



# **Employee Handbook Welcome To Our Team**

***“IMP will be recognized by its customers as the highest quality,  
most efficient producer of dashes, panels and harnesses.”***

***---Mike Peters, CEO***

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## **1. Introduction**

Welcome to IMP. We are pleased that you have chosen to join our team. One of the guiding principles of IMP is our belief that our employees are IMP's most valuable resource. We fully expect that you will continue to grow into a more valued and productive member of our team each day.

This handbook provides an overview of the human resource policies and procedures that are the basis of the relationships between IMP and all of its employees. This handbook supersedes any and all written policies of IMP that are inconsistent with its provisions. The policies outlined in this handbook may be changed at any time at the sole discretion of the Company. Subsequent to such changes in policy you may periodically receive updated information and it is important that you keep these updates with your copy of the Employee Handbook.

We encourage you to direct questions about any part of this handbook that is not clear to you to your supervisor or to the department managing Human Resources.

### **a. Employment-at-will**

Please understand that this handbook is not a contract of employment between IMP and its employees and it should not be construed as such. All employees of IMP are employees-at-will. No supervisor, manager or other representative other than the CEO of IMP is authorized to enter into any agreement with you regarding the terms of your employment that changes our employment-at-will relationship or deviates from the provisions in this handbook. While it is our hope that your relationship as an employee of IMP will be long-term we also want you to understand either the company or its employees may sever the relationship for any reason, at any time, with or without cause or notice.

### **b. Mission Statement & Quality Policy**

***“IMP will be recognized by its customers as the highest quality, most efficient producer of dashes, panels and harnesses.”***

***---Mike Peters, CEO***

#### ***Mission:***

We will achieve steady growth and consistent profitability by designing, building, and marketing superior instrument panels and related components to marine, vehicle, and industrial equipment manufacturers. IMP will become the recognized leader and preferred supplier in our markets. We will accomplish this by delighting our customers with the quality of our products and services.

**Quality Policy:**

IMP Holdings, LLC is committed to achieving total customer satisfaction in Marine Components and Services by being best in class in Safety, Quality, Value and Responsiveness.

**2. Equal Employment Opportunity**

IMP provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, disability, national origin, age, handicap, or status as a special disabled veteran, in accordance with Federal and State Laws. This applies to all terms and conditions of employment; including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Any employee who is aware of any alleged violations of this policy is expected to report the matter to the department managing Human Resources as soon as possible. An investigation by the company will be initiated to reach a timely resolution of all such complaints in full compliance with all applicable laws. Any employee found to be in violation of this policy or retaliating in any way against complainants under this policy will be subject to discipline up to and including termination of employment.

**3. Harassment**

IMP is committed to providing a work environment free from harassment. It is, therefore, contrary to the policy of this company for any employee, whether a manager, supervisor or co-worker to harass another employee. Harassment occurs when unwelcome conduct becomes a condition of an employee's continued employment, affects other employment-related decisions regarding the employee, or creates a hostile, intimidating or offensive working environment.

It is against the policy of IMP for any employee, regardless of rank or position, to harass another employee. Prohibited harassment takes place when verbal or physical conduct defames or shows hostility toward any individual because of his or her age, race, color, religion, gender, national origin or disability or that of the individual's family and friends. This harassment includes creation or intention to create an intimidating, hostile or offensive working environment. It also includes interference or intent to interfere with an individual's performance of his or her duties; or in any way adversely affects an individual's opportunities for success within the company.

Harassment may include but is not limited to:

- Requests for sexual favors
- Unwanted physical contact, including touching, pinching, or brushing the body
- Verbal harassment such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.

- Non-verbal conduct such as displaying of sexually suggestive objects or pictures, leering, whistling, or obscene gestures
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature)
- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts which relate to age, race, color, religion, gender, national origin, disability or sexual preference.
- Graphic or written material that defames, ridicules or shows hostility or aversion toward an individual or group because of age, race, color, religion, gender, national origin, disability or sexual preference. This includes material that is placed on walls or bulletin boards, or elsewhere on the company's premises, or that is circulated in the workplace.

Any employee who believes he or she has been harassed must report the conduct immediately to the department managing Human Resources or the CEO. IMP is committed to insure that no retaliation or discrimination will result from any good-faith complaint or testimony made under this policy.

A complete and unbiased investigation of all complaints will be conducted as promptly and confidentially as possible. Any employee of the company who has been found, after appropriate investigation, to have harassed another employee will be subject to disciplinary action up to and including termination.

