran status, disability, genetic information or any other characteristic protected by federal, state, or local law, ordinance, or regulation. These characteristics will be referred to collectively as "Protected Status" in this handbook. Discrimination based on Protected Status will not be tolerated and the complaint and investigation procedures in the harassment policies that follow will apply equally to prohibited discrimination.

## Anti-Harassment

The Company has a fundamental commitment to treating its employees with dignity and respect. The support of equal employment opportunity includes the recognition that harassment of employees on account of their Protected Status will not be tolerated. All employees, clients, contract workers, and other stakeholders have the right to be free from slurs or any other verbal or physical conduct that constitutes such harassment.

Any employee who believes he or she has been the subject of illegal harassment should report the alleged act to their supervisor as soon as possible. If the employee would prefer to bring his or her concerns to the attention of the Human Resources Manager, the employee should feel free to do so. Supervisory personnel will be available to discuss any concerns employees may have and to provide information about this policy and the complaint process. Employees should not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation.

An investigation of any such complaint will be undertaken promptly. The investigation may include a private interview with the employee making the complaint, with witnesses, and with the person accused of harassment. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Company has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation. If the investigation reveals that harassment did occur, the Company will act promptly to eliminate the offending conduct.

Further, it is unlawful to retaliate against an employee for filing a complaint of illegal harassment or discrimination or for participating in an investigation of a complaint. The Company will not tolerate any such retaliatory conduct. If any employee believes that he or she has been subjected to retaliation for having brought a complaint or participated in an investigation, that employee is encouraged to report the situation as soon as possible.

We trust that all managers, supervisory personnel and employees will continue to act responsibly to establish a pleasant working environment free of discrimination and harassment.

Any employee who has been found to have engaged in harassment or retaliation prohibited by this policy will be subject to appropriate sanctions, up to and including termination from employment.

Please note that while this policy sets forth the Company's goals of promoting a workplace that is free from harassment, the policy is not designed nor intended to limit the Company's authority to discipline or to take remedial action for workplace conduct it deems unacceptable, regardless of whether that conduct satisfies the definition of harassment in this handbook.

## Sexual Harassment

In addition to the terms in the Harassment Policy above – which apply equally here – some additional explanation is required regarding one type of harassment: sexual harassment. All employees have the right to be free from sexual advances or any other verbal or physical conduct that constitutes sexual harassment. Sexual harassment, whether by management, supervisory personnel, or non-supervisory personnel, is unlawful and will not be tolerated. Sexual harassment is defined as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature where: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. These definitions include any direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment, as well as any sexually oriented

conduct that is unwelcome and has the effect of creating a workplace environment that is hostile to workers, irrespective of gender.

Examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness, include the following:

- touching a sexual part of another's body; or
- touching any part of another's body after that person has indicated, or it is known, that such physical contact is unwelcome; or
- continuing to ask an individual to socialize on or off-duty when that person has indicated she or he is not interested; or
- displaying or transmitting sexually suggestive videos, pictures, objects, cartoons, or posters; or
- using sexually vulgar or explicit language; or
- derogatory or provoking remarks about or relating to another's gender, sexual activity, or sexual orientation; or
- coerced sexual acts.

Sexual harassment is absolutely prohibited at the Company.

## Accommodating Disabilities

It is H-J Family of Companies' policy to abide by all provisions of the Americans with Disabilities Act. The Company will not discriminate against qualified individuals with disabilities with regard to any aspect of employment. H-J recognizes that some individuals with disabilities may require reasonable accommodations at work. If you are currently disabled or become disabled during your employment, you may meet with your supervisor, manager, or Human Resources to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

## Open Door Policy

H-J Family of Companies maintains an open-door policy that encourages employees to bring to the attention of Company management any ideas, suggestions, recommendations, concerns, or other issues that they feel are important to improve the Company and its services. We realize that we do not have all the answers and that in any organization, there is always room for improvement. If you have any issues or suggestions that are related to your employment, do not assume that your supervisor, manager, or the Company is aware of the situation. We are committed to listening and responding to our employees' ideas and suggestions for making improvements in our operations. Please always share with your direct supervisor or manager.

If you continue to have concerns or questions or feel like your suggestions have not been heard, please inform your supervisor/manager first and together you should contact Human Resources, another member of management, or the President, to share the issue or suggestion. It is the Company's belief that anyone having a problem or complaint must have an opportunity to be heard and to have the matter resolved.

## Employment of Relatives

When relatives of current employees are hired by H-J Family of Companies, care will be taken to ensure that there is no conflict or appearance of conflict. Family members, defined as a spouse, child, parent, sibling, grandchild, grandparent, cousin, aunt, uncle, niece, or nephew, or the same by law, adoption, or marriage will not be allowed to work in the same department and cannot serve in a supervisor/supervisee relationship. Exceptions to this policy will only be made by the President.

## Employee Relationships

A dating or romantic relationship is never acceptable between an employee and his/her supervisor or manager. Violation of this policy is grounds for discipline, up to and including termination.

Should a dating or romantic relationship develop between employees, the employees involved may continue employment with H-J Family of Companies if they do not work in the same department or in a direct supervisory relationship with one another or pose problems for supervision, security, safety, morale, or other business issues. The relationship must be promptly disclosed to Human Resources. If employees who are in a romantic relationship or become related by marriage work in the same department, H-J will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, one of the employees may be required to leave H-J.

## Immigration Law Compliance

H-J is committed to employing only individuals who are authorized to lawfully work in the United States and H-J does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present supporting documentation establishing his/her identity and employment eligibility.

## II. Benefits

- Group Benefits
- Holidays
- Paid Time Off (PTO)
- Profit Sharing and 401k
- Tuition Reimbursement
- Healthcare Deductible Reimbursement
- Safety Vision Glasses Reimbursement
- Annual Evaluations/ Performance Reviews
- Employee Events
- Short-term Absences (Bereavement and Military)
- Leaves of Absence
  - Family Medical Leave Act (FMLA) Policy
  - Personal Leave of Absence
- Jury Duty
- Disclosure of Genetic Information

## Group Benefits

Eligible H-J Family of Companies employees are provided a wide range of benefits. Eligibility for Company benefits is dependent upon a variety of factors, including employee classification. The details concerning eligibility, plan terms and definitions, coverage, and benefits are determined by the plan documents. Some of these plans require employees to elect to participate and contribute toward the cost of the plan. For further information, you may contact the Human Resources Department.

**The following is a list of benefit plans that may be effect and in which you may wish to participate:**

Medical Insurance

Reimbursement for Qualified Healthcare Deductibles (see policy)

Dental Insurance

Vision Insurance

Company-provided Life and AD&D Insurance

Profit Sharing Plan (see policy)

401(k)

Voluntary Life and AD&D Insurance (Accidental Death and Dismemberment)

Flexible Benefit Plans

- Pretax Premiums
- Flexible Spending Accounts: including both medical and dependent care reimbursement accounts

Tuition Reimbursement

Prescription Safety Glasses

Employee Events

## Employee Classifications

Temporary = Employees whose employment is limited to a brief, defined period of time.

Example: Interns

Regular = All non-temporary employees

Exempt = Employees who are not eligible for overtime

Non-exempt = Employees who are eligible for overtime

Full-time = Employees who are regularly scheduled to work 32 or more hours per week

Part-time = Employees who are regularly scheduled to work fewer than 32 hours per week.

There are limited benefits for Part time employees.

## Holidays

All full-time non-exempt employees who have been employed by H-J for at least 30 days are eligible to receive pay for the following holidays on the terms set forth in this policy. Employees

who have been working at H-J as temporary workers and have been converted to regular employees will have the time served as a temporary worker counted for holiday pay eligibility.

Temporary Staff are not eligible to receive Holiday pay.

The intent of holiday pay is to ensure that employees receive their regular weekly pay, even though they do not work on one or more workdays due to the holiday. Therefore, holiday pay for part-time employees and those working a 4-day/10-hour schedule will be paid when the holiday falls on their normally scheduled workday. Work schedule for part-time must be consistent for a minimum of 30 days to be determined as a consistent workday. Part-time employees will be paid the holiday if they consistently work 8-10 hours on the day of the week on which the holiday falls. If, in any year, the calendar falls in such a way that employees working certain schedules disproportionately miss out on holiday pay, the Company may choose to grant affected employees one or more “floating” holidays or additional PTO hours.

If granted, a floating holiday would be subject to the same rules as scheduled, anticipated PTO (as provided in the PTO policy that follows).

Exempt employees generally do not work on holidays (except where business needs dictate) and will receive their regular salary for the week in which the holiday falls

There are eight (8) official Company holidays:

**NEW YEAR'S DAY  
GOOD FRIDAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
THANKSGIVING DAY  
DAY AFTER THANKSGIVING  
CHRISTMAS DAY**

Holiday Pay is considered a paid day of the same number of (non-overtime) hours the employee would have been scheduled to work but for the holiday (e.g., 8 hours for those working a 5-day schedule or 10 hours for those working a 4-day schedule).

