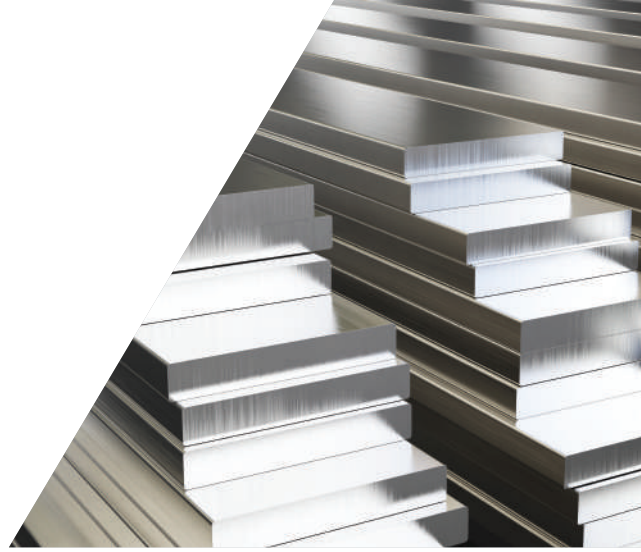


Employee Handbook



- aluminum & plastics distribution
- industrial recycling
- asset management
- materials trading
- beverage container recycling



EMPLOYEE HANDBOOK

TABLE OF CONTENTS

EMPLOYEE WELCOME MESSAGE	1
SECTION I: INTRODUCTION	2
COMPANY CORE VALUES	2
OUR MISSION	2
OUR COMMITMENT TO QUALITY.....	3
OUR COMMITMENT TO COMMUNITY INVOLVEMENT.....	3
THE TALENT MANAGEMENT & RETENTION DEPARTMENT	3
SECTION II: EMPLOYMENT	4
GENERAL INFORMATION	4
EMPLOYEE RELATIONS	4
EQUAL EMPLOYMENT OPPORTUNITIES	5
DISABILITIES AND ACCOMMODATIONS	5
ANTI-HARASSMENT	6
IMMIGRATION LAW COMPLIANCE.....	7
CONFLICTS OF INTEREST	8
OUTSIDE EMPLOYMENT.....	9
CONFIDENTIALITY OF BUSINESS INFORMATION	10
SECTION III: EMPLOYMENT STATUS AND RECORDS	11
EMPLOYMENT CLASSIFICATIONS	11
ACCESS TO PERSONNEL FILES/RECORDS	11
SOCIAL SECURITY NUMBER PRIVACY	12
PERSONNEL DATA CHANGES	12
TRIAL EMPLOYMENT PERIOD	12
PERFORMANCE EVALUATIONS	13
RESIGNATION	13
SECTION IV: EMPLOYEE BENEFIT PROGRAMS	14
TIME OFF WITH PAY	14
HEALTH AND WELFARE BENEFITS	18
ADDITIONAL FRINGE BENEFITS	19
SECTION V: LEAVES OF ABSENCE	21
FAMILY AND MEDICAL LEAVE.....	21
MEDICAL LEAVE.....	21
PERSONAL LEAVE	22
MILITARY LEAVE	22
SECTION VI: TIMEKEEPING/PAYROLL	23
TIMEKEEPING	23
PAYDAYS	23
ADMINISTRATIVE PAY CORRECTIONS	23
SECTION VII: WORK CONDITIONS AND HOURS	24
WORK SCHEDULES	24

REST AND MEAL PERIODS.....	24
OVERTIME	24
BUSINESS TRAVEL EXPENSES.....	24
SECTION VIII: ON THE JOB	26
STANDARDS OF CONDUCT AND PERFORMANCE	26
ABSENTEEISM AND TARDINESS	27
RETURN OF PROPERTY	28
ELECTRONIC COMMUNICATIONS AND EQUIPMENT.....	28
INTERNET USE	29
SOCIAL MEDIA USE.....	29
SOLICITATION, DISTRIBUTION, AND POSTING	30
CONTACT WITH THE MEDIA	31
CELLULAR PHONE AND WIRELESS ELECTRONIC DEVICE USE	31
VEHICLE USE.....	31
U.S. DEPARTMENT OF TRANSPORTATION (DOT) CELLULAR PHONE USE	32
INFECTIOUS DISEASE CONTROL POLICY	32
SECTION IX: SAFETY IN THE WORKPLACE	33
THE RESPONSIBILITIES OF EMPLOYEES	33
INJURY ON THE JOB	34
RETURN TO WORK.....	34
DRUG AND ALCOHOL USE	34
DRUG AND ALCOHOL TESTING	35
SMOKING AND TOBACCO USE.....	36
USE OF EQUIPMENT	36
USE OF VEHICLES.....	36
SECURITY INSPECTIONS.....	37
WORKPLACE VIOLENCE	37
WEAPONS	38
EMERGENCY CLOSINGS/DELAYS	38
SECTION X: CONTRACTUAL PROVISIONS.....	39
APPENDIX A.....	41
EMPLOYEE HANDBOOK ACKNOWLEDGMENT	45

EMPLOYEE WELCOME MESSAGE

Dear Team Members:

I am pleased to welcome you as a new member of Schupan & Sons Inc.

The spirit/mission of our company is one of service to our employees, customers, coworkers, and community. Our success as individuals and as a company depends on you. Only through your spirit of participation can Schupan & Sons, Inc. preserve and enlarge its market share in the recycling, scrap, and aluminum & plastic sales business.

Schupan & Sons, Inc. will always be concerned with you as an individual. Your health, well-being, and progress are important to us. That is why we have developed an excellent Employee Benefit and Wellness Program for our employees, which is second to none in our trade industry.

Throughout your career with this company, you will have an equal opportunity to advance and share in our success. If you look around, you'll find many supervisors who began in entry-level positions and advanced in their careers here at Schupan & Sons, Inc.

This company does have a spirit! **A Team Spirit!** I appreciate you being here, and I thank you for choosing Schupan & Sons, Inc. as **your company**.

Sincerely,

Marc A. Schupan, CEO

SECTION I: INTRODUCTION

The Company, as referenced in this Handbook, is defined as Schupan & Sons, Inc.

COMPANY CORE VALUES

The success of Schupan & Sons, Inc. is dependent on the trust and confidence we earn from our employees and our customers. We gain credibility by adhering to our commitments, displaying honesty, and reaching company goals through honorable conduct.

Schupan & Sons, Inc. expects all employees to perform their job duties and to consistently practice the company goals through honorable conduct. Following **Core Values**:

Teamwork

Treats coworkers and customers as we/they wish to be treated. Relates to coworkers while minimizing and/or resolving conflict. Arrives to work on time, works efficiently, and balances team and individual responsibilities. Listens attentively and approaches others in a tactful manner while supporting others efforts to succeed. Understands how individual role supports the team and affects overall business.

Integrity

Leads by example with ethical, honest, and fair behavior. Concentrates on doing the right thing every time. Supports organization's goals and values while following policies and procedures. Keeps commitments and takes responsibility for own actions.

Tenacity

Learns from mistakes and overcomes obstacles by recognizing solutions. Accentuates the positive and perseveres in difficult or challenging situations.

Compassion

Values the welfare of coworkers, customers, and the communities we serve. Shows kindness, caring, and a willingness to help others.

Diversity

Shows respect and sensitivity for others and their differences, beliefs, and perspectives. Supports an inclusive and harassment-free workplace.

OUR MISSION

Our mission is to always do business with integrity. We practice integrity in everything we do.

- We do what we say we'll do.
- We treat our customers the same way we want to be treated.
- If we make a mistake, we admit it and correct it.
- We price our products and services fairly.
- And we stand by our word.

OUR COMMITMENT TO QUALITY

We shall establish trust and respect by being accountable and responsible as we consistently provide products and services that meet our customers' requirements. We will ensure our future through a commitment to continuous improvement and honest relationships with our employees, customers, suppliers, environment, and communities.

We are ISO certified, a unique designation to our industry. This certification allows us to track production, record problems, take corrective actions, and follow up on effectiveness, all to consistently improve the service we provide.

OUR COMMITMENT TO COMMUNITY INVOLVEMENT

Schupan & Sons, Inc. is dedicated to improving the communities in which we live and work. We are actively involved in supporting local education, athletics, cultural, and relief programs. We also support regional and national charities.

The growth and progress of the Company are dependent upon the growth and progress of our communities. Employees are encouraged to take an active role in support of civic and community projects. *(See Section IV: Employee Benefit Programs for details.)*

THE TALENT MANAGEMENT & RETENTION DEPARTMENT

The Talent Management & Retention department is here to support employees and management to perform their jobs to their fullest potential. We know that employee engagement leads to increased employee retention. The Talent Management & Retention department is here to partner with employees to create an environment where people want to work and feel a sense of ownership and pride. The TMR department plays an essential role in formulating and interpreting Company policy and assists with such matters as recruitment and selection, performance and development, compensation and benefits, employee records, disciplinary concerns/actions, strategic planning, and more as it relates to the wellbeing of the employees, culture, and business.

Employees are encouraged to contribute suggestions and/or questions so staff members may be more responsive to each employee's needs. Employees with questions or concerns regarding any of the policies within this Handbook should not hesitate to contact any member of the Talent Management & Retention team.

SECTION II: EMPLOYMENT

GENERAL INFORMATION

This Handbook takes precedence over any conflicting oral or written statements or promises unless they are in writing and signed by the CEO and/or COO. Except for the last section, entitled “Contractual Provisions,” no provision of this Handbook is a contract.

The Company has prepared this Handbook to help employees be successful at the Company by assisting them in understanding our values and our policies. Employees are encouraged to ask their supervisors or a member of the Talent Management & Retention team if they have questions about any of the policies outlined in this Handbook or the application of those policies.

The Company is committed to achieving success for our Company, employees, and community in a manner that complies with all laws. Employees should interpret no statement in this Handbook or any other policy of the Company as restricting any rights that are protected by law. The Company applies its policies and makes employment decisions consistent with all relevant laws.

This Handbook is not to be construed as a contract of employment for a specified period of time, and it contains no guarantee of employment. It is understood that an employee may voluntarily leave employment at any time with or without cause or reason, and the Company may terminate an employee at any time with or without cause or reason. Schupan & Sons, Inc. reserves the right to alter, modify, amend, or terminate any of the policies and benefits outlined in this publication unless legally prohibited.

The Company will take appropriate corrective/disciplinary action (e.g., oral or written warning, suspension, termination) when an employee violates Company policy. The decision to discipline or terminate an employee lies within the Company’s discretion, and the use of corrective/disciplinary action in lieu of termination will not in any way affect the “at-will” employment relationship.