Although not stated, this policy also includes any classes of harassment defined by applicable laws subsequent to the publishing of this handbook.

#### **4. Personnel Philosophy/Employment**

##### **a. Employment Policy**

IMP is committed to dealing fairly with all its employees. We encourage you to express any concerns, suggestions or problems. We believe an open door policy between employees and managers will increase your personal and professional growth. See your Supervisor to arrange a meeting with the department managing Human Resources or the CEO.

##### **b. Teamwork/Team Structure**

We are committed to a teamwork philosophy in the running of our business. This means "participation and involvement" in the operations. It means training team members and being trained; advising others and being advised; and making suggestions and recommendations for improving our safety, processes, work methods, quality, productivity, cost effectiveness, customer satisfaction and quality of work life.

We are a single team, dedicated to the mission and success of our company. Within the overall team, departmental or special teams meet and discuss many

situations on a regularly scheduled basis. These meetings are conducted by supervisors or managers.

### **c. Your Supervisor/Job Assignment**

All of us want to help you get the right start on the job and will answer any questions you have. Your Supervisor is able to give you advice about your work and is willing to discuss any problem that may interfere with your job performance. In return, IMP expects you to:

- make the fullest use of your skills
- make the most of your time, materials and efforts
- make sure your day's work meets work standards to the very best of your ability
- continue to be on the job promptly and regularly
- become an active member of our team

Your Supervisor is responsible for your job assignment. Depending on your ability, skills and performance, you may be requested to change job assignment, position, or shift to better utilize your talents or to satisfy business needs.

### **d. Definition of Employment Status**

The following definitions of employment determine the classification of employment:

1. Full-time: Employment in an established position requiring 40 hours or more of work per week. Full-time employees are eligible for full participation in benefit programs.
2. Part-time: Employment in an established position requiring 32 hours or less of work per week. Normally a schedule will be established to specify the hours and/or days that the part-time employee will work. For part-time employees, participation in benefit programs is limited to eligibility for workers compensation benefits.
3. Temporary: Employment in a position or project with a specific objective and for a defined time period or until completion of a specific project or assignment. Workers compensation is the only benefit for which temporary employees are eligible.

All employees are also defined as either:

- A. Exempt: Individuals who are exempt from the Fair Labor Standards Act.
- B. Non-Exempt: Those employees who are covered by the provisions of the Fair Labor Standards Act and are eligible for overtime payment for all hours worked beyond forty (40) in a work week.

All employees of IMP, regardless of your status as noted above, are covered by the rules and regulations of the Company.

**e. Statement on Unionism**

IMP is a non-union company and, as such, employees may deal directly with management. It is not necessary for you to belong to any union in order to benefit from secure and profitable work with this company. Indeed, we believe that a union would serve only to reduce your career opportunities and job security. It is our positive intention to oppose, by every proper and lawful means, any attempts by any union to organize our employees.

If you are ever approached by union representatives, we would appreciate you seeking advice, counsel, and information from your supervisor or the Operations Manager on any question you may have on the subject.

**f. General Rules and Regulations**

IMP believes that all our employees want to be proficient, effective and productive at their jobs. This implies that our employees will not engage in acts contrary to the best interests of the company and all of its employees, shareholders, suppliers and customers. When employees do engage in conduct contrary to these interests, however, the company will administer discipline appropriate to the circumstances of the misconduct. Should your behavior or misconduct be deemed by the company to be sufficiently serious, the company can, in its sole discretion, opt for an immediate suspension and/or termination without administration of the sequential steps of discipline. Otherwise, the progressive discipline steps outlined below under "Disciplinary Procedures" will apply.

If at any time during the course of your employment, performance or conduct issues should arise; your supervisor will discuss the problem with you in an attempt to resolve the issue to the company's satisfaction. If the problem persists, the normal disciplinary procedures will be as described (see "Disciplinary Procedures"). Employees may also receive a suspension for up to five days, at the company's discretion. If you have successfully completed a disciplinary probation period but return to the behavior that warranted the probation, you may be subject to termination without repeating the listed steps of disciplinary action.

**Performance Expectations:**

1. Always give your best effort to do your job well. *You are responsible for the quality and quantity of your work.*
2. You are expected to achieve reasonable standards of productivity and efficiency, at all times.
3. Do not leave the plant during work hours without advance permission from your supervisor or manager.