To receive holiday pay, employees must work the complete regularly scheduled shift (8 hours) before and after the holiday. If a holiday falls on a Saturday, the holiday will be observed on the Friday before the holiday. If a holiday falls on a Sunday, observance will be on the Monday following the holiday. For observance of other personal or religious holidays, employees may elect to use any available PTO by making a request with their supervisor and receiving approval by their supervisor. In the event a paid holiday falls within an employee's vacation period, the employee will receive holiday pay in lieu of using a PTO day.

## Paid Time Off (PTO)

Full-time employees will be eligible for Paid Time Off (PTO) based on the employee's paid hours in that week, classification of employment, and length of service, in accordance with the schedules below. Length of service is determined by your first day of regular employment at H-J. Temporary and part-time workers are not eligible for PTO and time spent as a temporary worker does not count toward PTO accruals.

PTO can be used for any purpose, including vacation, personal days, or sick days. PTO will be administered so employees can use the time whenever it is needed, subject to this policy and Company discretion.

PTO hours will be made available on your hire anniversary date and will be visible on your pay stub on the Employee self-service payroll site.

PTO can be requested through payroll app and can never be approved if there is a negative balance.

New eligible employees will receive PTO on the 31st day of employment for employees receiving salary benefits and the 61st day of employment for hourly benefit employees.

PTO hours can be rolled over on each anniversary hire date not to exceed 40 hours. Therefore, one week of PTO (40 hours) can be rolled over to the following anniversary year. Accrued PTO over 40 hours will be forfeited on the employee's anniversary date, except as prohibited by applicable law. H-J encourages you to use accrued PTO to ensure you have time to relax and take care of any personal items.

In most cases, you are free to take PTO at any time during the year, if your request is approved in advance. Scheduling anticipated PTO is done in order of date submitted to accommodate your department's workload. Conflicts in scheduling are resolved by your supervisor/manager based on several factors including the timing of the requests and the needs of the Company. **All PTO requests (except for sickness or unforeseeable emergencies) must be made one week prior to dates requested. No PTO time can be approved unless PTO hours have been earned. See Attendance/Point Policy.** PTO requests will be approved by a manager based on the date of the request submitted to ensure enough employees are working on days to meet productivity and workload.

All PTO requests must be made through H-J's payroll system. Please contact the HR department if you need any help with the payroll system. PTO must be approved by manager prior to taking the date off.

Employees may take PTO in two-hour increments; (10-hour) full day; (8 hour) full day; or 2-hour increments. You may request PTO in 2,4-,6-,8- or 10-hour increments.

Any employee who is rehired by H-J will start earning PTO based on their new rehire date. No consideration will be given for previous employment time at H-J.



Accrued but unused PTO upon resignation will be paid to employee in these conditions ONLY:

- Two Week Written Resignation Notice given to immediate manager and HR department
- Voluntary Termination only (Does not get paid out for No Call, No Show)

**PTO will not be paid on Termination in these circumstances:**

- Involuntary Termination
- No Call No Show Termination (which is considered Voluntary Termination)

The following schedule governs the number of PTO hours granted to **full-time hourly** employees based on their length of service on their anniversary date.

LENGTH OF SERVICE	PTO AVAILABLE
<b>First year of employment;</b> Earned on Day 61 of Hire Date through First Anniversary	48 Hours per year <b>(4.8 days with 10-hour workdays or 6 days with 8-hour workdays)</b>
<b>First Anniversary date through ninth year anniversary date of employment</b>	112 Hours per year <b>(11.2 days with 10-hour workdays or 14 days with 8-hour workdays)</b>
<b>Ten Year Anniversary Date or more years of employment</b>	160 Hours per year <b>(16 days with 10-hour workdays or 20 days with 8-hour workdays)</b>

The following schedule governs the number of PTO hours granted to **full-time salaried** employees based on their length of service on their anniversary date.

LENGTH OF SERVICE	PTO AVAILABLE
<b>First Day of Employment through fourth year Anniversary Date of employment</b> (starting on the 31 <sup>st</sup> day after hire date)	120 hours per year <b>(12 days with 10-hour workdays or 15 days with 8-hour workdays)</b>
<b>Fifth Anniversary Date through ninth year anniversary date of employment</b>	160 hours per year <b>(16 days with 10-hour workdays or 20 days with 8-hour workdays)</b>
<b>Tenth Anniversary Date through fourteenth year anniversary date of employment</b>	200 hours per year <b>(20 days with 10-hour workdays or 25 days with 8-hour workdays)</b>
<b>Fifteenth Anniversary Date or more years of employment</b>	240 hours per year <b>(24 days with 10-hour workdays or 30 days with 8-hour workdays)</b>

## Profit-Sharing and 401k (Retirement Planning)

H-J strives to provide an excellent profit-sharing plan. While profit-sharing contribution is not guaranteed, we are proud to have contributed to ours for many years. The amount of the contribution in prior years has been 5% of the employee's total wages (which includes regular pay, overtime pay and any other gifts) for the year. The contribution can be invested in several different investment options at your discretion. The money grows tax deferred until the money is distributed by you. Contributions vest 100% after three years of service on your Anniversary Date. There are additional eligibility requirements to enter into the Companies' profit-sharing plan.

H-J also allows employees to defer pre-tax dollars from their paychecks into an un-matched 401k account. Money in the 401k can be invested in several different investment options at your discretion. The money grows tax deferred until the money is distributed by you.

## Tuition Reimbursement

Regular employees who have completed six months of continuous employment may be eligible to apply for tuition reimbursement for courses directly related to the employee's current job, an advancement position within the Company, or an identifiable career path within the Company. Classes must not interfere with an employee's normal work schedule. To be eligible for reimbursement, employees must obtain written approval from their manager/supervisor and the HR department prior to beginning classes and must submit a copy of their transcript at the conclusion of each course. Employees must obtain a "C" grade or higher in the course to be eligible for reimbursement.

Employee must maintain employment at H-J for 36 months after the last tuition payment or employee will compensate H-J for the expenses occurred for their tuition reimbursement. If employee does not remain employed for at least 36 months, and subject to applicable law, any repayment for tuition reimbursement shall be deducted from the employee's final check and PTO payout, as applicable.

Employee must finish the certification or degree to be fully compensated for tuition.

Covered expenses may include tuition costs and exam fees.

See Tuition Agreement for Details. A tuition agreement must be signed prior to approval of tuition reimbursement outlining requirements of reimbursement. Reimbursement will not be made if approval process was not completed before the start of classes. President signs off for tuition approvals.

## Health Care Deductible Reimbursement

The Deductible Reimbursement Plan is a separate plan funded by H-J. It is designed to help you participate in the group medical plan by assisting you to meet your healthcare deductibles. The Health Care Deductible Reimbursement applies to in-network covered benefits.

The Deductible Reimbursement Plan will reimburse approved expenses for which the employee would otherwise be responsible.

This is H-J's most appreciated benefit.

Please ask the Human Resources Department for further details and plan documents.

## Safety Vision Glasses Reimbursement

Due to the importance of protecting your eyes and being safe in the workplace, H-J may facilitate the purchase of prescription protective eyewear for eligible employees. There is a maximum amount that H-J will reimburse for your prescription glasses and the remaining of the balance will be paid by the employee. Please see the HR department or Safety Director for details on this program. Employees can receive this benefit on their 91<sup>st</sup> day of employment.

## Annual Reviews and Evaluations

Quality, Safety, Reliability and Customer Service are all key factors to our success at H-J. Employees may be evaluated annually on set standards and job performance. At the same time, we hope conversation is taking place with your supervisor on your career goals at H-J. It is important to us to help you get the training and support you need to achieve your career goals at H-J.

Generally, annual raises will be announced after January 1<sup>st</sup> each year.

## Employee Events

Here at H-J you will find food and fun at the center of what we do. In honor of our super employees, multiple employee events happen each year to show our thanks and support. Please read your employee newsletter for information on all the events.

## Short Term Absences

To help employees maintain their income during short term, authorized absences for bereavement or military duty, H-J Family of Companies will provide compensation for such absences according to the guidelines below. This non-contributory, short-term absence program is available to all regular employees.

An authorized, short-term absence may include any of the following:

- **Bereavement**

An employee may take up to two days of paid time off for bereavement for the death of an immediate family member (spouse, child, parent, sibling, grandchild, grandparent or the same by law, adoption, or marriage). Up to three additional days of unpaid leave may be taken for bereavement for the death of an immediate family member without any points assessed (see “Attendance” section, below). Paid bereavement needs to be approved through the payroll system.

An employee may take one day of unpaid leave for bereavement for the death of a non-immediate family member (such as cousin, aunt, uncle, niece, or nephew or the same by law, adoption, or marriage).

The employee is still required to follow proper call off procedures and is encouraged to notify his or her supervisor as far in advance as possible (see “Attendance” section, below).