EMPLOYEE RELATIONS

Schupan & Sons, Inc. is committed to providing employees with work conditions, wages, and benefits that are competitive with those offered by other employers within our industry and geographical areas. The Company aims to create and maintain a work environment in which employees feel valued and respected. If employees have concerns about work-related issues, they are strongly encouraged to discuss these with their supervisor and/or any Talent Management & Retention team member.

Our experience has demonstrated that when employees deal openly and directly with the Company, communication can be more transparent, attitudes can be more positive, and employees are more engaged. To facilitate effective communication with our employees and to promote other forms of communication, all managers, supervisors, and the Talent Management & Retention team will maintain an “open door” policy. Employees are encouraged to uphold the open lines of communication to assist in maintaining a healthy and positive work environment.

If an employee believes that his/her work-related concern has not been resolved with his/her supervisor within a reasonable length of time, or if the employee is uncomfortable discussing the matter with his/her

supervisor, the employee may discuss the concern with the Division General/Operations Manager, Division President, or Director of Talent Management & Retention.

EQUAL EMPLOYMENT OPPORTUNITIES

Schupan & Sons, Inc. believes employees should be able to enjoy a work environment free from all forms of employment discrimination. The Company embraces individual differences and does not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, disability, genetic information, veteran status, height, weight, or any other protected characteristic under federal, state, or local law.

This policy of nondiscrimination applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

No employee shall aid, abet, compel, coerce, or conspire to terminate or cause another employee to discriminate against any other employee, as described in this policy.

DISABILITIES AND ACCOMMODATIONS

The Company is committed to providing equal employment opportunities for qualified individuals with disabilities. Therefore, the Company will provide reasonable accommodation for a qualified individual's disability, where the accommodation is necessary for the employee to perform the essential functions of his or her job.

If an employee believes that he or she needs an accommodation to perform the essential duties of his or her position, the employee must promptly notify a supervisor and/or a member of the Talent Management & Retention department.

The Talent Management & Retention department will be responsible for obtaining and evaluating the relevant medical and job information, work closely with the employee and supervisor to identify and evaluate possible accommodations, and ensure appropriate confidentiality in the process. Each request will be evaluated based on the circumstances of that particular situation. Because of this, the employee's participation and cooperation in the accommodation process will be important.

The Company may decline to make an accommodation where it would be unreasonable, would present a direct threat to health or safety, or where it would impose an undue hardship on the Company or other employees.

Leaves of absence may be a reasonable accommodation in some circumstances. If a leave of absence is requested, the Company will work with the employee to evaluate whether the leave is reasonable, and, if so, the necessary length of the leave. Requests for leaves of absence will be handled in the same manner as requests for other accommodations – interactively with the employee and supervisor.

ANTI-HARASSMENT

Schupan & Sons, Inc. is committed to providing a workplace that is free from discrimination, bullying, and harassment. Employees at all times must treat others respectfully and with dignity.

Harassment

Workplace Harassment includes unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, disability, genetic information, veteran status, height, weight, or any other protected characteristic under federal, state, or local law. The Company will not tolerate any form of workplace harassment by anyone, including any supervisor, co-worker, or third party.

Harassment that affects job benefits, interferes with an individual's work performance, and/or creates an intimidating, hostile, or offensive work environment (even if the harassment occurs away from work, such as at a social function, while traveling, etc.) will not be tolerated.

Harassment includes unwelcome behavior such as, but not limited to, derogatory remarks, profanity, epithets, offensive jokes, the display or circulation of offensive printed, visual, or electronic material, offensive physical actions/assault, or the threat of offensive physical actions/assault.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex, constitutes sexual harassment when:

- Submission to the conduct or communication is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct or communication by an individual is used as a factor in an employment decision affecting the harassed employee; or
- The behavior or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

Some examples of unwelcome behavior that can be construed as sexual harassment include, but are not limited to, verbal, non-verbal, or physical conduct of a sexual nature, including unwanted touching, sexually suggestive comments, sexually-orientated jokes or teasing, or any display of sexually-explicit pictures, including offensive e-mails, magazines, books, etc.

Bullying

Bullying can be a form of harassment, and it may be intentional or unintentional. The Company defines bullying as repeated, unwelcome, severe, or pervasive mistreatment that harms, intimidates, offends, degrades, or humiliates another person, whether verbal, physical, electronic, or otherwise. This includes electronic communication through emails, texts, instant messages or posts, etc. Such behavior violates the Company's Standards of Conduct and Performance and Core Values.

Some examples of **verbal and non-verbal bullying** include- slandering, ridiculing or defaming a person or his/her family, friends, or associates; name-calling that is hurtful, insulting, or humiliating; and abusive or offensive remarks; threatening gestures, glances that can convey threatening messages; and offensive pictures or memes, etc.

Procedure for Filing a Complaint Regarding Harassment or Bullying

If an employee believes he/she is a victim of harassment and/or bullying, the employee should do either or both of the following:

- If comfortable doing so, clearly and directly communicate to the offending individual that his/her conduct is unwelcome and request that the offensive behavior stop. Employees are not expected to confront the individual if uncomfortable doing so.
- Immediately bring the matter to the attention of a supervisor and/or a member of the Talent Management & Retention department.

If an employee has knowledge of a situation that may be considered harassment and/or bullying involving another employee, he/she must bring the matter to the attention of a supervisor or a member of the Talent Management & Retention department.

Supervisors must inform the Director of Talent Management & Retention of all complaints of actual or perceived harassment or bullying to ensure complaints are promptly and carefully investigated. An investigation may include interviews with the person filing the complaint, any witnesses, and the alleged harasser. The privacy of everyone involved in the investigation process will be protected to the greatest extent possible.

If the Company's investigation establishes the complaint is valid, immediate and appropriate corrective action will be taken to stop the harassment and/or bullying and prevent its recurrence.

Any supervisor, employee, or agent of the Company, who has been found to violate this policy, including retaliating against any person who has complained of a potential violation, will be subject to corrective/disciplinary action, up to and including termination.

Anti-Retaliation Policy

Retaliation is strictly prohibited against any person who brings forward a good-faith complaint about bullying, harassment, or discrimination. If an employee believes he/she has been retaliated against, the employee should promptly contact a member of Talent Management & Retention.

IMMIGRATION LAW COMPLIANCE

Schupan & Sons, Inc. is committed to employing only United States citizens and those who are authorized to work in the United States. The Company does not unlawfully discriminate on the basis of citizenship or national origin.

Employees with questions or seeking information on immigration law issues may contact a member of the Talent Management & Retention department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CONFLICTS OF INTEREST

Employees have an obligation to avoid actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a Company decision that could benefit his/her private interests. A conflict of interest may exist not only in cases where an employee or an employee's relative has an ownership interest in a firm with which Schupan & Sons, Inc. does business, but also when an employee or an employee's relative receives anything of value as a result of any transaction or business dealings involving the Company.

No presumption of impropriety is created by the mere existence of a personal or business relationship. However, if an employee's role gives the employee influence over transactions where he/she has an actual or potential conflict of interest, the employee must immediately notify management so that safeguards can be established to protect all involved parties.

Employees should ask questions if they need further clarification on issues related to conflicts of interest.

Gifts

If a personal gift with a value of more than \$25 is received from a company that conducts business with Schupan & Sons, Inc., employees must notify management. If appropriate, the gift may be shared with other employees.

Business Entertainment

Normally, business lunches or other business entertainment up to a value of \$50.00 may be accepted without advance approval of the employee's supervisor. If a business entertainment event value is greater than \$50.00 or an employee anticipates, it will be greater than \$50.00; employees must provide prior notification to management.

Other Pay

Employees must notify management of any other work performed, services for pay, or other forms of compensation received from any persons, companies, or other entities that do business with Schupan & Sons, Inc. so it can be determined if a conflict exists.

The materials, products, designs, plans, ideas, and data of Schupan & Sons, Inc. are the property of the Company and should never be given to an outside firm or individual except through normal channels with appropriate authorization. Any improper transfer of material or disclosure of information, even if it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. For more information, refer to the Non-Disclosure policy in this Handbook.

Romantic Relationships

Any supervisor, manager, executive, or another employee in a sensitive or influential position must disclose the existence of a romantic or sexual relationship with a subordinate or anyone with whom he/she has direct influence. Disclosure may be made to the individual's immediate supervisor or the Director of Talent Management & Retention.

To reduce any potential negative impact of a manager/subordinate relationship on business operations, the Company will work with the parties involved to consider options for resolving the conflict of interest.

Employees engaging in an undisclosed relationship resulting in a conflict of interest and/or a negative impact on business operations may be subject to corrective/disciplinary action, up to and including termination of employment.

Employment of Relatives

As with all applicants for employment, a member of an employee's family will be considered for employment among all candidates on the basis of his/her qualifications. However, such individuals will not be hired or retained if doing so might adversely affect the work environment, create a real or potential conflict of interest, or the appearance of favoritism or impropriety.

For the purposes of this policy, a relative is defined to include, but not limited to, parents, children, brothers, sisters, spouses, grandparents, grandchildren, aunts, uncles, nieces, and nephews. This includes step and in-law relations.

This policy will also be considered when assigning, transferring, or promoting an employee.

OUTSIDE EMPLOYMENT

Employees may hold outside employment as long as they satisfactorily perform their job at Schupan & Sons, Inc., provided there is no conflict of interest or appearance of impropriety. Following our commitment to work-life balance, employees should consider the impact that outside employment may have on their health and physical well-being. All employees will be evaluated by the same performance standards and will be subject to the scheduling needs of the Company regardless of any outside work requirements.

If the Company determines that an employee's outside work interferes with performance or the ability to meet the requirements of Schupan & Sons, Inc., as they are modified from time to time, the employee will be required to terminate the outside employment if he/she wishes to remain with the Company.

The Department of Transportation (DOT) has Hours of Service (HOS) regulations, which put limits on the number of hours that commercial motor vehicle drivers may drive. To ensure the Department of Transportation HOS regulations is not violated, drivers may not hold a position outside of the Company that requires DOT recordable hours.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Schupan & Sons, Inc. for materials produced or services rendered while performing their job with the Company.

Employment outside the Company, while on a paid or unpaid leave of absence when the Company benefits are maintained, is prohibited unless the employment is for military service.

To the extent allowed by applicable employee health care plans and/or applicable law, Schupan & Sons, Inc. will not pay medical benefits for injuries or illnesses that result from an employee's outside employment.

CONFIDENTIALITY OF BUSINESS INFORMATION

The protection of confidential business information and trade secrets is vital to the interests and the success of Schupan & Sons, Inc. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists and information
- Customer technical and part specifications
- Company and customer/vendor proprietary information
- Schupan & Sons, Inc. and customer/vendor pricing and quotes
- Financial information
- Computer software
- Proprietary information, such as, but not limited to, blueprints, plans, inventions, copyrighted or patented materials, or any other intellectual property protected by law.