4. Always work until the end of your shift or the beginning of your break or lunch periods. Do not leave your workplace early.
5. Always be at your assigned workplace ready to work at the start of your shift and at the end of your break and lunch periods.
6. Cell phones must be left in lockers. Do not use a cell phone in the plant either to make or receive calls, except at approved breaks and in the break room.
7. Always report any mistake by yourself or others that could affect the Company's operations or the quantity or quality of its products or services.
8. Always ensure the safety of your work area, as well as that of your fellow employees. Immediately report all hazardous conditions to your supervisor.

***Behavior toward Others:***

1. Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or manager, the use of abusive or threatening language toward such individuals, or any conduct that undermines supervisory authority.
2. Never threaten or intimidate, coerce, provoke, interfere, or fight with employees, supervisors, management, or visitors.
3. Never make false or malicious statements about other employees, supervisors, or managers; or about the Company, its products, customers, suppliers or visitors. This applies to when the employee is both on and off company property, and when using social media, such as Facebook.
4. Do not initiate, spread, or participate in damaging gossip. The future of our company depends on our respect for each other, and our ability to work together as a unified team of knowledgeable people.
5. The use of abusive or profane language is not permitted on the company's premises.

***Property of Others:***

1. Never abuse, misuse, damage, destroy, sabotage, or steal Company property, machines, tools, or equipment, or the property of employees, supervisors, management, customers, suppliers or visitors.
2. The use of Company equipment or tools for personal purposes is not permitted.

***Honesty:***

1. Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, production, or other record of the Company or its suppliers, customers and insurance carriers.
2. Do not alter, misuse, or remove from Company premises, without proper authorization, employee lists, blueprints, Company records, checks, or confidential information of any kind.
3. Do not falsify employee time records by recording hours as worked that are not actually worked. Do not complete any employee time records other than your own.

***Other Rules of Conduct:***

1. Gambling on Company premises is strictly prohibited. Gambling includes lotteries, punch boards, check pools, and raffles.
2. The possession of guns or other weapons on Company premises is strictly prohibited.
3. Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on Company property at any time without advance authorization.

***Parking and Access to Premises:***

1. Park only in the area designated for you by the department managing Human Resources.
2. Parking areas on Company premises are restricted to employees, Company vehicles and Company-authorized guests.
3. Persons who are not Company employees shall be permitted to enter the plant, buildings, or work areas only through the front office or with advance permission from the Company representative in charge of the facility at that time. Do not otherwise permit or invite non-employees to enter buildings or work areas.

**5. Your Responsibilities**

**a. Attendance Policy**

All IMP employees are subject to the Attendance policy noted below. It is the intent of IMP that this policy promotes and aids employees in maintaining good attendance. The IMP attendance policy is a two tiered system comprising of a Rolling Point program and a Disciplinary Probation program.

Employees are required to call the attendance line at extension 101 prior to the start of their shift to report any time missed from work. Employees are responsible to know their own attendance status.

Excused absences will not be permitted under this system. Any work missed will result in points being removed from the attendance record regardless of reason or documentation. Documentation for missing work is not required to be submitted to the department managing Human Resources and will not affect an employee's removal of points.

**Rolling Point Program**

The first tier is the Rolling Point system. Full-time employees start with twelve (12) points. Points are removed from an attendance record for time away from work as outlined below. Points will then be added back to the attendance record exactly one year from the missed time (example: 2 pts removed on 4/01/08 for an absence will then be returned to that attendance record on 4/01/09).

Points are removed from an attendance record following this point system:

- ½ point
  - late but arrive within an hour from the start of the scheduled shift
  - leaving within one hour from the end of the scheduled shift
  - not clocking in/out
- 1 point
  - late over an hour from the start of the scheduled shift
  - missing up to half of scheduled shift.
- 2 points
  - an absence
  - not working for more than half of scheduled hours.
- 4 points
  - no call/no show

NOTE: An employee with 2 no-call/no-shows within a twelve month period is considered voluntarily terminated regardless of point standings.

Days of consecutive absences- Employees are encouraged to file for FMLA when it becomes necessary to miss work for a long period of time. Employees that are not eligible for FMLA or do not choose to utilize FMLA will have (2) points subtracted for each week of missed work provided they have a physician's note. A physician's note must be submitted to the supervisor in order to return to work if an employee misses three or more consecutive days.

### **Disciplinary Attendance Probation**

The second tier of the attendance policy takes effect when an employee uses all 12 allowed points. When an employee falls below a zero (0) point level they are then placed on probation and will remain at this status for twelve months. Once an employee is placed on Disciplinary Attendance Probation the following actions are taken for any additional time missed:

First attendance issue - Written Warning

Second attendance issue - 2<sup>nd</sup> written warning and one day off without pay to evaluate interest in continuing employment at IMP

Third attendance issue - 3<sup>rd</sup> written warning and 3 days unpaid disciplinary layoff.