- **Military Duty**

A leave will be granted to all military personnel who are called to service. An unpaid leave of absence will be granted to employees to attend military training or who are called to serve active duty with the U.S. armed forces. PTO benefits will continue to accrue during the first 12 weeks of a military leave of absence. Employees should provide their supervisor with a copy of their orders in advance of the leave and with as much notice as possible. The Company will comply with USERRA and other applicable law.

All Benefits will remain intact and an agreement for deduction will be made prior to leave. Options available.

## Leaves of Absence

H-J Family of Companies understands the importance of family issues to its employees. Therefore, the Company provides two separate leaves of absence for employees: Family and Medical Leave Act (FMLA) and Personal Leave of Absence, for eligible employees. Details on employee eligibility and specific provisions of the leaves are detailed below.

Employees may not hold outside employment during any leave of absence during times when the employee would otherwise have been working or when such employment is inconsistent with the employee's stated need or leave.

## Family and Medical Leave Act (FMLA) Policy

The Company recognizes that a leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the provisions of the Family and Medical Leave Act of 1993, as amended ("FMLA").

### 1. Eligible Employees

Employees eligible for family and medical leave are those who: (1) have worked for the Company for at least twelve months. The 12 months or 52 weeks need not have been consecutive; (2) have worked at least 1,250 hours during the previous twelve-month period; and (3) the employee must work in an office or work site where 50 or more employees are employed by the Company within 75 miles of that office or work site.

An eligible employee may take unpaid leave for the following reasons:

- (1) the birth of the employee's child and in order to care for such child;  
or
- (2) the placement of a child with the employee for adoption or foster care; or
- (3) the care of a child, spouse, or parent ("family member") who has a serious health condition; or
- (4) the serious health condition of the employee.

### 2. Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### 3. Military Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA entitlement to take military family leave. This leave may be used to address certain qualifying emergencies related to his or her spouse, son, daughter, or parent's covered active duty or call to covered active-duty status in the Armed Forces, including the National Guard or Reserves. Qualifying exigencies may include: (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; and (7) attending post-deployment briefings.

An employee may also be eligible for up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness. This single 12-month period begins with the first day the employee takes the leave. A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is currently undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list for a serious injury or illness; and (2) covered veterans who were members of the Armed Forces (including the National Guard or Reserves) who were discharged or released on conditions other than dishonorable at any time within the five-year period preceding the date on which the employee begins leave to care for the veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The "serious injury or illness" for current servicemembers covered by the FMLA includes not only a serious injury or illness that was incurred by the servicemember in the line of duty on active duty, but also certain serious injuries or illnesses that were aggravated by service in line of duty on active duty.

A "serious injury or illness" for a covered veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces, which manifested itself before or after the member became a veteran and meets the other FMLA requirements.

### 4. Length of Leave

An eligible employee may be entitled to up to 12 weeks of unpaid leave within a 12-month period or up to 26 weeks in a 12-month period for an employee whose need for leave is the result of caring for a service member or veteran suffering from a service-related illness or injury without loss of seniority or benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken within the twelve-month period immediately preceding each day of the requested leave.

If both spouses are employed by the Company, the combined leave for the birth, care and/or placement of a child, or care for the employee's parent with a serious health condition shall not exceed 12 weeks. The combined leave for spouses working for the Company is limited to 26 weeks when leave is to care for an injured or ill servicemember/veteran, or such leave is taken in combination with leave for birth, care and/or placement of a child, or care for the employee's parent.

An employee who fails to return to work immediately following expiration of the authorized leave period, has not been approved for other leave, and has not effectively communicated with the Company concerning his or her return to work will be considered to have voluntarily resigned. All leave taken under this policy and leave for any other reason which would qualify under FMLA, namely, workers' compensation leave, will be counted against the employee's leave entitlement under FMLA.

## **5. Notice of Leave**

An employee who expects or anticipates taking a family or medical leave is required to notify the Human Resources Administrator of the date of commencement and the expected duration of the leave at least 30 days in advance of the leave, or, if the need for the leave is not foreseeable, as soon as practicable. In cases where the need for leave is foreseeable, an employee's failure to provide 30 days' notice prior to taking leave may result in denial or delay of leave.

The notice under this section must provide: (1) sufficient information for the Company to determine if the leave may qualify for FMLA protection and (2) the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. An employee requesting leave under this policy should submit a completed application for leave form to the Human Resources Department.

## **6. Substitution of Paid Leave**

FMLA is unpaid leave. If you request leave for any FMLA covered reason, you will be required to exhaust any remaining applicable PTO time during the FMLA leave. The use of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA (where appropriate) and will not extend the 12-week period of FMLA-qualifying leave.

## 7. Certification

If an employee takes a leave of absence because of the serious health condition of the employee or the employee's family member, the employee must submit to the Human Resources Department written medical certification of the serious health condition from a health care provider. Failure to provide such certification upon request may result in a denial or delay of leave. The Company reserves the right to require that the employee receive a second (and possibly a third) opinion from another health care provider (at the Company's expense) certifying the serious health condition of the employee or the employee's family member. The Company reserves the right to require that an employee provide a re-certification of the medical condition for which leave is taken. Annual certifications are always required.

If an employee takes a leave of absence due to a qualifying exigency arising out of a covered family member's active duty or call to active duty in the Armed Forces the employee requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service indicating that the covered military member is on active duty or call to active-duty status before leave is granted. The Company may request additional information pertaining to the leave.

Employees taking leave to care for an injured or ill covered service member/veteran must provide certification of the family member or next-of-kin's injury, recovery or need for care.

Before being returned to work, an employee who is on leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work under their current job description. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave, the Company may also periodically inquire as to the employee's intent to return to work or require the employee to provide periodic updates.

## 8. Intermittent or Reduced Leave

Leave taken because of the employee's or family member's serious health condition may be taken on an intermittent or reduced schedule basis. If an employee seeks leave on an intermittent or reduced schedule basis, the employee's medical certification must contain sufficient information from the health care provider that the intermittent or reduced schedule leave is medically necessary. The Company may require an employee taking intermittent or reduced schedule leave due to planned medical treatment to transfer temporarily to an alternative available position for which the employee is



qualified with equivalent pay and benefits or may modify the employee's current position to better accommodate the employee's recurring periods of leave.

Military leave may be taken on an intermittent or reduced schedule basis. Leave due to the birth or placement of a child, by contrast, must be taken in one continuous block of time.

## **9. Insurance Premiums**

During the employee's FMLA leave of absence, the Company will continue to provide group health insurance coverage for the employee; however, the employee will remain personally responsible for paying the employee's portion of the insurance premium. During any paid portion of the employee's leave (for example while using paid PTO), the employee's share of the premiums will be paid through normal payroll deduction. For non-paid portions of the employee's leave, premiums can be paid in one of two ways. The deductions may be made by double deducting on the pay once the employee returns or by the employee paying the premium monthly while on leave, unless otherwise approved before the leave. Failure to pay premiums in a timely manner may result in lapse of coverage.

An employee may choose not to retain group health coverage during FMLA leave.

## **10. Flexible Spending Account (FSA) Coverage**

An employee taking an unpaid FMLA leave of absence may stop participating in a health FSA for the duration of the leave or at least stop payments for that coverage. For employees electing to stop participation during an unpaid FMLA leave who return from the leave in the same plan year, coverage will be reinstated. If the employee chooses to terminate FSA coverage during the leave of absence, the employee is not eligible to be reimbursed for claims incurred during the leave. When coverage is reinstated, the employee has a choice of either (a) resuming pre-leave FSA coverage levels and making up the missed payments, or (b) resuming coverage at a level pro-rated to account for the period of leave and paying premium amounts at the level in effect before the FMLA leave. All terms are subject to the applicable FSA Plan documents.

## **11. Length of Service and Benefit Continuation**

An employee's length of continuous service will not be broken during an approved leave of absence.

An employee on FMLA leave will not receive holiday pay during their leave.

## 12. Job Restoration

Upon return from FMLA leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss in benefits which accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave will be considered to have voluntarily resigned. As a condition of restoration under this policy, employees may be required to provide a certification from the employee's health care provider stating that the employee is able to resume work and is fit for duty.

Certain "key employees" may not be eligible to be restored to the same or equivalent job at the conclusion of their leave. The Company will notify such employees of their "key employee" status and the conditions under which job restoration may be denied, if any.

## 13. Legal Requirements

FMLA makes it unlawful for any employer to: (i) interfere with, restrain, or deny the exercise of any right provided under FMLA; and (ii) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. Any employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

If you anticipate the possibility of taking FMLA leave, or if you have any questions about the application of this policy to your particular situation, contact the Human Resources Department.

## Personal Leave of Absence

Employees may be granted a personal leave of absence to attend to personal matters in cases where H-J Family of Companies determines that an extended period of time away from the job will be in the best interests of both the employee and H-J Family of Companies. Qualified Employees will be those that have a minimum of 3 months of service after hire date.