Any employee who discloses trade secrets or confidential business information to individuals or entities within or outside of Schupan & Sons, Inc. when such disclosure is not consistent with the employee's job duties, will be subject to corrective/disciplinary action, up to and including termination of employment, even if he/she does not benefit from the disclosure of the protected information. Legal action may also be taken against the employee.

As designated by the Division President, employees holding certain positions within the Company may be required to sign a Non-Disclosure Agreement as a condition of employment.

SECTION III: EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CLASSIFICATIONS

Employment classifications are intended to help employees understand their employment status and benefits eligibility.

Each employee is designated as either non-exempt or exempt from the overtime provisions of the federal wage and hour law. Non-exempt employees are typically paid an hourly rate and receive overtime pay at one and one-half times their regular hourly rate when they work more than 40 hours in a workweek. Exempt employees are paid on a salary basis and are not entitled to overtime pay regardless of their hours worked.

In addition, each employee will belong to one other employment category:

Full-time

Employees who are not in a temporary/seasonal employment classification and who are regularly scheduled to work 30 or more hours per week.

Part-time 24 Hour

Employees who are not assigned to a temporary/seasonal employment classification and who are regularly scheduled to work 24-29 hours per week.

Part-time <24 Hour

Employees who are not assigned to a temporary/seasonal employment classification and who are regularly scheduled to work less than 24 hours per week.

Temporary/Seasonal

Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration or scope. Employment beyond any initially stated duration or scope does not in any way imply a change in employment classification.

Staffing/Contract Service Agency Workers

Workers are employees of the staffing/contract service agency and are temporarily assigned to work at Schupan & Sons, Inc. They will abide by Schupan & Sons Inc.'s rules and policies while working on the property of the Company but are not considered employees of Schupan & Sons Inc.

ACCESS TO PERSONNEL FILES/RECORDS

Schupan & Sons, Inc. maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and pay increases, and other employment records.

Personnel files are the property of Schupan & Sons, Inc.; access to the information they contain is restricted. Generally, only supervisors and management of Schupan & Sons, Inc., who have a legitimate reason to review information in a personnel file are allowed access on a “need-to-know basis.”

Employees who wish to review their file must contact the Talent Management & Retention department. With reasonable advance notice, employees may review their personnel file/record on Company property and in the presence of a member of the Talent Management & Retention department. Employees may receive a copy of their personnel file with reasonable advance notice and a written request.

SOCIAL SECURITY NUMBER PRIVACY

This policy has been established to protect the privacy of our employees and others who are required to supply their social security number to the Company.

Schupan & Sons, Inc. seeks to ensure to the greatest extent possible that the social security numbers of our employees and others who conduct business with our employees (e.g., customers, vendors, business associates) are maintained confidentially. Social security numbers will not be released to anyone outside the Company, except as required or permitted by law. Social security numbers will be made available internally on a “need-to-know” basis only. Except where required by law or otherwise necessary, social security numbers will not be included in any document mailed outside the Company.

Social security numbers will not be publicly displayed in any manner.

Social security numbers are not to be used as passwords or identifiers for any Company computer system. Social security numbers will not be used in the ordinary course of business except as the Company may determine that it is necessary to verify an individual’s identity or to administer employee benefits, such as health insurance. Any documents that include social security numbers that are discarded are to be shredded.

Violation of this policy will lead to corrective/disciplinary action, up to and including termination.

PERSONNEL DATA CHANGES

Changes in name, address, telephone number, marital status, dependents, next of kin and/or beneficiaries, or any other such relevant personnel data changes must be communicated promptly to the Talent Management & Retention department. Employees may make and submit changes by logging into their Employee Self-Service portal.

It is the responsibility of each employee to promptly notify Schupan & Sons, Inc. of any changes in his/her data to assist employees in matters such as personal emergency, benefit revisions, compensation, etc.

TRIAL EMPLOYMENT PERIOD

Schupan & Sons, Inc. has up to a 90-day trial period for new and rehired employees, which may be extended at the Company’s sole discretion. The trial period is intended to help new employees learn about their job and the Company, get acquainted with other employees, and become familiar with the daily operations of the Company. The Company uses this period to evaluate new employees’ capabilities, work

habits, and overall performance. Completion of this trial period will not change the “at-will” relationship between the new employee and the Company.

PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals regularly on an informal basis. Formal performance reviews will be conducted based on standards established by each division. Regular performance evaluations provide both supervisors and employees the opportunity to discuss job duties and responsibilities, encourage and recognize strengths, identify and correct areas needing improvement, and discuss positive, purposeful approaches for meeting goals.

Job descriptions will generally be reviewed with an employee at least once per year during the review process. Subsequently, job descriptions will be modified based upon changes to the duties and responsibilities of the position.

RESIGNATION

A resignation is a voluntary act initiated by an employee to terminate employment with Schupan & Sons, Inc. Resigning employees must provide their immediate supervisor with at least two weeks’ advance written notice so that the Company can adequately meet the needs of our customers/business. However, it is up to the discretion of the supervisor, whether or not the employee will be permitted to work for the entire two weeks. Employees who give two weeks’ notice may be eligible to receive payment for their accrued, unused PTO upon resignation. (*See the PTO Policy in this handbook for more information.*)

When practical, a member of the Talent Management & Retention department will conduct an exit interview before an employee’s departure.

SECTION IV: EMPLOYEE BENEFIT PROGRAMS

Schupan & Sons, Inc. offers a comprehensive benefits program for eligible employees. Benefits eligibility is dependent upon a variety of factors, including an employee’s classification and length of service.

The following benefit programs are available to full-time employees. Part-time employee eligibility is noted with an asterisk (*). Please note this list is not all-inclusive, and certain restrictions may apply. For complete details about any benefits, employees may contact the Talent Management & Retention department or refer to the Plan document where applicable. The Plan document supersedes any conflicting policies in this handbook. The Company reserves the right to amend, add, reduce, or eliminate (unless otherwise restricted by law) any or all of these benefits at any time.

TIME OFF WITH PAY

Schupan & Sons, Inc. supports work-life balance to promote the health and well-being of our employees. The amount and type of time off with pay received each year is determined by the employee’s classification (full-time vs. part-time), employment category (exempt vs. non-exempt), and years of service.

Paid Time Off (PTO)

Paid Time Off (PTO) is available for eligible employees to take time to rest, rejuvenate, pursue personal interests (vacation) and, if applicable, take time off when sick or for any other reason provided in the Michigan Paid Medical Leave Act (MPMLA). For more information, please refer to the posted state and federal law poster.

Non-Exempt Employees

Eligible non-exempt employees scheduled to work, on average, at least 24 hours per week in the year will receive accrued PTO (see chart below). Eligible employees do not include temporary or seasonal employees hired to work fewer than 25 weeks in a year or contract employees who receive their paychecks from an employment service agency.

Eligible non-exempt employees will receive forty (40) hours of PTO upon hire. Employees who transfer into an eligible position within their first year of service will receive PTO on a prorated basis of up to 40 hours. However, new employees are required to complete ninety (90) days of employment before utilizing PTO. After the first year of service, non-exempt full-time employees accrue PTO weekly totaling the following annual amount:

Annual PTO Allotment by Employment Category				
Years of Service	Regular Full-Time (40 hrs.)	Regular Full-Time (32 hrs.)	Regular Full-Time (30 hrs.)	Regular Part-Time (24+ hour schedule)
2-6	80	64	60	40*
7-18	120	96	90	
19+	160	128	120	

**Part-time employees working 24+ hours per week receive their annual allotment at the beginning of each anniversary year and are only permitted to use PTO hours for reasons covered under the MPMLA (See posted state and federal law poster). Part-time employees are not eligible to use PTO time for reasons not covered under the MPMLA.*

Non-exempt employees are required to use paid PTO in one-hour increments.

Payment for PTO is computed at the eligible employee's straight-time base wage. Only when PTO has been pre-planned and approved by the employee's supervisor, PTO hours will be credited as "hours worked" for the purpose of calculating overtime. PTO hours used for unplanned time away from work will not be credited as "hours worked" for the purpose of overtime. This includes reasons covered under the MPMLA.

PTO hours taken will not be included in the calculation used to determine eligibility for this benefit.

All available PTO hours must be exhausted before an eligible employee can be approved to take unpaid time off work. Requests for unpaid time will be considered on a case-by-case basis, in compliance with all applicable state and federal laws and Company policies, and will be granted at the sole discretion of Schupan & Sons, Inc.

Exempt Employees

PTO is available for eligible exempt employees to provide the opportunity to rest, rejuvenate, and pursue personal interests outside of work. In addition, under certain circumstances, exempt employees may take PTO for reasons relating to illness. Please contact Talent Management & Retention with questions.

Eligible exempt employees will receive forty (40) hours of PTO upon hire and accrue hours on a weekly basis totaling an additional 40 hours of PTO. For employees who transfer from a non-exempt to exempt position, PTO will be adjusted as needed. After the first year of service, exempt employees accrue PTO on a weekly basis, up to the following annual amounts:

Annual PTO Allotment		
Years of service	PTO Hours	Number of Days
2	80	10
3-10	120	15
11+	160	20

Exempt employees must use PTO in full or half-day increments.

More about PTO

Exempt and non-exempt full-time employees may accumulate accrued but unused PTO hours of up to a maximum of two (2) times their annual PTO allotment. For instance, if an employee receives 80 hours of PTO per year, the employee may accumulate a maximum of 160 hours.

Eligible part-time employees will forfeit any unused PTO at the end of their benefit year, at which time they will receive their next benefit year allotment.

Regular full-time employees may “sell back” to the Company up to 40 hours of PTO annually. These hours do not count as hours worked for the purpose of calculating overtime.

Accrued but unused PTO will be paid out upon an eligible employee’s resignation from the Company if the employee has reached his/her one-year seniority anniversary, voluntarily resigns, and gives the Company two weeks’ notice of the resignation before the employees’ last day unless otherwise required by law. An exception to this policy may be considered in the event of a position elimination or layoff due to operational needs.

Additionally, if an eligible employee separates from employment and is later rehired, no accrued but unused PTO will carry over from the previous employment period.

When possible, employees must notify his/her direct supervisor of any need to take PTO. Employees must provide this notice at least 14 days in advance of a foreseeable need for PTO. If it is impossible to give 14 days of advance notice, the employee must notify his/her direct supervisor as soon as possible. Generally, no more than two weeks of PTO may be taken at one time.

The Company reserves the right to request documentation for any absence from work, including reasons defined under the MPMLA. When the Company requests documentation, the employee will be given three (3) days to provide the requested documentation.

Please refer to the Absenteeism and Tardiness policy beginning on page 26 for further information regarding attendance notification procedures. Failure to comply with the policy may subject the employee to corrective/disciplinary action.