Fourth attendance issue - Termination

NOTE: Days selected for disciplinary days off are chosen by the supervisor to best fit the production needs and not at the discretion of the employee.

### **Part -Time Employees**

Part Time employees start with six (6) points. Points are removed from a part-time employee's record following the same point system for full time employees as outlined above. Once a part time employee has used all allowed 6 points they will be placed on Disciplinary Attendance Probation.

### **b. Personal Messages**

Personal messages will be sent by email to the supervisor and then passed on to the employee. In case of an emergency, your family members should call 260-665-6112, press "0" and ask to be connected to you. Your supervisor will be paged, and they will connect you with the caller. While IMP will make every effort to get the message to you, please be sure that your family understands that you

will not be taken out of production unless it is a medical emergency. Your family should explain the extent of the emergency before we get you out of production.

### **c. Telephone Use**

There is a telephone by the employee entrance/exit that you may use before the start of your shift, during break time, or at the end of your shift. All calls must be limited to 3 minutes or less to allow others to use the phone as well. The phone will allow you to make local calls only. Making calls in an emergency situation other than your break time must be approved by your Supervisor. Employees found using unauthorized telephones and/or using phones at unauthorized times will be subject to termination.

Personal beepers, cell phones and other electronic communication devices must be placed in a locker upon arrival at work. They may be accessed during break time and lunch time only and at the conclusion of which the cell phone must be returned to the locker.

### **d. Food and Drinks**

For reasons of hygiene, safety and quality, meals may not be eaten in the work areas other than on special occasions that have the specific permission of your Supervisor. Snacks must be kept in small containers, and must be kept well away from the work area. Liquid refreshments, other than water, must be kept in sealed containers, and must be kept safely away from the parts and machines you are working on (not on work table).

### **e. Dress Code**

You are responsible for dressing appropriately and safely for work. Clothing and hair that does not meet this policy may catch in machinery and be unsafe. Always wear full foot covering. No flip flops, sandals, open toe or heel shoes, mesh tank tops, tube tops or short shorts. Do not wear torn or ragged clothing. Your hair needs to be tied up above shoulder length at all times in the plant. No clothing with obscene or provocative messages as determined by management may be worn. Your supervisor reserves the right to send you home to change clothes if your dress is considered improper or unsafe.

### **f. Personal Appliances**

Do not bring personal electrical appliances such as coffee pots, fans, heaters, or CD players into the plant. Such appliances may constitute a hazard or distraction to you and your fellow employees and may violate OSHA safety regulations.

### **g. Radios**

The company will provide approved radios to supervisors, who may operate these radios in a safe and appropriate location in their departments. The volume and station selections are the responsibility of each supervisor.

#### **h. No Solicitation/No Distribution Rules**

Solicitation and/or distribution of literature by employees may only occur on company property at non-working times (before or after a shift.)

#### **i. Tobacco Policy**

IMP has adopted a "Tobacco Free" policy. Tobacco use will not be permitted anywhere in the building. Tobacco use is permitted outside the building on the condition that the cigarette butts are not thrown on the ground; they are to be put into the containers provided. Chew/dip must be disposed of in a closed lid container and not on the ground. This policy is established for the safety and health of all personnel. The IMP tobacco free policy may be changed at any time to comply with government regulations.

#### **j. Leaving Work Premises**

You need to clock out anytime you leave the property. You will need to notify your Supervisor if you need to leave early. If you leave without notification you will be considered as voluntarily terminating.

#### **k. Leaving Work Area**

Employees should NEVER leave their work area without notifying their Supervisor.

#### **l. Off Duty Employee Rule**

Except for a reasonable period of time before and after work, off duty employees may not enter or remain on company property unless they are on duty or scheduled to work. Authorization to enter the plant on and off-shift to pick up personal items left behind must be obtained from the department managing HR.

#### **m. Personal Information**

It is important that personal information is kept up-to-date; we may need to reach you in case of a job or shift change. Current information will also enable us to see that you receive all the benefits to which you are entitled. Notify your Supervisor or the department managing HR of any change in personal information or status, to include change of address, telephone number, marital status, emergency information, or number of dependents, etc.

#### **n. Conflict of Interest**

Occasionally an employee's activities, whether work or non-work related, will create a potential conflict of interest. We reserve the right to discuss such matters with the employee and take action if needed. This will be limited to those situations that may or do cause us to suffer loss of competitive advantage or reputation. This does, however, include conflicts of interest that arise during the use of social media, such as Facebook. If you believe that you have such a conflict of interest, discuss it with Vice President of Manufacturing.