Requests for personal leaves of absence must be made in writing to the Human Resources Department indicating the reason for leave, date of commencement of the leave and the expected duration of the leave. Requests for personal leaves should be submitted at least 30 days prior to the commencement of the leave whenever possible. The Company generally prefers that personal leaves of absence last at a minimum two (2) weeks and at a maximum three (3) months; however, such personal leaves will be considered on a case-by-case basis. Employees are required to use all accrued PTO time, when available, during a personal leave. Any additional time off while on personal leave will be unpaid. Employees will be responsible

for 100% of their insurance premiums. Pre-payment of insurance premiums is required unless another schedule has been approved prior to the leave. Two other options of premium payments would be double premium costs when returning to work or paying monthly for premium costs while on leave. Failure to pay premiums in a timely manner may result in a lapse of coverage. Further, COBRA eligibility may apply pursuant to plan documents and whether there is a qualifying event.

An employee's length of continuous service will not be broken during an approved leave of absence. In addition, PTO will continue to accrue without interruption during the first 12 weeks of approved personal leave of absence.

An employee on a personal leave of absence will not receive holiday pay.

An employee returning from a personal leave of absence has no guarantee of being returned to their same or similar position. If the vacated position is no longer available, the Company will attempt to place the employee in a similar, vacant position. After offering appropriate positions that are available, should the employee reject such offers, the employee's employment will generally end and will be treated in the same manner as a resignation. If an employee fails to return to work at the conclusion of an approved leave, the employee will be considered to have resigned, except where inconsistent with applicable law, including the ADA.

## Jury Duty

If you are summoned to report for jury duty, you will be granted a leave of absence without pay when you notify and submit a copy of the summons for jury duty to your supervisor. Any fees received for jury duty, including travel fees, are to be retained by you. You are to report to work on any day, or portion thereof, that is not actually spent in the performance of jury service.

## Disclosure of Genetic Information

Employees requesting an FMLA leave, ADA accommodations, personal leave of absence for medical reasons, or other leave should be aware that the Genetic Information and Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, H-J Family of Companies is not asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## General Policies

- New Employee Introductory Period
- Outside Employment
- Confidential Nature of Work
- Gifts and Gratuities
- Personal Appearance
- No Smoking/Vaping/Chewing
- Workspace
- Solicitation
- Employee Badges
- Visitors

## New Employee Introduction Period

Employment begins with an introductory period of 90 days, which is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. H-J strives to provide a comprehensive training and orientation to ensure you are prepared and fully ready to conduct your role. During this time, H-J Family of Companies will evaluate the employee's capabilities, work habits, and overall performance. The introductory period does not affect the at-will nature of employment and either the employee or H-J Family of Companies may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

If H-J Family of Companies determines that the designated introductory period does not allow sufficient time to evaluate the employee's performance thoroughly; the introductory period may be extended for a specified period.

During the introductory period, new employees are eligible for those benefits that are required by law such as workers' compensation insurance and Social Security. They may also be eligible for other benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

During the Introductory Period, the Disciplinary process may not be used. Based on the level of actions, the four-step process can be expedited even more than it may be with non-probationary employees. A minimum of one coaching session is customary (but not required) if quality or attendance issues occur. After the first coaching session, termination often takes place.

## Outside Employment

Except as set forth herein, an employee may hold a job with another organization if the employee satisfactorily performs his or her job responsibilities with H-J. All employees will be judged by the same performance measures and will be subject to H-J scheduling demands, regardless of any existing outside work requirements.

Outside employment with any competing Company or performing similar work for another person or entity on the side is strictly prohibited and may result in immediate termination of employment.

If H-J determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Company, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with H-J Family of Companies.

## Confidential Nature of Work

All records and information related to H-J Family of Companies, as well as any affiliated or related companies, and/or customers are confidential and must be treated as such. No H-J Family of Companies or H-J Family of Companies-related information, including without limitation, documents, notes, files, records, computer files or similar materials may be removed from H-J's premises without permission from H-J Family of Companies and a business need to do so. All data, forms, manuals, and other records and written material prepared or compiled by employees or furnished to employees while employed at H-J are the sole and exclusive property of H-J Family of Companies. Additionally, the contents of H-J Family of Companies' records or information otherwise obtained regarding its business may not be disclosed to anyone, except when required for a business purpose or where permitted by law.

No employee, visitor, or customer is allowed to take photos or videos of any operation within H-J's facilities without written authorization from H-J. If you see someone taking photos or videos, please alert your supervisor or manager immediately.

Employees must not disclose any confidential information, purposefully or inadvertently, to any unauthorized person inside or outside the Company. Employees who are unsure about the confidential nature of specific information must ask their supervisor or manager for clarification. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

By accepting employment, an employee agrees that H-J Family of Companies will own all inventions that, in its opinion, are made on Company time or with Company assets, that relate to H-J's business, or that are required to meet its obligations, and that the employee will assist H-J in perfecting and protecting H-J's title to these inventions.

No H-J Family of Companies employee can give reference checks or reference letters for employees unless approved by the Human Resources Manager.

## Gifts and Gratuities

No employee may solicit or accept gifts, lavish entertainment, or other benefits (including tips) from potential and actual customers, suppliers, or competitors, that create a conflict of interest. Special care must be taken to avoid even the impression of a conflict of interest. All gifts must be disclosed to your supervisor or manager, the Human Resources Department, or the Finance Department. Any questions on this policy should be addressed to the Human Resources Department.

## Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image H-J Family of Companies presents to customers and visitors. During business hours, employees are required to dress in appropriate attire. Because appropriate dress may vary based on the degree of public contact, or nature or location of the job, specific dress requirements will be determined by the area the employee is working in.

No attire with offensive or inappropriate material will be allowed. Examples of inappropriate material includes, but is not limited to, racist slogans or imagery, obscene words or imagery, and gang regalia.

Employees who do not follow appropriate dress guidelines may be asked to return home to change clothes without pay.

Employees are expected to maintain personal hygiene (including, but not limited to, bathing on a regular basis, washing hands after using the restroom, and keeping nails trimmed to be able to perform work safely and efficiently) to comply with Company standards. Employees who do not follow appropriate hygiene policies may be asked to return home without pay to correct the situation.

All rings, including synthetic, along with any facial piercings, nose rings (including nose pins) brow and lip rings, must be removed prior to starting work. (Wearing gloves over rings is unacceptable). Stud-type earrings are allowed, loop and dangling styles are not. Necklaces must be safely tucked into your shirt. If that is not possible, the jewelry must be removed. Also, long hair (shoulder length or longer) must be tied back in ponytail or bun.

All employees are required to wear closed-toe shoes, hearing protection and safety glasses while walking through the plant locations. Employees working directly on the plant lines are expected to wear steel/composite-toed safety shoes, safety glasses and hearing protection.

All office workers are expected to wear appropriate workplace attire to maintain a professional environment for our staff and customers.

Some departments have additional safety measures, which includes glove and Personal Protection Equipment. Your manager will advise you if you are working in one of those locations.

Violations of the Personal Appearance Policy may lead to disciplinary action, up to and including termination. Please consult your supervisor, manager, or Human Resources if you have any questions about attire, or if you require an accommodation to comply with this policy. Final determination of appropriate attire rests with the Human Resources Department.

## No Smoking/Vaping/Chewing

In keeping with H-J Family of Companies' desire to provide a safe and healthy work environment, smoking, vaping, and using chewing tobacco are prohibited throughout the workplace, except in designated smoking areas.

This policy applies equally to all employees, customers, and visitors.

## Workspace

H-J Family of Companies expects all its employees to keep their workspaces in a clean and professional condition. Limited personal items can be brought into a workspace if they do not interfere with safety or business operations. These personal items must be appropriate and must not be offensive or unprofessional. H-J reserves the right to require an employee to remove any personal items from a workspace at any time.

## Remote Work/Work from Home

Under normal circumstances, employees are expected to perform their work in assigned office space or other authorized locations. Managers must approve requests to work at home in advance of the work being performed. Such approval must be in writing by the employee and approved by supervisor/manager.

## Solicitation

H-J prohibits solicitation and distribution on its property by non-employees. Employees may not solicit, for any purpose, during working time nor may they distribute literature for any purpose during working time or in work areas. "Working time" excludes break time and meal periods of the employees involved.

## Employee Badges

H-J Family of Companies has implemented a system of building access and security that requires anyone in our facilities to have an H-J provided identification badge. The following are the procedures and guidelines dealing with badges.

Employee badges have a RFID chip, and they are needed to open the building doors. There is a small card reader next to each of the building doors that requires you to tap your badge against it to unlock the door. When exiting, you do not need to do anything.



Please observe the following guidelines for badges:

- Badges must be always worn and be visible to others.
- The doors are not to be propped open. Doors that are left open for longer than 30 seconds will activate a warning indication in our security/door system. If you need to prop open a door, you need to schedule the time with IT via a service desk ticket.
- When you are entering the building, please make sure that no one enters at the same time as you who does not have a badge visible. We want to prevent any unauthorized person from accessing the buildings.
- Emergency exits have sounding alarms and are not to be accessed except for emergencies.
- Make sure you remember to take your badge with you when you leave the building, as it is required to unlock the door to get back into the building.
- If you need a new badge holder or clip, please let your supervisor know.
- All employees must enter and exit the building through the main employee doors.
- If you see someone in the building without a visible badge, inform a supervisor, manager, or Human Resources immediately.