If an employee is on an approved leave of absence, the employee will cease to accrue PTO after four (4) continuous weeks off from work.

Paid Personal Day

Schupan & Sons, Inc. provides regular full-time, and part-time employees with a maximum of one paid personal day each calendar year (up to 12 hours of pay determined by the employee’s pay category).

A personal day is granted upon the date of hire and each January after that.

Personal day hours must be pre-planned and approved by the employee’s supervisor.

Non-exempt employees may use their personal day in hourly increments.

Personal day hours are computed at the employee’s straight-time base wage and considered “hours worked” for the purpose of calculating overtime.

Personal day hours will replace scheduled hours and will not be paid in lieu of time off.

Exempt employees may use their personal day in full and half-day increments.

Personal day hours will not carry over into the following year and will not be paid out to an employee at the time of termination.

Paid Holidays

Generally, employees will be excused from work, with pay, on observed holidays as listed below.

Paid holidays are granted upon the date of hire.

Schupan & Sons, Inc. will generally observe the following holidays. The schedule may be adjusted based upon operational needs at the discretion of management:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

A recognized holiday that falls on a Saturday will usually be observed on the preceding Friday. A recognized holiday that falls on a Sunday will usually be observed on the following Monday.

If the holiday falls on either a Tuesday or Thursday, based upon business needs, the facility may choose to close on the Monday or Friday (respectively). When this happens, non-exempt employees may be given a choice to use a PTO day on a Monday or Friday (respectively) or take the additional day off as unpaid. Exempt employees not engaged in work will use available PTO.

Employees will receive up to 12 hours of pay (determined by the employee's classification) for Company observed holidays if the holiday falls on a regularly scheduled workday.

To be eligible for holiday pay, a non-exempt employee must work his/her last scheduled shift preceding the holiday and his/her first scheduled shift following the holiday (unless on approved leave).

If an eligible employee works on a Company observed holiday, he/she will receive holiday pay plus wages at his/her straight-time rate for hours worked on that day. As an alternative to receiving holiday pay, with Division President's approval, the employee may be eligible to receive a paid day off to use at a later date (a maximum of two days annually).

Paid time off for holidays (this includes alternate days off in lieu of working holidays) will be counted as hours worked for the purpose of calculating overtime.

Additional information regarding paid holidays is included in the Leaves of Absence and PTO policies.

Bereavement

Unless otherwise specified by state law, upon hire, full-time employees are eligible for up to three (3) paid days to make arrangements for and attend the funeral of the employee (or spouse's) immediate family member(s).

All part-time employees are eligible for an equivalent amount of unpaid time off.

If an employee suffers the death of a child, consideration will be given to grant additional unpaid time off up to 10 days.

Employees are eligible for unpaid bereavement leave in accordance with applicable state laws.

For the purpose of bereavement, immediate family is defined as spouse, domestic partner, (step) brothers, (step) sisters, (step) parents, (step) grandparents, (step) children, (step) grandchildren, aunts, uncles, nephews, nieces, and in-law relations.

Requests for bereavement leave should be made to the employee's supervisor as soon as practical.

Please refer to the PTO policy if requesting bereavement beyond the three (3) paid days.

Jury Duty

Schupan & Sons, Inc. encourages employees to fulfill their civic responsibilities by serving jury duty when required. Any employee summoned for jury duty will be granted a leave of absence for the time necessary for jury duty.

Full-time employees are eligible after 90 days of employment to receive jury duty pay for up to ten (10) days per calendar year at their base pay rate for hours necessarily missed from work due to jury duty. Employees are expected to promptly provide their supervisor with a copy of the summons once received.

Employees who are required to serve jury duty beyond ten days per calendar year may use available PTO to cover the remainder of their jury duty service. Please see the PTO policy for more information.

An employee released from jury duty before the time he/she would normally finish or begin his/her workday must call his/her supervisor, who will determine if the employee should report to work for the balance of the regularly scheduled shift.

Community Enrichment Day

At hire and each calendar year, eligible employees receive up to 12 hours of paid time off (based upon the employee's assigned shift and classification) to volunteer their time for community service.

Employees scheduled to work alternate shifts on evenings and/or weekends are eligible to utilize this benefit in place of their regularly scheduled hours as long as the community service takes place during a regularly scheduled day.

Paid time off for community service will be counted as hours worked for the purposes of calculating overtime.

HEALTH AND WELFARE BENEFITS

The Company provides full-time employees, and their eligible dependents access to the Company's health and welfare benefit plan.

For information regarding employee eligibility and coverage under the health and welfare benefit plan, refer to the benefits guide and/or Schupan & Sons, Inc. Welfare Benefit Summary Plan Description. The benefits guide and all plan documents are located on the employee self-service website, or a paper copy may be requested from Talent Management & Retention. Benefit plan options, cost of employee and dependent coverage, enrollment forms, and other applicable information may be obtained from the employee self-service website or the Talent Management & Retention department.

If an employee and/or eligible dependent(s) might otherwise lose health, dental, FSA, and/or vision coverage (e.g., resignation, termination of employment, death, reduction in hours, leave of absence, divorce or legal separation, or a dependent child no longer meeting eligibility requirements, etc.) he/she may be eligible to continue health coverage (at the employee's own expense) pursuant to federal law under the Consolidated Omnibus Budget Reconciliation Act of 1995 (i.e., COBRA).

It is the employee's responsibility to submit a qualifying event through the employee self-service website or notify a member of Talent Management & Retention within 30 days of a life event or any other changes that may affect his/her benefits. This includes changes such as, but not limited to, marital status, number of dependents, next of kin and/or beneficiaries, loss of group coverage, or any other relevant information.

Important: Please reference the Schupan & Sons, Inc. Welfare Benefit Summary Plan Description for information regarding spouse and dependent eligibility for coverage.

Health & Welfare Benefits

- Medical Insurance/Prescription Drug Coverage with 24/7 access to online health
- Dental Insurance
- Vision Insurance
- Flexible Spending Account and/or Health Savings Account
- Life Insurance/Accidental Death & Dismemberment/Optional Group Term Life Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Worksite Benefits

ADDITIONAL FRINGE BENEFITS

401k Qualified Retirement Plan

The Company provides employees access to a 401k Qualified Retirement plan, which is an excellent means for long-term retirement savings. All full-time and part-time employees are eligible to participate in the plan upon their date of hire. The company provides a 401k match for eligible employees. Employees receive the necessary enrollment and plan information upon hire. Please refer to Schupan & Sons, Inc. Profit-Sharing and 401k Savings Plan Summary Plan Description.

Employee Assistance Program

Schupan & Sons, Inc. considers our employees to be the Company's greatest asset and is committed to the overall health and well-being of each individual. The Company pays all administrative costs for the Employee Assistance Program (EAP) and Employer Resource Network (ERN), where available.

Our EAP and ERN offers employees and their immediate family members with access to professional counseling and referral services, and online access to the EAP for a wide range of problems/issues, including marriage and family problems, emotional problems, alcoholism and alcohol use, drug abuse and dependency, financial problems, job/career difficulties, difficulties with aging parents, etc.

We strongly encourage employees who have any personal challenges or difficulties to seek assistance from our EAP and/or ERN provider.

Education and Tuition Reimbursement Program

Schupan & Sons, Inc. encourages employees to participate in educational programs that provide developmental opportunities to increase learning and further their professional development.

- **Education / Professional Development:** The Company will pay the cost and expenses of authorized attendance at conferences, workshops, or seminars related to our business and the employee's position.
- **Tuition Reimbursement:** The Company encourages employees to consider furthering their education. This program has been established for approved degree or certification courses that pertain to an employee's present job or possible future positions within the Company. This program is intended to be a "qualified educational assistance program" within the meaning of IRS Regulation 1.127. Some reimbursements allowed under this program may be taxable to the employee.

To be eligible for tuition reimbursement, the employee must be in good standing and have been employed full time for at least 12 months. In addition, courses must be taken voluntarily outside of the employee's normal working hours, job-related, and taken at an approved and/or accredited educational or technical institution or affiliation. The employee must receive approval from his/her manager with final approval from the Division President.

Reimbursement for specific courses that are required for a degree but not job-related is at the discretion of the Division President.

SECTION V: LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE

See Appendix A.

MEDICAL LEAVE

A medical leave of absence (MLOA) may be requested if legitimate physical or mental conditions necessitate time away from work. MLOA will often apply in the same situations already covered by our FMLA and/or PTO policies. In such cases, the leave will generally be designated as an FMLA and/or PMLA leave. However, if an employee who does not qualify for FMLA and/or PTO, or if FMLA and PTO leave time have been exhausted, the employee's leave of absence will be governed solely by the terms of the MLOA policy.

A medical leave of absence is time off needed in excess of two (2) weeks and, if approved, will be granted in one (1) day increments of up to four (4) weeks. Any available PTO must be used as part of the approved MLOA. Once PTO has been exhausted, an unpaid MLOA may be approved at the sole discretion of Schupan & Sons, Inc. Please refer to the PTO policy regarding PTO accruals during a continuous leave of absence.

Requests for MLOA must be in writing and submitted to Talent Management & Retention as early as possible. Employees must include a physician's supporting written statement, which should, in detail, explain (without disclosing privileged medical or genetic information) the reasons for the MLOA. Depending on the restrictions, the Company may attempt to reasonably accommodate an employee's restrictions so that the employee can continue working. The Company may also, at our expense, require a second and, if necessary, third (tie-breaking) physician's opinion. If the consensus is that an employee is unable to perform his or her job, and no reasonable accommodation can be made, then an appropriate MLOA will be considered. All MLOA's must be approved in writing by the Talent Management & Retention department.

If an employee is unable to return at the end of an approved medical leave, he/she must apply for an extension. Extensions of a medical leave of absence may be considered and approved until the continuation causes an undue hardship on the company.

Though the Company will make reasonable efforts to reinstate an employee to his/her same or similar position and pay once their MLOA has ended, there is no guarantee that such reinstatement will occur. An employee who fails to report to work at the end of the MLOA, or who fails to seek and obtain approval for additional leave, may be considered to have resigned.

An employee on a leave of absence that qualifies as both MLOA and FMLA will be accorded his/her rights to health insurance coverages as per the Company's FMLA policy (see Appendix A for the Company's FMLA policy). If an employee is ineligible for FMLA/PMLA and approved for MLOA, benefits will be terminated according to the controlling plan document, and the employee will be given the option to maintain insurance coverage at their own expense pursuant to COBRA. The employee must timely pay his/her premium for any continued benefit. When an employee returns to work, benefits will again be provided

by the Company according to the applicable plans. For additional information, please refer to Schupan & Sons, Inc. Welfare Benefit Summary Plan Description.