If you lose your badge, please inform your supervisor, manager, or Human Resources immediately.

Each employee will receive a one-time replacement badge for a lost badge at no cost. If any further replacement badges are needed for lost badges, the employee will be charged \$25 for every additional replacement badge needed.

If your badge is damaged or stops working, please inform your supervisor, manager, or Human Resources immediately. These are not charged for replacement.

There will be no cost to employees whose badges are damaged while working.

## Visitors

All visitors must be brought in through the front office door. All visitors must sign in and sign out at the receptionist's desk and receive a badge to wear while in the buildings.

Visitor badges must be visible while on the premises. Visitors will not have access to any doors with their badges. They will need an employee with them to get through locked doors.

### III. Timekeeping and Payroll

- Hours of Work
- Overtime
- Pay Procedures
- Show-up Pay
- Personnel Records
- Termination
- Employee Transfers/ Promotions

## Hours of Work

The normal workweek for full-time employees is Sunday through Saturday, consisting of 40 hours during that timeframe. The normal workday will consist of either 8 or 10 hours. This will be dependent on if your department participates in a four-day/ten-hour work schedule or a five-day/eight-hour work schedule. The department to which each employee is assigned will determine the schedule of hours.

## Overtime

Employees may be required to work overtime whenever it is deemed necessary by their supervisor or manager. Non-exempt employees are not permitted to work overtime without prior approval from their supervisor or manager. For the purpose of overtime compensation (defined as pay at one- and one-half times the regular rate), only paid hours actually worked will be counted as overtime. Paid time not worked, such as for PTO, holidays or bereavement, will not be considered hours worked for purposes of calculating overtime.

Employees that do not obtain manager or supervisor approval for overtime may be subject to disciplinary actions.

Generally, required overtime hours will be announced in advance when possible. This includes Saturday hours.

Work on Sundays will be paid at double the employee's regular rate.

## Pay Procedures

All employees are paid weekly on Friday for work performed during the previously completed week. A workweek runs from Sunday thru the following Saturday. All payroll check stubs will be available to each employee on their individual payroll site. For those employees not participating in direct deposit, your checks will be available each Friday at the HR Department for you to pick up. If the pay date falls on a holiday, paychecks are available the following business day. All employees are encouraged to take advantage of direct deposit for their pay. This allows immediate access to their pay on paydays. Direct deposit can be initiated and coordinated through your Individual Payroll system. Requests for issuance of pay at any time outside of the regular schedule are discouraged and will be granted or denied at the sole discretion of the Company. Employees need to manage and ensure direct deposit information correct on payroll system.

H-J Family of Companies is required by law to make certain deductions from every employee's compensation including applicable federal, state and local income taxes. Employees must fill out appropriate tax reporting forms indicating their withholding status and should update those forms as necessary. The HR Department can assist you with questions concerning deductions

from your pay or how the deductions were calculated. Other deductions, such as garnishments, may be legally required as well.

It is the policy of the Company not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations, or relevant state law or local ordinance. Employees who believe their pay has been improperly deducted should report such improper deduction immediately to their supervisor/ manager. The discrepancy will be promptly investigated, and the results of the investigation will be reported to the employee as appropriate. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Finance Department. Any employee whose pay is improperly deducted will be reimbursed.

All non-exempt employees (Salaried or Hourly) are required to clock in on the time and attendance system. It is the responsibility of both the employee and the supervisor or manager to certify that the information recorded in the time and attendance system is accurate and complete, and to ensure that payroll receives the information by the due date indicated.

An employee cannot clock in and/or out for another employee. Doing so will result in disciplinary action, up to and including termination, for all employees involved.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period they leave campus for. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Falsification or inappropriate modification of an employee's time by a supervisor, manager, or employee is grounds for discipline, up to and including termination.

Employees who submit incomplete, inaccurate, or late time records risk delaying payment.

Supervisors or Managers will maintain attendance records of time off due to PTO, holidays, and/or other absences.

## Show-up Pay

H-J Family of Companies appreciates its employees and understands the importance of a set schedule. Although not required by law, H-J provides show-up pay, which promises employees a minimum of four (4) hours pay for showing up to a shift on-time, even if employees are sent home early or are called into work when they are not scheduled.

If you are called in to work twice in one day, only one (1) 4 hour pay will be paid if sent home early in each case. In other words, the employee will be paid the greater of four hours or the hours between the employee's first punch and last punch of the workday.

## Personnel Records

The Company maintains personnel records and information for current and past employees in accordance with federal and state regulations. H-J Family of Companies strives to balance everyone's right to privacy with the Company's need to obtain, use, and retain employment information.

Employees have a responsibility to keep their personnel records up to date. Please update the employee information system of any changes to the following on your individual payroll site:

1. Name, address, or phone number- important for emergency notification
2. Marital status or number of dependents
3. Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes)
4. Dependent and Beneficiary designations for any of the Company's insurance, 401k, and profit-sharing plans
5. Emergency contacts
6. Direct Deposit Information

Failure to promptly report any of these changes may affect your medical and/or life insurance coverage and other benefits.

In addition, employees who have a change in the number of dependents or marital status should complete a new Form W-4 for income tax withholding purposes.

Employees are to refer all requests from outside the Company for personnel information concerning current and past employees to Human Resources. Unless otherwise required, Human Resources will verify employment dates, position(s) held, and location of job site. Wage and salary information will be verified through written request only.

## Termination

The employment relationship of an employee will be considered terminated for all purposes in the event of: (1) voluntary resignation or retirement, or (2) discharge for any reason.

Salaried and Hourly employees who voluntarily terminate employment with the Company are requested to submit a written resignation to their immediate supervisor or manager, at least 2 weeks prior to the last day worked. If 2 weeks' notice is given but H-J decides to make the termination effective an earlier date, the employee will still receive the final 2 weeks' pay.

Providing letters of reference on behalf of H-J Family of Companies is not permitted. No manager, supervisor, or employee should comment or provide written evaluation on any current or former employee. Please refer all requests for such references to Human Resources.

All PTO hours remaining on Voluntary termination will be paid to the employee on their final paycheck if they have given a written two-week notice.

If employee has an Involuntary termination, no call no show, or has not given two weeks written notice on a voluntary resignation the remaining PTO is not paid on their final paycheck.

In the event of termination, all Company property and confidential information must be returned to H-J prior to final payment.

Depending on the circumstances, terminated employees may be contacted for an exit interview and or exit survey.

## Employee Transfers /Promotions

An employee may request a transfer to a different job or department through their supervisor or manager after they have completed 3 months in their current position. All transfers will be assessed based on the current business needs of H-J.

Employees must not have any current discipline based on attendance or performance during the last 6 months to qualify for a transfer or promotion. Employees can view their current points on the individual payroll site.

All internal open positions will be posted on our H-J website. All internal applicants must apply for jobs posted for promotions and internal transfers.

We encourage all employees to strive for promotional opportunities

All promotions and transfers will be decided based on qualifications and experience.

Transfer requests will be reviewed based on seniority and qualifications. Interviews may be required from new hiring manager. Once transfer request approved, employee will be able to transfer as soon as their current department has adequate help to replace the transfer employee.

# Employee Conduct

- Attendance
- Conduct and Work Rules
- Weapons
- Code of Conduct
- Discipline Stages
- Problem Resolution Process
- Drugs and Alcohol
- IT and Communication
- Social Media
- Use of Company Property and Time
- Company Vehicles
- Expense Reimbursement
- Cellular Phones and Mobile Devices
- Employee Safety and Reporting of Injuries
- Violence Prevention

## Attendance

H-J Family of Companies recognizes that an employee's presence at work for each scheduled shift is the foundation of meeting our customers' needs. Given this, regular, predictable attendance is an essential job requirement for every role. Nevertheless, we also recognize that employees need flexibility in their time, and we strive to provide that for our employees. Our attendance policy reflects these beliefs.

The goal of this attendance policy is to reward good attendance, allow for flexible use of absences, address poor attendance, and enable H-J Family of Companies to efficiently meet its customer's needs. However, nothing in this policy shall be construed to alter an employee's at-will status. As an at-will employee, either you or H-J Family of Companies may end the employment relationship at any time, including without notice, for any reason or no reason at all.

All regular H-J employees will have the ability to manage their own absences based on their PTO time. It is important to manage your PTO time to avoid receiving points. Please see the PTO benefits as listed in this handbook in the benefits section.

PTO can be used for Vacation, Personal or Sick leave. PTO can be used in 2-hour time increments to meet any needs you have.

The Point system below will be used when tardies, absences or early departures have happened without the required notice, as well as no when no PTO time is available in your bank. It is important to manage your PTO time and provide the required notice in order to not receive points.