PERSONAL LEAVE

Upon completing ninety (90) calendar days of work, any employee can request a personal leave of absence (PLOA) through his/her direct supervisor and/or the Talent Management & Retention department. A personal leave of absence is time off needed, for personal reasons, in excess of two (2) weeks. Personal leave may be approved in one (1) day increments of up to twelve (12) weeks at the discretion of the Division President.

Any available PTO must be used as part of the approved personal leave. Please refer to the PTO policy regarding PTO accruals during a continuous leave of absence.

Benefits will be terminated at the onset of a personal leave according to the controlling plan document, and the employee will be given the option to continue eligible benefits under COBRA. The employee is responsible for making timely payments for his/her premium for any continued benefit. When an employee returns to work, benefits will again be provided by the Company according to the applicable plans. For additional information, please refer to Schupan & Sons, Inc. Welfare Benefit Summary Plan Description.

Although Schupan & Sons, Inc. will make reasonable efforts to reinstate an employee to his/her former position at the end of his/her personal leave, there are no guarantees such reinstatement will occur. An employee who fails to report to work at the end of a PLOA, or who fails to seek and obtain approval for additional leave, may be considered to have resigned.

MILITARY LEAVE

Appropriate leaves of absence will be granted to employees in accordance with Federal and State law. Military leave will be unpaid unless otherwise required by law. An employee may choose to use accrued paid time off for part of his/her leave.

Subject to the terms, conditions, and limitations of the applicable plans for which an employee is otherwise eligible, benefits will be provided by the Company until the end of the first full month after the military leave begins. At that time, the employee will be given the option to continue eligible benefits as per COBRA. The employee must timely pay his/her premium for any continued benefit. For additional information, please refer to Schupan & Sons, Inc. Welfare Benefit Summary Plan Description. When an employee returns to work, benefits will again be provided by the Company according to the applicable plans.

Please refer to the PTO policy regarding PTO accruals during a continuous leave of absence.

Employees on military leave will be returned to work in accordance with all applicable state and federal laws.

SECTION VI: TIMEKEEPING/PAYROLL

TIMEKEEPING

Schupan & Sons, Inc. must keep an accurate record of each non-exempt employee's time worked to calculate pay and benefits. Non-exempt employees must accurately record their time worked, including the beginning and end of their workday, each unpaid meal period, and any split shift.

Non-exempt employees must obtain prior approval from a supervisor before working any hours outside or in addition to their regularly scheduled hours. If a non-exempt employee performs any "off the clock" work or performs any work outside his/her regularly scheduled work hours, the employee must immediately report this work time to his/her supervisor.

Altering, falsifying, tampering with time records, or recording time on another employee's time record is prohibited.

PAYDAYS

All employees are paid on a weekly basis. A workweek includes earnings for all work performed from the beginning of their shift on Monday through the end of their shift the following Sunday.

ADMINISTRATIVE PAY CORRECTIONS

Schupan & Sons, Inc. takes all reasonable steps to ensure employees receive the correct amount of pay in each paycheck (whether a physical paycheck or via direct deposit) and employees are paid promptly on the scheduled payday.

The Company will not take any unlawful payroll deductions. If there is an error in an employee's paycheck, he/she should promptly bring the discrepancy to the attention of his/her supervisor, a member of the payroll department, or Talent Management & Retention to ensure corrections are made as quickly as possible. The Company will take the necessary steps to avoid future improper deductions.

If any underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will be corrected in compliance with applicable laws.

SECTION VII: WORK CONDITIONS AND HOURS

WORK SCHEDULES

Work schedules for employees vary throughout the Company. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, and/or the total hours scheduled each day and week.

REST AND MEAL PERIODS

Based on schedule and hours worked, non-exempt employees will be provided with paid break(s) and an unpaid meal period. The timing of the breaks and meal periods is dependent upon operational needs.

Nursing Mothers

Employees who are nursing children up to 12 months old will be given a reasonable break time to express milk each time the employee needs to express milk. Nursing mothers will be provided with a place, other than a bathroom, that is protected from view and free from disturbance from co-workers and the public. Pregnant employees who will need reasonable break time to express breast milk should notify their supervisor at least two (2) months before their due date.

OVERTIME

When operationally necessary, employees may be required to work extra hours. When possible, advance notification of these mandatory extra hours will be provided. All extra hours worked must have a supervisor's prior authorization. Extra hours will be distributed as equitably as practical to all employees qualified to perform the required work.

Non-exempt employees will be paid overtime at the rate of 1½ times their regular rate for all hours worked in excess of 40 hours during the workweek.

Time for which employees are compensated, but during which employees may not work (e.g., holiday, planned PTO, paid breaks, etc.) is generally considered hours worked for overtime calculation purposes. See the specific policy for further detail.

Refusal or failure to work extra hours as required, or working extra hours or overtime without prior authorization from a supervisor, may result in corrective/disciplinary action.

BUSINESS TRAVEL EXPENSES

Schupan & Sons, Inc. will reimburse employees for reasonable business travel expenses incurred while on assignments away from their normal work location. All business travel must be approved in advance by the employee's immediate supervisor.

Any employee who is involved in an accident while traveling on business must promptly report the incident to his/her supervisor. Vehicles owned, leased, or rented by the Company may not be used for personal use without prior approval.

Cash advances to cover anticipated expenses during travel may be made to employees upon written approval of the employee's supervisor.

With prior approval, employees on business travel may be accompanied by a family member or friend when the presence of a companion will not interfere with the successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees must submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel questions.

Corporate credit cards may be issued to employees to pay for expenses related to official Company business travel, including lodging and other incidentals.

SECTION VIII: ON THE JOB

STANDARDS OF CONDUCT AND PERFORMANCE

It is important that we maintain a working environment that encourages mutual respect, promotes courteous and congenial relationships among employees and is free from all forms of discrimination, harassment, and violence.

The Company will utilize appropriate corrective/disciplinary action (e.g., oral or written warning, suspension, termination) when employees violate Company policy and/or exhibit inappropriate behavior. The following Standards of Conduct are not intended to constitute a complete and final list of all possible violations for which the Company may take corrective/disciplinary action. In addition to the violation of any policy within this handbook, it provides examples of prohibited behaviors and is considered a guideline for employees.

- Failure to consistently practice the Company's Core Values
- Tardiness or attendance problems
- Inattentiveness to work (e.g., disengaged, careless, neglectful, loitering, loafing, etc.)
- Neglect or failure to properly perform assigned duties or follow work instructions and/or procedures
- Improper, negligent use of Company property
- Violation of safety rules, Safety Absolutes, and/or failure to report a safety violation
- Misuse of Company electronic communications and equipment
- Failure to follow the work schedule, including rest and lunch periods
- Absence without notification
- Leaving the job before the scheduled end of a shift without a supervisor's approval
- Working unauthorized time or off the clockwork
- Failure to meet performance standards
- Insubordination (willful disobedience of authority)
- Dishonesty, including theft, fraud, embezzlement, or misappropriation of Company property
- Assault, fighting, or any type of violence or threat of violence
- Carrying, storing, or threatening to bring firearms or weapons onto Company premises in violation of the Company weapons policy
- Violating the Company's alcohol and/or drug policies
- Destruction or defacement of Company or customer property or the reckless, negligent operation of Company machines, tools, equipment, or vehicles
- Sleeping on the job
- Altering another employee's time card or allowing another employee to tamper with one's time card
- Falsification of Company records, including application forms, medical records, employment records, time cards, plant records, accident reports, etc.
- Disclosing trade secrets or confidential business information to individuals within or outside of the Company when such disclosure is not consistent with the employee's job duties
- Sexual or other harassment and/or bullying
- Using disrespectful, threatening or intimidating behavior and/or language to customers, supervisors, coworkers, or visitors
- Misconduct in addition to the above violations

When appropriate, an employee may be placed on paid or unpaid suspension pending the Company's investigation into alleged inappropriate behavior.

The decision to discipline or terminate an employee lies within the Company's discretion, and the use of corrective/disciplinary action in lieu of termination will not in any way affect the "at-will" employment relationship.

ABSENTEEISM AND TARDINESS

Attendance and punctuality are essential parts of an employee's job performance. Regular and predictable attendance is necessary to conduct Company activities. Poor attendance disrupts production, hinders daily and long-range planning, lowers Company income and net earnings, and makes it difficult for the Company to function effectively. Poor attendance also places a more significant burden on the employees who report to work.

Employees have the responsibility to maintain a record of regular and predictable attendance, including being present and ready to engage in work at the start of their scheduled shift. Chronic or excessive absenteeism or tardiness will not be tolerated and will result in corrective/disciplinary action, up to and including termination of employment.

Attendance Standards

Employees are not given a specific number of days for which they are allowed to be absent or late for work. Standards of acceptable attendance are established by each division/facility based upon operational needs.

Notification

When possible, an employee is expected to notify his/her direct supervisor at least 14 days in advance of a foreseeable need to be absent from work. If advance notice is not possible, it is an employee's responsibility to notify his/her supervisor as soon as possible and before the beginning of his/her scheduled shift.

Employees should see their supervisors for specific notification procedures. If an employee is unsure of his/her location-specific notification procedures, the employee is to make every effort possible to communicate directly with his/her supervisor. If the supervisor is not available, the employee is to leave a telephone number where he/she can be reached during the absence. Only under unusual circumstances will it be acceptable for someone other than the employee to call.

For multiple absences on consecutive days, employees must follow the notification procedure for each scheduled day unless the employee is on an approved continuous leave of absence.

The Company reserves the right to request documentation to verify the employee's need for absence and/or to disclose any work restrictions due to an illness or injury. When the Company requests documentation, the employee will be given three (3) days to provide the requested documentation.

No Call/No Show

Not reporting to work and not calling to report the absence before the beginning of the shift is considered a no call/no show. The first instance of a no call/no show may result in corrective/disciplinary action up

to and including termination. A second separate offense within 12 months will generally result in termination of employment with no additional corrective/disciplinary action steps.

Job Abandonment

An employee may be considered to have voluntarily abandoned his/her job when a no call/no show lasts for two consecutive days. In extreme circumstances, the company will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

Chronic Absenteeism

If an employee's chronic absenteeism is due to illness or injury, medical documentation will be required. Please reference the Company's FMLA, Medical Leave, and Disabilities and Accommodations policies.

RETURN OF PROPERTY

Employees are responsible for the care of company property in their possession or control, such as, but not limited to, the following:

- Credit card(s)
- Keys
- Equipment
- Protective equipment
- Tools
- Uniforms
- Vehicles
- Computers
- Cellular phones

Employees must return all company property immediately upon request or upon termination of their employment. Failure or refusal to do so will be treated as theft, and Schupan & Sons, Inc. will take appropriate actions to recover or protect its property.