The point system will be used to determine employees' future promotions or transfers and are an important part of our annual evaluation and merit review. Here is the current Point system:

### Attendance Point System

#### Missing an entire shift\*

- Employee does not call ahead or request PTO through the payroll system (i.e., a "no call/no show") = 2 points

(See Job Abandonment policy below for additional disciplinary consequences)

\*For purposes of this policy, arriving more than 3 hours late or leaving more than 3 hours early is treated in the same manner as missing an entire shift.



- Employee calls ahead and asks for PTO in payroll system **less than 1 hour before** shift for emergency or urgent situations. (Need to give 1 hour notice)
- Employee has sufficient accrued PTO hours to cover the absence = 1 point
- Employee does not have sufficient accrued PTO hours to cover the absence = 1.5 points

**Arriving late to a shift Tardy (less than 3 hours late) or Leaving Early (less than 3 hours)**

- Employee does not call ahead or make plans with manager = 1 point
- Employee calls ahead = 0.5 points (and can't make up time during payroll week)
- If employee gets approval to work the makeup hours during the same payroll week and approved by manager, no points will be given.

Accrued PTO is available for use for personal, vacation or sick time.

The key to not receiving points is requesting PTO as per the timeline policies noted in this manual.

## Special Circumstances

One (1) point will be given if an employee misses more than one shift due to medical reasons (with proper call off, entered approval into payroll system **and no** available PTO time) if a doctor's note is provided the day the employee returns to work. This will cover up to five consecutive missed shifts. The note must indicate the days excused by the doctor. Any doctor's note for a medical absence longer than one shift also needs to have a full duty release by the doctor. Absences covered by FMLA or provided as a disability accommodation will not be assessed a point.

An employee may leave work up to 3 hours early or arrive to work up to 3 hours late due to a doctor's appointment for themselves or an immediate family member (spouse, child, parent, sibling, grandchild, grandparent or the same by law, adoption, or marriage) and not be given a point if he or she makes up the time that same day. This "come early, leave early" or "come late, leave late" policy is subject to the supervisor's approval. The employee must give his or her supervisor at least one week's notice of the request. An employee may only use the "come early, leave early" policy five times in one year. A doctor's note is required to be turned in the next day indicating the name of the employee, as well as the date and time of the appointment.

No points will be given if an employee misses a mandatory Saturday, provided the employee gives his or her supervisor at least two weeks' notice that they would not be able to work on a Saturday (subject to supervisor approval). An employee may only

miss 5 mandatory Saturdays per year without being given a point. Employees may use PTO time for Saturday hours if pre-approved by supervisor.

No points will be given for an employee missing a mandatory Saturday if the employee had been approved for vacation for the Friday immediately before or Monday immediately following a mandatory Saturday. The vacation must have been approved prior to the announcement of the mandatory Saturday.

## Job Abandonment

If an employee is a no call/no show for three consecutive shifts, meaning they miss three days of work without any call off, this is considered job abandonment and they will have voluntarily terminated their position.

1<sup>st</sup> no call/no show = First Written warning

2<sup>nd</sup> no call/ no show = 2<sup>nd</sup> written warning with suspension

3<sup>rd</sup> no call/no show- Termination of Employment

## Point Accumulation

While we wish to offer employees flexibility, we acknowledge that absences and tardiness negatively affect employee morale, as well as H-J's ability to provide outstanding customer service. To address excessive absences and tardiness, we will use the following point accumulation for disciplinary actions. All employees will be earning PTO to use at their discretion. Attendance points only occur when the employee has not managed their PTO and is taking absences without having any accrued time or meeting timelines for approval process:

2 points = the first level of corrective action	Verbal Warning
4 points = the next level of corrective action	Written Warning
5 points = the next level of corrective action	2 <sup>nd</sup> Written, Suspension
6 points = the next level of corrective action	Termination

The level of corrective action will be based on all disciplinary issues, including attendance, performance, policy violations, safety violations, and any other disciplinary issues. See the Discipline Stages policy, below.

Points and corrective actions get dropped after one year.

## Weapons

Except as when permitted by law, employees may not possess weapons at any time while on the H-J Family of Companies' premises. Weapons include, but are not limited to, guns, knives (except where assigned to an employee by H-J for job-related tasks), explosives, and any chemical whose purpose is to cause harm to another person. This policy applies regardless of whether an employee possesses a concealed weapons permit or is allowed by law to possess a weapon.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

## Code of Conduct

H-J Family of Companies employees are expected to observe certain standards of job performance and good conduct to ensure orderly operations and to protect the safety of all employees.

H-J Family of Companies and its employees must, at all times, comply with all applicable laws and regulations. H-J Family of Companies will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. H-J Family of Companies does not permit any activity that fails to stand the closest possible public scrutiny. Employees should strive to keep all business conduct above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being in violation of the laws and regulations governing H-J Family of Companies' operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, manager, or Human Resources.

The guidelines set forth in this policy are intended to provide employees with fair notice of what is unacceptable conduct. Such rules, however, cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below, but which H-J determines to be detrimental to the interests or property of H-J Family of Companies, other employees, or customers, may also result in disciplinary action.

Employees may be disciplined for misconduct, including but not limited to:

- Insubordination.
- Threatening and/or attempting to cause, or causing physical harm to employees or others
- Harassing or threatening telephone calls, emails, texts or notes
- Stalking
- Cursing or using unprofessional language or gestures in a malicious or personally targeted way.

- Dishonesty.
- Carrying/Possessing a weapon or item that can be perceived as a weapon on property.
- Carrying a concealed weapon.
- Theft from the Company, employees, or clients.
- Inappropriate removal or possession of Company property.
- Sabotaging H-J property.
- Discourtesy.
- Misusing or destroying H-J's property or the property of another on H-J's premises. Negligence or improper conduct leading to damage of H-J's or another's property.
- Violating conflict of interest rules.
- Disclosing or using confidential or proprietary information without authorization.
- Falsifying or altering H-J Family of Companies' records, business forms, timesheets, employment applications or expense claim forms.
- Interfering with the work performance of others. Altercations, fighting, threatening violence and boisterous or disruptive activity in the workplace.
- Harassing, including sexually harassing, employees or customers.
- Sleeping on the job or leaving the job without authorization.
- Smoking, vaping, or chewing tobacco in prohibited areas.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, or other weapons on H-J Family of Companies' property or while conducting Company business.
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of the Company, its employees, customers, or property.
- Failing to report to the Company within five days of any violation or conviction occurring in the workplace under any criminal drug statute.
- Unauthorized use of telephones, mail system or other employer owned equipment.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Failure to comply with any Company rule, regulation, or policy.

Nothing in this guideline is intended to alter the "at-will" status of employment with H-J Family of Companies; both the employee and H-J Family of Companies have the right to terminate employment at will for any reason or no reason, with or without cause.

In addition to the general rules listed above, disciplinary action up to and including termination may be taken for failure to adhere to Company policies or departmental standards as set forth by management.

## Discipline Stages

While we do not anticipate disciplinary actions being needed with our employees, we do recognize that there are times that they are required and, in those instances, we will issue a corrective action. Although recognizing that discipline can take any form, our standard corrective action stages are:

- A verbal warning, which is documented with a sign off
- A first written warning, sign off
- A second written warning, which carries a three (3) day suspension
- Termination

H-J reserves the right to skip any and all stages in the disciplinary process at its discretion. Points and corrective action will drop off a year after the date it is incurred.

## Problem Resolution Process

Consistent with our Open-Door Policy, above, H-J Family of Companies encourages employees to participate in decisions affecting them and their job responsibilities. We also encourage you to discuss job-related concerns or complaints with your supervisor, manager, the Human Resources Department, or other management representative with whom you feel comfortable. H-J believes that employee concerns are best addressed through this type of open communication. This policy, however, should not be construed to prevent, limit, or delay H-J from taking disciplinary action when the Company deems it appropriate. You are encouraged to contact your supervisor, manager, the Human Resources Department, or management representative with your concerns as soon as possible after the event that has caused you concern. H-J will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential. However, in the course of investigating and resolving the concern, some dissemination of information to others may be appropriate.

## Drugs and Alcohol

H-J Family of Companies is committed to maintaining a drug and alcohol-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to unacceptable safety risks, and undermines H-J Family of Companies' ability to operate effectively and efficiently. This policy is designed to ensure employee safety, reduce absenteeism and tardiness, improve productivity, and protect the Company's status and reputation.

No employee of H-J Family of Companies shall possess, consume, sell, distribute, or manufacture alcohol or drugs that are illegal under state, federal, or local laws, marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter

drugs), in any form, during hours of work (including breaks) or while on Company property or in any Company vehicle. While the use of marijuana has been legalized under certain states' laws for medicinal and/or recreational use, marijuana remains an illegal drug under federal law.

Further, no employee shall work or report to work while under the influence of, or in any way impaired in his or her job performance by, the consumption of alcohol or illegal or unauthorized drugs. Violation of this policy or its spirit or intent is grounds for discipline, up to and including termination.