ELECTRONIC COMMUNICATIONS AND EQUIPMENT

Schupan & Sons, Inc. is committed to providing the tools necessary so employees can perform their duties. This policy applies to all forms of electronic communications created, sent, received, reviewed, or stored on Company time or while using Company property, systems, networks, or any other electronic devices, including, but not limited to, e-mail, text, fax, telephone, cellular phone, video, etc.

Company property, devices, equipment, systems, and networks must be used in a professional manner and should be used primarily for conducting Company business. Provided it is done appropriately, incidental or occasional personal use of these systems is permitted, provided such use does not interfere with Company operations, an employee's job performance/responsibilities, and/or does not harm nor embarrass the Company.

Company property, devices, equipment, systems, and networks must not be used to solicit for commercial ventures, political causes, outside organizations, or other non-job related matters. They must not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from a Company President, the CFO, the

COO, or the CEO. They must not be used to access, create, or distribute any offensive/harassing/discriminatory messages, images, or information.

Schupan & Sons, Inc. security videos showing accidents and violations of the law are determined to be of a sensitive nature. Security videos captured on Company property may not be shared or distributed without the approval of the Division President and the consent of the affected employee(s).

Schupan & Sons, Inc. reserves and retains the right to access and inspect its property, devices and electronic systems and networks (and all communications sent or received using those devices or systems and networks), or to access any personal device using the Company's electronic systems or networks. Employees using the Company's property, devices, equipment, systems, or networks have no expectation of privacy. Instead, all electronic communication occurring while using the Company's property, devices, equipment, systems, or networks is considered Company property.

INTERNET USE

Schupan & Sons, Inc. encourages employee use of the Internet to facilitate job responsibilities. However, the use of the Internet to access inappropriate content, material, or for any illegal, unethical, or immoral purpose is strictly prohibited. Solicitation, copyright infringement, pornography, gambling, and harassment are prohibited.

Employees are prohibited from displaying, transmitting, and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets, or anything which could be construed as harassment, discrimination, or disparaging to others.

Employees must take extreme caution when using e-mail through the Internet (outside of the Company's secured network). All files or software should be passed through virus protection programs before use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Company's network. Employees should contact a member of Corporate Information Technology with any questions regarding virus protection or any other security maintenance matters.

If an employee believes his/her computer has been infected by a virus or other security threat to the Company's system, the Director of Information Technology or a member of the Corporate Information Technology department must be notified immediately.

If an employee observes a co-worker violating this policy, he/she must immediately notify a member of the Talent Management & Retention department or a member of management.

SOCIAL MEDIA USE

Unless an employee is authorized to access and use social media as part of his/her Schupan & Sons, Inc. position, an employee should adhere to the guidelines within this policy.

Schupan & Sons, Inc. acknowledges social media can enhance communication. However, employees should abide by the same rules/guidelines for the use of social media as set forth above in the Electronics Communication and Equipment, Internet Use, and Cellular Phone policies.

Social media can take many different forms, including Internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, e-mail, instant messaging, music-sharing, and voice over IP, to name just a few. Examples of social media applications are LinkedIn, Facebook, Instagram, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Pinterest, WordPress, and ZoomInfo.

Schupan & Sons, Inc. respects employee privacy, and this policy does not apply to personal use of social media, which is unconnected to our business. However, the Company can and will respond to any unprotected employee conduct, which adversely impacts the organization's reputation or legitimate business interests. Thus, employees are expected to follow the guidelines when using social media:

- When referencing the Company or identifying as a Company employee, always make it clear that the opinions posted are personal opinions and do not represent the views of the Company.
- Do not post any financial or other information the Company has designated as confidential, proprietary, or sensitive about Schupan & Sons, Inc., or any of our customers, vendors, and business partners.
- Do not harass, threaten, defame or demean coworkers, the Company, or its customers, competitors, vendors, etc.
- Pictures taken at Company or customer events must not be posted without the appropriate authorization from the subject, Company, and/or customer.
- Copyright laws must be complied with, and references must be accurately cited.

Whether an employee is mingling at a social event or on a social network, he/she is always (even when off-duty) a representative of Schupan & Sons, Inc., and is expected to act accordingly. If an employee is ever uncertain as to the appropriateness and/or inappropriateness of a social media posting, the employee is encouraged to discuss the matter with his/her supervisor and/or a member of the Talent Management & Retention department.

In addition to appropriate corrective/disciplinary action, the Company has the right to monitor its hardware and software and will remove posts/content, not in compliance with these guidelines.

SOLICITATION, DISTRIBUTION, AND POSTING

In the interest of the efficiency, convenience, and the interests of employees and individuals served by the Company, Schupan & Sons, Inc. has adopted the following policy concerning solicitation and distribution of materials by employees and non-employees:

- Solicitation by an employee of a fellow employee during the working time of either employee, on behalf of any individual, organization, employee, club, or cause, is not permitted.
- Physical distribution of any literature, pamphlet, or other material to an employee during the working time of either employee or at any time in any working area is not permitted.

“Working time” does not include an employee’s scheduled break or lunch period, or just before or after a work shift. “Working area” does not include employee breakrooms.

Persons who are not employees may not solicit employees during working time or distribute literature for any purpose in any working area unless authorized by the Division President, COO, or CEO of the Company.

Unauthorized entry, solicitation, or distribution of materials on Schupan & Sons, Inc. property is strictly prohibited. Employees should advise their supervisor if they observe any questionable or unauthorized solicitation or distribution taking place on the Company's property.

Note: The above prohibition does not apply to charitable solicitations or postings expressly authorized by Schupan & Sons, Inc. from time to time in keeping with its corporate values and belief in good citizenship, nor does it apply to purely personal solicitations by employees (such as requests for a roommate, finding a home for a puppy, selling a motorcycle, etc.).

CONTACT WITH THE MEDIA

All media inquiries regarding the Company and its operations must be referred to the Division President, COO, or CEO. Only the Division President, COO, or CEO is authorized to make or approve public statements about the Company and its operations. No employees, unless specifically designated by the Division President, COO, or CEO, are authorized to make those statements.

CELLULAR PHONE AND WIRELESS ELECTRONIC DEVICE USE

A mobile electronic device is defined as any wireless technology device, i.e., cell phone, smart-phone, tablet, wearable device, etc., whether it is personal or Company property.

With management approval, an employee may carry and use a personal or Company issued cellular phone while at work provided, it does not interfere with the work performance of the employee or the employee's co-workers. Designated times and areas where mobile phones and wireless electronic devices can be used may be specified by management.

Employees may not use a mobile electronic device while operating any machine or mobile equipment or any safety-sensitive job or function.

Cellular phones shall be turned off or set to silent or vibrate mode during meetings, conferences, and in other situations where incoming calls may disrupt the workplace.

Non-exempt employees will not, without a supervisor's permission, use an electronic device to conduct business outside of their regular working hours.

The Company or its representative(s) reserves the right to obtain cellular phone records in the event of a work-related near miss, incident, or accident as part of its accident investigation process.

VEHICLE USE

Employees may not talk, read, or manually type on a mobile electronic device while operating any motor vehicle for Company business.

Employees may not talk, read, or manually type on a Company-owned mobile electronic device while operating any motor vehicle while on unpaid personal time.

Exception: Employees may use one-touch or hands-free wireless technology, such as “Bluetooth” or voice command.

U.S. DEPARTMENT OF TRANSPORTATION (DOT) CELLULAR PHONE USE

Employees who are subject to the Federal DOT guidelines as a requirement of their position must adhere to the current regulations as required by the Federal Motor Carrier Safety Administration (FMCSA). Employees may contact their supervisor and/or a member of the Talent Management & Retention department for more information.

INFECTIOUS DISEASE CONTROL POLICY

Schupan & Sons, Inc. will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the Company during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Schupan & Sons, Inc. is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Because each situation has its unique and potentially unprecedented circumstances, the Company will communicate specific guidelines for employees to follow as events occur.

SECTION IX: SAFETY IN THE WORKPLACE

Schupan & Sons Inc. is committed to operating safely and responsibly while respecting the environment and the health of our employees, customers, and the communities in which we operate.

The Company will not compromise environmental, health, or safety values for profit or production, and is committed to providing a workplace free of recognized safety hazards for all employees. Therefore, the Company has implemented the following **Safety Absolutes**:

- **Lock It Out** – All equipment must be de-energized and locked out before performing any service or maintenance activity.
- **Buckle Up** – Seat belts must be fastened at all times when operating mobile equipment and vehicles.
- **Wear Personal Protective Equipment (PPE)** – PPE must be worn at all times.

The Company will utilize appropriate corrective/disciplinary action (e.g., oral or written warning, suspension, termination) when employees violate safety rules/Safety Absolutes and/or failure to report a safety violation.

Lockout/Tag Out violations determined to be of a serious nature and/or that could result in serious injury or death will result in immediate suspension of employment pending investigation to determine corrective/disciplinary action and/or termination of employment.

THE RESPONSIBILITIES OF EMPLOYEES

Schupan & Sons, Inc. has established a comprehensive workplace environmental, health, and safety program to provide a safe and healthy work environment for employees, customers, and visitors. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, recognizing unsafe situations, and reporting unsafe acts and conditions immediately for corrective action.

Employees and supervisors receive consistent and up-to-date workplace safety training to eliminate or minimize hazards affecting our workplace and our employees. The training may be job-specific and covers potential safety and health hazards and safe work practices and procedures. Each division within the Company has safety procedures specific to the division's operations and equipment. Employees are expected to be familiar with and abide by the safety standards within the safety procedures specific to their division.

Employees must comply with the standards of the Occupational Safety and Health Administration (OSHA) as written in the Company's safety procedures.

Some of the best safety improvement ideas come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are expected to notify their supervisor or a member of the Environmental, Health, and Safety department. Reports and concerns about workplace safety issues may be made without fear of reprisal.

INJURY ON THE JOB

Any accident or injury, of which an employee becomes aware, no matter how slight, must be reported immediately to a supervisor or a first responder designated at the facility. The employee's supervisor or the first responder will arrange for first aid, and prompt medical attention, including treatment at a Company, approved medical facility if medical care is necessary or desired.

An electronic incident report must be completed by the supervisor and employee and submitted to the Environmental, Health, and Safety department as soon as practical/possible (generally within 24 hours after the incident).

Severe injuries must also be promptly reported to the General Operations/Plant Manager and Environmental, Health, and Safety department.

An employee involved in an incident or accident while on Company time or property may be required to submit to a drug and/or alcohol test. See the Drug and Alcohol Testing Policy for more information.

RETURN TO WORK

Schupan & Sons, Inc. is committed to returning employees to employment at the earliest possible date following a workplace injury or illness. To do so, the Company may provide an employee with a temporary transitional work assignment within the employee's restrictions. This policy is intended to supplement, not replace other Company policies (see, "Leaves of Absence").

DRUG AND ALCOHOL USE

Employees have the right to work with individuals free from the effects of drugs and alcohol. The Company is committed to providing such a workplace for our employees and visitors.

Drug and alcohol use, including having such substances in an employee's system, other than lawfully prescribed and properly used drugs on Company time and/or property, is strictly prohibited. Possessing, transferring, or selling such substances on Company time or property is also prohibited.

For purposes of this policy, marijuana is a prohibited drug.

Employees using legal drugs (prescription or over-the-counter) are responsible for being aware of any adverse side-effects such drugs may have on their ability to safely and efficiently perform their job duties. The use of any legal drug(s) that may have such adverse side-effects must be reported to their supervisor and discussed with the Environmental, Health, and Safety department, who will then determine the employee's fitness/safety for duty.

The only exception to the above is the authorized consumption of alcohol at Company-sponsored events or other authorized business-related events.

The Company will, to a reasonable extent, provided there has been no prior policy violation, support and assist any employee who comes forward and requests assistance with a substance abuse problem.

Employees who violate this policy will be subject to appropriate corrective/disciplinary action, including termination. In some circumstances, and at the Company's discretion, the Company may provide an employee with a last chance agreement in conjunction with participation in and successful completion of an approved substance abuse rehabilitation/treatment program.

Any employee charged with and/or convicted of a drug or alcohol-related violation must immediately (within five calendar days after being charged or convicted) notify the Talent Management & Retention department.

Employees with questions about this policy or issues related to drug or alcohol use should raise their concerns with their supervisor or the Director of Talent Management & Retention without fear of reprisal.

DRUG AND ALCOHOL TESTING

In keeping with Schupan & Sons, Inc.'s commitment to providing a safe, efficient, and productive work environment for all employees, employees will be required to undergo drug and/or alcohol testing as a result of any of the following situations.

Reasonable Suspicion

An employee who is reasonably suspected of having alcohol and/or prohibited drugs in his/her system will be required to submit to a drug and/or alcohol test administered by the Company's designated medical professionals.

Post-Accident

An employee involved in an incident or accident while on Company time or property may be required to submit to a drug and/or alcohol test.

Random

An employee who holds a Commercial Driver's License (CDL) card as a requirement of his/her position is legally required to participate in the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier's random controlled substance and alcohol testing program. When an employee is selected for testing, he/she will be sent to the designated collection site for the test as mandated by the FMCSA.

An employee working in the Ohio facilities may be subject to random drug and alcohol testing in accordance with the Ohio Bureau of Workers' Compensation Drug-Free Safety Program.

In addition, Commercial Driver's License (CDL) holders will be required to comply with the Department of Transportation (DOT) testing requirements.

An employee who fails or refuses to cooperate fully with Company or DOT drug testing protocols will be immediately terminated.

An employee will, at the time he/she is sent for testing (If necessary, the Company will assist with transportation to and from the collection/testing site through a third party vendor), be removed from work and placed on unpaid suspension pending receipt of the test results. There may be circumstances under which the Company will, pending receipt of the test results, place the employee in a less safety-sensitive position. If the test result is negative, the employee will be returned to work and will receive

appropriate back-pay for the time lost. A positive test will result in further corrective/disciplinary action, up to and including termination.

SMOKING AND TOBACCO USE

Schupan & Sons, Inc. is committed to providing a safe and healthy environment for employees and visitors. For this reason, smoking/tobacco use (including use of e-cigs, e-cigars, chewing tobacco, snuff, etc.), and vaping is prohibited in all Company-owned, leased, or controlled buildings and vehicles. Smoking, tobacco use, and vaping is permitted on Company property only during non-working or break times and only in designated outdoor smoking areas.

It is everyone's responsibility to notify visitors, customers, vendors, etc., of this policy to maintain a safe and healthy work environment for everyone.

USE OF EQUIPMENT

Company property and equipment is essential in accomplishing job duties and can cause severe injuries if misused. When using Company property and equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees are required to notify their supervisor if any equipment, machines, or tools appear 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.

The following may result in corrective/disciplinary action (see Standards of Conduct and Performance policy):

- The improper, careless, negligent, destructive, or unsafe use or operation of equipment.
- The failure to promptly report the damage to machinery or equipment.
- The use of property or equipment while having alcohol or prohibited drugs in one's system.

USE OF VEHICLES

Employees entrusted with a Company vehicle are responsible for the safe operation and cleanliness of the vehicle. Employees operating Company-owned vehicles or privately owned vehicles while on Company time, must comply with the Cellular Phone and Wireless Electronic Device Use policy (see section VIII), in addition to the following:

- Wearing seatbelts at all times (this includes all occupants in the vehicle).
- Using no substance that could in any way affect/impair driving ability.
- Abiding with the Company's Smoking and Tobacco Use policy (see above).
- Abiding with all traffic laws.
- Abiding with all state and federal regulations that may apply (e.g., DOT regulations).
- Promptly report any accident(s) to local law enforcement and one's supervisor.
- Promptly report to one's supervisor any moving or parking violations.

- Promptly report to the Talent Management & Retention department any changes in driving record and/or driving status.

Employees operating Company vehicles, or a personal vehicle while on Company business, must have:

- A valid driver's license for the particular type of vehicle.
- Current vehicle registration.
- Current liability insurance coverage.

An uninsured and/or unlicensed driver may be subject to corrective/disciplinary action and may be held personally responsible for any damages or injuries resulting from an accident.

The Company reserves the right to periodically check employees' (those driving Company vehicles or private vehicles while on Company business) driving records.

SECURITY INSPECTIONS

Although the Company respects employees' legitimate privacy concerns, such concerns are subservient to building, employee safety, and security concerns. Therefore, when the Company has reason to believe an employee has brought prohibited substances or items onto Company property (including weapons) or has otherwise violated Company policy (e.g., theft), the Company has the right to conduct an appropriate search of Company property or items brought onto Company property (e.g., lockers, desks, briefcases, purses/handbags, lunch boxes, vehicles, etc.). Employees who bring their locks for their Company-assigned locker must give the Company access to the locker when requested.

Such searches, when possible, will be conducted in the employee's presence. However, for the above reasons, if there is something that an employee wishes to keep private, he or she should not bring it onto Company property.

WORKPLACE VIOLENCE

An employee engaging in threatening or violent behavior is a serious matter. Such conduct places the safety and health of our employees in jeopardy and will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Company property.

If an employee receives or witnesses any threatening communications from another employee or outside third party, it must be immediately reported to a supervisor. Employees are not to engage in either physical or verbal confrontation with a potentially violent individual. If an employee sees or encounters someone motioning/brandishing a deadly weapon, the authorities (such as 911) must be contacted immediately before contacting a supervisor and/or a member of the Talent Management & Retention department.

Prohibited Conduct

Prohibited workplace violence includes but is not limited to:

- Direct, indirect, or implied threats
- Intimidating, threatening, or hostile behavior
- Pushing, shoving, or fighting
- Physical assault or abuse
- Damage to property including vandalism
- Use of weapons
- Possessing of weapons on Company property (*See weapons exception)
- Any other act, which in management’s opinion, is inappropriate in the workplace

All reports of actual or suspected threats of workplace violence threats will be investigated, documented, and appropriate remedial measures will be taken. The information will thereafter be kept as confidential as practical. Employees are expected to report and cooperate in any investigation of suspected or actual workplace violence.

WEAPONS

The possession of a weapon of any kind while inside a company building or leased space, on company property, inside a company-owned vehicle, or while conducting company business, on or offsite, is strictly prohibited, unless expressly authorized in writing by the Talent Management & Retention Department. This policy applies even if an employee possesses a valid permit to carry a firearm.

Exception: firearms locked in personal vehicles while on Company property are allowed as permitted by state and local laws, provided they are secured and concealed from public view.

Employees are expected to report any known or suspected violations of this policy.

EMERGENCY CLOSINGS/DELAYS

At times, emergencies such as severe weather, fires, or power failures, can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility. Employees will receive additional information on procedures specific to each location upon hire, or employees may contact their supervisor or the Environmental, Health, and Safety department.

If Schupan & Sons, Inc. is unable to notify employees of closure, employees are asked to use good judgment and make their best assessment of the safety and practicality of their situation. Employees are expected to establish communication as soon as possible with his or her manager, and individual circumstances will be assessed on a case-by-case basis.

When operations are officially closed due to emergency conditions, the time off from scheduled work may or may not be paid (dependent on circumstances). If unpaid, and with supervisory approval, employees may use available paid time off benefits (see Time Off with Pay policy).

SECTION X: CONTRACTUAL PROVISIONS

Other than paragraphs A through F below, the language in this Handbook is not intended to establish, nor is it to be construed to constitute, a contract between the Company and any of its employees for either employment or the providing of any term, condition, compensation, or benefit of employment. You have the right to terminate your employment and compensation for any reason or no reason at all and with or without notice at any time, and the Company reserves the same right. In addition, where insurance, earnings participation, or retirement provisions are concerned, the terms of the policy or official plan document control regardless of any statement contained in this Handbook to the contrary. The Company reserves the right to alter, modify, amend, or terminate these policies and benefits in a manner that it believes to be in its and its employees' best interests. No individual supervisor or other management employee is authorized to modify these policies. No changes or modifications may be made in any employment policy unless made in writing and approved by the CEO or the COO.

The **only** contractual provisions of this Handbook are contained in the following paragraphs A through F. By signing this Handbook; **you contract with the Company the following matters:**

- A. Authority to Contract.** No manager, employee, or representative of the Company, other than the CEO or COO, has any authority to enter into any agreement for employment for any specific or defined period of time, or to make any agreement contrary to the terms of this Handbook. Any such agreement must be made in writing and signed by the CEO or COO.
- B. Confidential Information.** All Company records, paper, information, documents, software, prices, and price lists, calculations, financial data, designs, processes, products, raw materials, sources, business methods, customer lists, budgets, concepts, ideas, discoveries, and any other information regarding the business affairs of the Company (collectively, "Confidential Information") are considered confidential by the Company and must be treated as strictly confidential by all employees during and after their employment ends. All such Confidential Information will remain the property of the Company during and after the employment of any employee and must be returned upon termination. Employees will not be permitted, directly or indirectly, under any circumstances or at any time, to access confidential information for any purpose that is not in the Company's interest, and may not, directly or indirectly, under any circumstances or at any time, disclose confidential information to any person who is not an employee of the Company. This provision survives the termination of the employee's employment with the Company.
- C. Limitation on Claims and Jury Trial.** You agree that any lawsuit, claim or charge against the Company and/or its agents arising out of your employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by the statute, whichever is shorter. You expressly waive any statute of limitations that exceeds this time limit.