Violation of this rule may also result in loss of certain unemployment insurance benefits and workers' compensation benefits, under applicable law.

## **H-J reserves the right to conduct drug testing as follows:**

### **On-the-job Injury Drug Testing**

Employees involved in an accident while working or on Company property or in a Company vehicle will be tested for alcohol and/or controlled substances and other drugs. The injured party will be tested at a medical facility chosen by H-J at the time of treatment or by a mobile lab that comes to our facility. Anyone else involved (even if not injured) will be sent to a medical facility chosen by H-J at the same time.

### **Reasonable Suspicion Drug Testing**

An employee will be tested in a manner chosen by H-J if the employee's supervisor has a reasonable belief or suspicion that the employee is under the influence of alcohol or controlled substances. Such reasonable suspicion can be made by other employees or managers while in the workplace. Reasonable suspicion testing will be based upon specific, contemporaneous, articulable observations of management concerning the appearance, behavior, speech or odors of the employee. When such testing is announced, selected employees will be tested immediately at the workplace. The employees selected for testing will not be allowed to work until the results are received and disposition has been determined.

The employee must sign an authorization for the test. The employee may refuse the test, however, refusing to test is grounds for immediate termination of employment.

### **Consequences of a Positive Drug Test**

Any employee with a positive drug test result may be given the opportunity to be evaluated by a treatment center counselor associated with our health insurance program. Depending on the treatment program, the cost may be covered, at least in part, by the Company's health insurance program. Refusal to undergo treatment or failure to complete treatment may result in discharge. Employees may request FMLA or a Leave of Absence during treatment. Employees may request to return to work when discharged by the treating physician/facility. Upon return, employees may be subject to additional testing or other requirements as part of a "last chance" agreement entered at that time.

# IT and Electronic Communication Policy

Electronic communications made through the use of H-J equipment and systems, including, but not limited to electronic mail, internet services, intranet, voice mail, telephone calls, audio conferencing, facsimile messages, and the contents of Company computers are the property of H-J Family of Companies. This policy is meant to set forth guidelines regarding access to and disclosure of information/messages sent or received by H-J Family of Companies employees using its systems. The Internet, electronic mail, phone mail, or any other communication or information system of H-J Family of Companies is not to be used in any way that may be disruptive or offensive to others.

## IT Policy

H-J Family of Companies believes that integrating technology into our business allows for better and more efficient work. We have established some rules, policies, and guidelines to govern the use of technology to ensure the stability and effectiveness of our IT infrastructures as well as to prevent any inappropriate use of technology.

H-J Family of Companies' IT policy is as follows:

## Network Security Rules

Internet usage (web surfing, email, etc.) is restricted to work-related tasks throughout the day. All internet usage is to be through legitimate websites by legitimate companies. If you have any question as to the legitimacy of a website, do not visit it.

At no time are you allowed to access any illegal websites (e.g. websites offering free music or software downloads).

At no time are you allowed to access adult websites or websites with inappropriate content.

USB keys, flash drives (thumb drives), and external hard drives are prohibited. The only area where drives are allowed are in the Programming of Machines.

Chat programs and messaging programs (other than those provided by H-J's IT department) are prohibited.

No software is allowed to be installed or downloaded on any H-J computer without the approval of H-J's IT department. This includes, but is not limited to, all chat programs, games, apps, or emojis.

Non-work-related streaming of audio and/or video across the Company network is prohibited as it may affect bandwidth used for business purposes.

You must lock your computer before walking away from it.

Your personal H-J account (logins, passwords, email, etc.) should not be used by any other person. Passwords are the property of H-J and must be provided by employees upon request.

No H-J email can be added to your personal phone if you are a nonexempt employee and have the ability to receive overtime. In certain cases, you can get written approval from your manager under the direction that all use of your company email outside normal working hours will be paid to you as normal work time and be counted into overtime calculations. This would be in rare circumstances and all these exceptions need to be reported to Human Resources.

## Virus Awareness Guidelines

Never open emails or attachments from someone you do not know. Contact the IT department if the email looks suspicious.

Never click on web ads or spam emails. If you receive a spam email, immediately delete the email and empty your deleted items folder.

Never click on pop-ups. Clicking on a pop-up ad could lead you to another website or download unwanted software containing spyware/adware.

## Email

Delete any unnecessary emails immediately and empty your deleted items folder regularly to avoid deleted emails from archiving.

Delete any duplicate emails that have stringed conversations in other messages, keep only the last email.

Only keep emails that might need to be re-accessed in the future.

Attachments such as photos and PDFs may be removed from emails and stored in your folder on the shared drive to help prevent your email inbox and/or archive from becoming full.

## Other Notes

Do not shut off computers. Leave them on 24 hours a day to allow for overnight updates.

Computers will lock automatically after 5 minutes.

Network passwords change every 90 days.



Due to security, bandwidth restrictions, and filtering, personal devices not owned or maintained by H-J will not be given access to our network's wireless system.

All work-related data must be saved to the network drive. Network drives are backed up daily and this will prevent the loss of as much data as possible in case of computer failure.

If a large amount of data is needed to be saved to a network drive, please contact IT before doing so.

If you happen to accidentally call 911 do not hang-up, please let the emergency dispatcher know that this is not an emergency but an accidental dialing.

## Electronic Communication Policy

H-J has established an electronic communication policy to govern access to, use of, and disclosure of H-J Family of Companies' electronic communication systems. For purposes of this policy, "electronic communication systems" include but are not limited to electronic mail (email), internet services, intranet services, voice mail, telephone calls, audio conferencing, and facsimile messages that are sent or received by staff and other authorized users of H-J resources.

The electronic communication systems are Company property and use of these systems should be related to H-J business. Only staff and other authorized persons conducting H-J business may use the electronic communication systems.

H-J Family of Companies resources for electronic communications shall not be used for any of the following:

- Non-H-J commercial use. For purposes of this policy, "commercial use" includes the offering of goods or services either for sale or for free, for personal advertisements, or use on behalf of outside business ventures.
- Constructing an electronic communication so it appears to be from someone else.
- Obtaining access to the files or communications of others for any reason not related to a substantial H-J business purpose.
- Attempting to gain unauthorized access to data or attempting to breach any security measures on any electronic communications system or attempting to intercept any electronic communication transmission without proper authorization.
- Accessing, uploading, downloading, or sending images, literature or messages containing sexual connotations or sexually explicit content.

- Accessing, uploading, downloading, or sending images, literature or messages that discriminate or are harassing on the basis of one's Protected Status.
- Sending or forwarding "chain letters" or spam emails.
- Sending or receiving copyrighted materials, trade secrets, proprietary financial information, or similar materials without proper authorization.
- Soliciting or proselytizing for commercial ventures, religious or political causes, or other outside organizations.
- Accessing web sites related to sex, gambling, hate speech, criminal activities, illegal drugs or other similar activities.

The electronic communication systems are Company property and all messages composed, sent or received on these systems are and remain the property of H-J Family of Companies. They are not the private property of any employee. Any expectation of personal privacy in any of these systems is not warranted.

To ensure that the use of H-J electronic communications systems is consistent with H-J policies, the Company reserves the right to monitor usage, and to review, audit, intercept, access and disclose all messages created, received, or sent over its electronic communications systems. This includes monitoring Internet usage of any kind and may also include listening to stored voice mail messages. The contents of e-mail may be disclosed without the permission of the employee.

Employees should understand that e-mail is not a private or confidential mode of communication. Unlike words spoken on a telephone call, e-mail messages will almost always leave traces of their existence (on a hard-drive or central server) and may be retrievable, even though you have deleted the message on your computer. E-mail messages may be discoverable by opposing parties during litigation. Similarly, when you access the Internet, you leave a trail that may include your name and IP address. In addition, Company records may show all Internet sites accessed through the system, including each chat room, newsgroup or e-mail message and each file transferred into and out of the network. Therefore, employees should treat e-mail messages and Internet activities with the same caution as they would a written memorandum or letter and should exercise discretion when using electronic communications systems.

Users of the H-J Family of Companies' network or Internet connection are responsible for adherence to software licensing agreements, including registration fees, relating to any copyrighted software downloaded via the H-J Family of Companies Internet connection. Any software or files downloaded via the Internet into Company network become the property of H-J Family of Companies.

H-J Family of Companies treats all computer files, including electronic mail (e-mail) sent or received, as business information. If employees make incidental use of the computer system for personal files or e-mail, employees should not expect personal files or e-mail to be protected from review by other employees. In addition, all files, data, or communication put on H-J's IT system will be considered the property of H-J.

### Disciplinary Action

Any employee who violates any part of this policy or otherwise uses H-J Family of Companies electronic communications systems or any other IT resource for improper use may be subject to discipline, up to and including termination of employment.