In addition, you expressly waive any constitutional or statutory rights to a trial by jury in any action, litigation, proceeding, charge, or claim that you might bring or assert against the Company arising out of or relating in any way to your employment with the Company. You make this waiver

knowingly, voluntarily, and intentionally. You fully understand that it prohibits you from asserting a right to a jury trial in any and all actions, litigation, proceedings, charges, or claims that may arise out of your employment with the Company.

- D. Reimbursement.** Upon termination of your employment, you are responsible for returning any Company property in your possession and for paying any expenses or other amounts that may be owed by you to the Company before your last day of work. By signing this Handbook, you authorize the Company to deduct the amount(s) owed from any wage or benefit payments that may be due to you upon termination. The Company may also take all action deemed appropriate to recover and protect its property.
- E. Electronic Communications and Equipment.** You agree to abide by the Electronic Communications and Equipment Policy as outlined in this Employee Handbook.
- F. Governing Law, Forum Selection, and Severability.** Any dispute arising out of employment with the Company will be governed by and construed under and in accordance with the laws of the State of Michigan or, if applicable, federal law. Any lawsuit arising out of employment with the Company must be filed in the Michigan Circuit Court for the County of Kalamazoo, or the United States District Court for the Western District of Michigan. You expressly agree to personal jurisdiction in Michigan. If any of the contractual provisions above are determined to be invalid or unenforceable, the other contractual provisions remain valid and enforceable in accordance with their respective terms, and any such invalid or unenforceable provision shall be deemed to be modified with retroactive effect to render such provision valid and enforceable.

APPENDIX A

FAMILY AND MEDICAL LEAVE ACT POLICY

Policy: The FMLA provides eligible employees up to 12 weeks of unpaid, job-protected leave for specified family and medical reasons. In all respects, leaves of absence under this policy shall be administered and provided in a manner consistent with the FMLA and its regulations. Reporting and tracking of FMLA qualified time-away from work is required and important for these reasons: (1) It is required by federal statute, (2) it allows for Schupan & Sons, Inc. to more fully and consistently support employees in needed, qualified time-off, and (3) it limits the potential negative consequences of employee time away from the workplace for individual departments and the organization.

Eligibility: Employees are eligible for FMLA leave only if they have been employed for at least one year, have worked at least 1,250 hours over the previous 12 months of employment, and work at a covered location. A location is covered if at least 50 employees of the Company work within a 75-mile radius.

Basic Leave Entitlement: Eligible employees may take up to a total of 12 workweeks of leave in any 12-month period for the following reasons:

- For the employee's own serious health condition (defined below), that makes him or her unable to perform the essential functions of his or her job.
- To care for the employee's spouse, parent, or dependent child because of that family member's serious health condition.
- For incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, placement for adoption, or foster care placement.
- For an employee's "qualifying exigency" resulting from the fact that the employee's spouse, parent, son or daughter (1) is a member of a regular component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country; or (2) is a member of a reserve component of the Armed Forces and is deployed (or has been notified of an order of deployment) with the Armed Forces to a foreign country under a call or order to active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment and reintegration briefings.

The amount of FMLA leave time an employee has available (for the above reasons) on any given date is equal to 12 weeks minus the amount the employee has used in the preceding 12 months.

Service Member Family Leave: An eligible employee may request up to 26 weeks of FMLA leave in a single FMLA year to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered service member, defined as either:

- (1) a current member of the Armed Forces who:
 - incurred or aggravated a serious illness or injury in the line of duty on active duty;

- may be medically unfit to perform the duties of his office, grade, rank or rating because of the serious illness or injury; and
- is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness;

or

- (2) a veteran of the Armed Forces who
- incurred or aggravated a qualifying injury or illness in the line of duty on active duty;
 - is undergoing medical treatment, recuperation or therapy for a serious injury or illness; and
 - was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

In a year in which an employee uses leave to care for a covered service member, 26 weeks is the maximum amount of FMLA leave that the employee may use in total for all types of FMLA leave.

Definition of a Serious Health Condition: A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either:

- (1) an overnight inpatient stay in a medical care facility, or
- (2) continuing treatment by a health care provider for a condition that either prevents the employee from performing the essential functions of the employee’s job, or prevents the qualified family member from participating in work, school, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:
- A period of incapacity of more than three consecutive full calendar days combined with either (a) at least two visits to a health care provider within certain time frames, or (b) one visit to a health care provider within a certain time frame and a regimen of continuing treatment;
 - Incapacity due to pregnancy or prenatal care;
 - Incapacity due to a chronic condition that continues for an extended period and requires at least two visits to a health care provider per year for treatment; or
 - Permanent or long-term incapacity, or conditions requiring multiple treatments.

Use of Leave: When medically necessary, leave may be taken on an intermittent basis or by a reduced work schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment to avoid undue disruption to operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employee Responsibility to Give Notice of the Need for Leave: Employees must notify their supervisor of any need to take FMLA leave (including any absence, late arrival, or early leaving related to FMLA leave). Employees must give this notice at least 30 days in advance of a foreseeable need for FMLA leave. If it is impossible to give 30 days’ advance notice, employees must notify their supervisor as soon as practicable. Employees must follow all Company rules for calling in to report an absence, tardiness, or early leaving.

Whenever requesting FMLA leave, employees must provide sufficient information for Schupan & Sons, Inc. to determine whether the leave qualifies as FMLA leave and the anticipated timing and duration of the leave. Employees must also inform Schupan & Sons, Inc. if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Once an employee has requested FMLA leave, Schupan & Sons, Inc. will inform the employee whether he or she is eligible to take FMLA leave and explain the employee's rights and responsibilities under FMLA. After the employee returns all required forms, Schupan & Sons, Inc. will inform the employee whether or not the leave will be designated as FMLA leave.

Medical Certification: When Schupan & Sons, Inc. requests it, an employee must provide complete and sufficient certification from a health care provider verifying the need for leave (at the employee's expense), using Schupan & Sons, Inc.'s form. The employee must return the completed certification form to the Company's designated FMLA administrator within 15 days. Failure to do so may result in the delay and/or denial of FMLA leave. The Company may require subsequent opinions from a different health care provider (at its expense). We may also require periodic recertification of the need for leave.

Communication with the Employee: Schupan & Sons, Inc. may send notices and forms to the employee via e-mail. Once the Company receives notice that the e-mail has been "read," the employee will be considered to have received the information.

Wages and Insurance Benefits During FMLA Leave: Wages are not paid during FMLA leave. Schupan & Sons will maintain any applicable health coverage under any group health plan for covered FMLA leave as long as the employee maintains his or her contributions during the leave.

Using Paid Leave Time During FMLA Leave: An employee taking FMLA leave must use available PTO concurrently unless receiving payments through short-term disability, long-term disability, or Workers' Compensation. To use paid leave during FMLA leave, the employee must comply with all policies concerning paid leave. Whether or not paid leave is available, all-time off, which is covered by FMLA, will be charged against the employee's yearly FMLA allowance.

Contact with the Company During the Leave: While on FMLA leave, employees are required to report to their supervisor regarding their status and intention to return to work. Likewise, it may be necessary for the Company to contact an employee for those reasons. If the employee cannot be reached at the phone number on file with the Company and the leave is in excess of 5 working days, the employee must provide a telephone number and address at which they can be contacted.

Returning to Work: Before returning to work from leave due to their own serious health condition, employees must provide medical verification of their fitness for duty. The Company will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, the Company may require a certification of fitness to return to duty under certain circumstances.

Most employees will be returned to their original position or an equivalent one, with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any benefit that

accrued prior to the start of the leave. Employees will not continue to accrue benefits while taking FMLA leave.

Termination of FMLA Leave: An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

- The employment relationship would have terminated if the employee had not taken FMLA leave;
- The employee informs the Company of an intent not to return from leave;
- The employee fails to return a medical certification as required;
- The Company honestly believes that the employee fraudulently obtains FMLA leave or misuses FMLA leave.
- The employee fails to return to work at the end of an approved FMLA leave and is not approved for additional leave;
- The employee continues on unapproved leave after exhausting his or her FMLA leave entitlement;
- While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave; or
- The employee begins employment with another employer or engages in self-employment without the Company's approval during FMLA leave.

Enforcement: Any employee who believes that his or her rights under the FMLA have been violated is to report this immediately to their supervisor. Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint. The FMLA also states that employees can file a complaint with the U.S. Department of Labor or in an appropriate court.

Additional Time Off After Exhaustion of FMLA Leave: An employee who exhausts his or her FMLA entitlement and cannot return to work due to the employee's own medical condition may request additional non-FMLA leave. Such a request must be made as soon as the employee is aware that additional leave will be required. Upon receiving such a request, Schupan & Sons, Inc. will work with the employee to determine whether the request is reasonable. Such determinations will be made on a case-by-case basis and will involve factors such as the length of leave, the clarity of the return date, and the operational needs of the Company. See the Company's Medical Leave of Absence Policy for more details.

Non-FMLA leaves of absence will be unpaid, though other available benefits may be utilized by Schupan & Sons, Inc. or the employee to provide compensation during such leaves. Employees who have accrued PTO available must use it during personal leaves, in accordance with the PTO policy. PTO does not accrue during personal leave.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I have received a copy of the Schupan & Sons, Inc., (hereafter “Company”) Employee Handbook as amended through 7/1/2020. I agree to read and keep my Handbook for future reference and to observe all policies and rules outlined in the Handbook. I agree to be bound by the “Contractual Provisions” section found at the end of the Handbook. I understand that my “at-will” employment relationship is subject to the terms set forth in this Handbook. I understand this Handbook incorporates all of the terms and conditions of my employment and supersedes any and all past handbooks, manuals, policies, procedures, understandings, and standards, written or oral, express or implied.

I understand that the Company will periodically review this Handbook and reserves the right to alter, amend, modify, or terminate any benefits or provisions contained in this Handbook. I acknowledge that no one except the CEO and/or the COO can alter or change, orally or otherwise, any of the provisions contained in this Handbook and that any changes can only be made in writing, signed by the CEO and/or the COO.

Dated: _____, 20__

Employee Signature

Employee’s Name – printed

Temporary/Seasonal Employees are also required to sign the following:

TEMPORARY/SEASONAL EMPLOYMENT CLASSIFICATION ACKNOWLEDGMENT

I acknowledge that I have been hired by Schupan & Sons, Inc., as a Temporary/Seasonal employee. In recognition of this, I understand that regardless of the length of my employment, and regardless of the number of hours which I am scheduled to actually work per week, that in the absence of an authorized written classification change, I will remain a Temporary/Seasonal employee entitled only to statutorily mandated benefits.

Dated: _____, 20__

Employee Signature

Employee’s Name – printed

Notes and Updates