## Social Media

At H-J Family of Companies, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the Company, or one of its subsidiary companies.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site (e.g., Facebook, Twitter, LinkedIn, Tumblr, Snapchat, TikTok, Instagram), web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in other Company policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines, and other Company policies, and ensure your postings are consistent with these policies. Inappropriate postings, including discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to fellow employees, customers, suppliers or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or supervisors than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of Protected Status.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posts can be found. Never post any information or rumors that you know to be false about the Company, fellow employees, members, customers, suppliers, people working on behalf of the Company, or competitors.

Maintain the confidentiality of Company trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate other Company policies.

Do not create a link from your blog, website, or other social networking site to a Company website without identifying yourself as an employee of the Company.

Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, members, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of Employer. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of H-J Family of Companies."

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with Employer policy. Do not use the Company email addresses to register on social networks, blogs or other online tools utilized for personal use.

If you have questions or need further guidance, please contact the IT Department or the Human Resources Department.

## Use of Company Property and Time

H-J Family of Companies provides employees with the appropriate equipment as needed to fulfill the duties of their jobs. This equipment is the property of H-J and the expected use of this equipment is for business purposes. It should be noted that all offices, desks, files, lockers, and so forth are the property of H-J Family of Companies and are issued for the use of employees only during their employment with H-J. Inspections may be conducted at any time at the sole discretion of H-J Family of Companies, and employees have no expectation of privacy with regard to Company property.

H-J may assign lockers to employees for their use. Lockers are assigned by Human Resources and employees may not switch lockers or allow another employee to use the locker assigned to them. Locks will also be provided by Human Resources and employees are not allowed to use an outside lock on their locker. Lockers are to be locked at all times when not in use. H-J Family of Companies is not responsible for any lost or stolen belongings. Employees are prohibited from bringing in or storing items in their lockers that could be deemed unsafe by the Company or violate Company policy which include, but are not limited to, alcohol, illegal or unauthorized drugs, or weapons of any kind, regardless of proof of possession of a concealed weapons permit. Lockers may be opened for inspection by a member of Human Resources or another designated member of the Company at any time.

Employees who violate this policy may be subject to discipline, up to and including termination from employment.

Company equipment essential to accomplishing job duties can be expensive and may be difficult to replace. When using Company equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any equipment appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job or refer you to someone who can.

## Company Vehicles

Some H-J employees receive a Company vehicle based on business needs. Employees who drive a Company vehicle must exercise due diligence to drive safely and always maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while driving a Company vehicle is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving. Non-employees (e.g. customers, vendors, family, or friends) are

prohibited from driving any Company vehicles. Smoking/vaping and chewing tobacco is strictly prohibited in any Company vehicle.

Employees who use their personal vehicles (non-company vehicles) for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage.

Employees must report any accident, theft or damage involving a Company vehicle to their supervisor, manager, or Human Resources, regardless of the extent of damage or presence or lack of injuries. Such reports must be made as soon as possible but no later than 12 hours after the incident.

Employees are not permitted, under any circumstances, to operate a Company vehicle or a personal vehicle for Company business, when any physical or mental impairment causes the employee to be unable to drive safely. No alcohol containers may be open in the Company vehicle at any time. Additionally, employees shall not operate any Company vehicle at any time or operate any personal vehicle while on Company business while using or consuming alcohol, illegal or unauthorized drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

A valid driver's license is required to operate a Company vehicle. In the event an employee's driver's license becomes invalid, whether through suspension, revocation, or expiration, the employee must refrain from operating any Company vehicle and inform their supervisor, manager, or the Human Resources Department as soon as possible.

## Expense Reimbursement

Reimbursement by the Company for expenses, including, but not limited to, client entertainment or business travel, is subject to review and approval by the Company. Expenses should be reasonable. The Company may deny reimbursement if it determines, in its sole discretion, that expenses are unreasonable.

Any questions should be directed to the Finance Department.

All expenses need to be approved by your immediate supervisor and submitted to finance within 60 days of the expense. All original receipts need to be attached with the request. All mileage reimbursement will follow the standards of the current IRS guidelines.

## Cellular Phones and Mobile Devices

H-J Family of Companies recognizes that employees will occasionally need to place and receive personal calls during the workday. While at work, employees are expected to exercise the same discretion in personal cellular phones as is expected for the use of Company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Therefore, cellular phones may not be used in the plant. Any employee working in a department on the plant floor must keep their cell phones in their locker or another secured location while working. All personal cell phones and other communication devices must be kept in silent mode while employees are on duty. Employees should make personal calls during breaks and lunch periods. All conversations are to be held so as to not disrupt others. Employees are also to ensure that friends and family members are aware of the Company's policy.

Employees who operate a motor vehicle as part of their duties for H-J Family of Companies may find themselves receiving phone calls, emails, and text messages while driving. If the driver must use a cell phone for any activity while driving on Company business, the employee must stop safely, secure the vehicle, and then make or take the call or respond to an electronic message. Employees should not use handheld devices for business purposes while driving for any reason, including but not limited to making/receiving a call, sending/receiving text messages, sending/receiving e-mails, sending/receiving pictures, or using a GPS system. Hands free phones are an exception to this policy for conversation purposes. Employees must adhere to all federal, state, and local rules and regulations governing the use of cell phones and mobile communication devices. Employees found violating any portion of this policy will be subject to disciplinary action up to and including termination.

## Employee Safety and Reporting of Injuries

H-J Family of Companies carries workers' compensation insurance. In the event of a serious medical illness or injury, the immediate welfare of the employee is paramount. All injuries, **no matter how minor**, must be reported to the supervisor or manager **immediately** and when necessary, will be attended to by a physician as soon as possible. Contact the Safety Director or Human Resources for referral to a medical facility.

Safety in the workplace is a top priority of H-J Family of Companies. We strive to provide work environments that are safe for all employees and to maintain procedures designed to prevent occupational injuries. The safety of our employees depends upon the personal commitment of all employees to these procedures. Most injuries occurring in the workplace can be prevented by following safety practices.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, manager, the Safety Director, or with another member of management. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

An important part of keeping everyone safe is the proper use of Personal Protective Equipment (PPE). This might include safety glasses, hearing protection, face shields, or any other number of PPE. Due to the differing nature of the environments, each department has specific PPE requirements. Employees must use proper PPE as required in each area.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or remedy (when appropriate) such situation may be subject to disciplinary action, up to and including termination of employment.

H-J has a program for providing prescription safety glasses for employees. See the Safety Vision Glasses Policy, above, for information on eligibility for this program.

## Violence Prevention

H-J Family of Companies is committed to maintaining a workplace that is free from violence or threat of violence. All employees, including temporary workers, customers/clients, and visitors should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay”, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated.

This policy includes, but is not limited to:

- Threatening acts or abusive language that leads to tension within the work environment
- Violent or threatening physical contact (including fights, pushing, and physical intimidation)
- Direct or indirect threats
- Threatening, abusive, or harassing phone calls
- Possession of a weapon on Company property
- Destructive or sabotaging actions against Company or employees’ personal property
- Stalking
- Violation of a restraining order

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Company property shall be removed from the premises as quickly as safety permits, and shall remain off Company premises pending the outcome of an investigation.



All threats of violence or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, manager, the Human Resources Department, or other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. All suspicious individuals or activities should also be reported as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede.

H-J Family of Companies will investigate reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. In order to maintain workplace safety and the integrity of the investigation, H-J Family of Companies may suspend employees, either with or without pay, pending investigation.

All employees who obtain a protective restraining order, which lists H-J Family of Companies' premises as being a protected area, must provide to the Human Resources Department a copy of any temporary or permanent protective or restraining order. H-J Family of Companies understands the sensitivity of the information requested and will respect the privacy of the employee(s) to the extent possible.

## H-J FAMILY OF COMPANIES

# Acknowledgement of Handbook Receipt

I have received the H-J Family of Companies (the “Company”) 2022 Employee Handbook. I understand that the information in this Handbook represents guidelines only and that the Company reserves the right to modify this Handbook or amend or terminate any policies, procedures, or employee benefit programs (whether or not described in this Handbook) at any time, or to require and/or increase contributions toward benefit programs.

I also understand that to the extent this Handbook contains descriptions of benefits; such descriptions or summaries are not intended to take the place of more detailed benefit plan documents. I understand that the descriptions in the plan documents will override the information in this Handbook in the event the information presented in the Handbook conflicts with the information in the plan documents.

I have been advised to read the Handbook thoroughly and to consult with a supervisor, manager, or Human Resources if I have any questions concerning the meaning of any provision of this Handbook.

I understand that the Handbook contains, among other policies, the Company’s Equal Employment Opportunity and Non-Discrimination Policy, Anti-Harassment Policy, Sexual Harassment Policy, IT Policy, and social media Policy, and I agree to abide by them.

I understand the purpose of this Handbook is to familiarize me with the structure of the Company and to provide basic information concerning my employment with the Company. I understand this Handbook is not a contract of employment, express or implied, between the Company and me and that I should not view it as such, or as a guarantee of employment for any specific duration. I understand that my employment with the Company is at-will and that it may be terminated by either me or the Company at any time, for any reason or no reason, with or without notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_