#### **o. Fraternalization Policy**

A manager or supervisor who becomes romantically involved with someone he/she supervises, or with someone whose terms and conditions of employment he/she has the ability to influence, exposes himself/herself and the Company to charges of favoritism, improper use of authority, and possibly sexual harassment. Even when no inappropriate conduct is involved, management fraternization with a subordinate employee may appear to others, to involve improper use of authority. In order to avoid the dangers of management fraternization with a subordinate employee, and to help prevent even the appearance of improper conduct, it is the Company's policy that managers, supervisors, or any other employee who has the authority to directly or indirectly affect the terms and conditions of another's employment shall not fraternize with that employee. The fraternization prohibited by this policy includes dating, romantic involvement, sexual relations, or the exchange of affections. The Company does not intend this fraternization policy to otherwise discourage friendship or social activities among Company employees. This Policy applies to all Company employees. Should a personal relationship prohibited by this policy be contemplated, the supervisor or manager involved is required to notify his or her manager immediately. Where a personal relationship prohibited by this policy exists, the Company shall take whatever action it believes is necessary to remove the parties from any continued supervisory lines of authority between them. The Company recognizes that the question of whether a relationship constitutes fraternization or simply a social relationship is a very personal issue. However, because of the potential for inappropriate conduct, you are encouraged to bring any questions you may have regarding fraternization to the attention of your Supervisor or Department Manager. This fraternization policy in no way constitutes a contract of employment and does not alter, modify, or otherwise change the employees' at-will employment relationship with the Company.

#### **p. Confidential Information**

You may be entrusted with confidential information, for example, the nature of a production process change, experiments in research and development, long range production schedules, financial performance information and/or customer specific data. The nature of our business is highly competitive and the release of this type of information could be very damaging. Therefore, all confidential information must be kept internally within the company and release of this information to non-IMP individuals, groups or companies is prohibited. Violation will result in immediate termination of employment.

#### **q. Visitors**

To provide for the safety and security of the employees and facilities at IMP, only scheduled employees and authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Accordingly, all visitors, including off-duty employees, must enter IMP through the office reception area. Thereafter, they will receive directions or be escorted to their destination. Because of safety and security reasons, family and friends of employees, including off-duty employees, are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor in the office reception area.

If an unauthorized individual is observed on IMP's premises, employees should immediately notify their supervisor or any other member of management, who will escort the individual to the office reception area or otherwise take appropriate measures.

#### **r. Disciplinary Procedures**

Your voluntary adherence to policies and procedures will make work more pleasant for everyone. To ensure uniformity and fairness in the treatment of everyone, certain disciplinary procedures have been established.

Usually, a written warning is used to let you know when you have violated a procedure or policy. But there are some offenses considered serious enough to warrant going directly to a final warning or a discharge without previous warning. Your Supervisor will review warnings with you and assist you to avoid a recurrence. Disciplinary procedures are as follows:

- a) Verbal Documented Warning
- b) Written Warning and Disciplinary Day Off without pay to be determined by the VP of Manufacturing.
- c) Final Written Warning and Disciplinary 3 Days off without pay to be determined by the VP of Manufacturing.
- d) Termination of employment

#### **s. Substance Abuse Policy**

Purpose: IMP is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. Furthermore, the Company is committed to assuring its continued representation as a quality business enterprise. To achieve these goals, IMP must take a firm and positive stand against drug and alcohol abuse. This policy is intended to ensure a drug-free work environment for the benefit of employees and customers of the Company.

With respect to existing employees, the policy's objective is to eliminate substance abuse, not the substance abuser. To this end, the Company is prepared to help and support all employees requesting assistance in dealing with drug or alcohol problems. No one will be disciplined for requesting assistance. In

most instances, the costs of treatment will be reimbursed in accordance with applicable benefit plans.

**Policy Requirements:**

1. The use, possession, sale, or transfer of an illegal drug by any employee on Company premises, in the performance of Company business, or at Company-sponsored events, is strictly prohibited.
2. The use of any legally obtained drug by any employee while performing Company business or while on Company premises is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee's job performance, or the Company's regard or reputation in the community. Employees who have been informed or have discovered that the use of a legal drug may adversely affect job performance or behavior are to report such drug use and possible side effects to management.
3. The unauthorized use, possession, sale, or transfer of alcohol on Company premises is prohibited. The use of alcohol by employees while conducting Company business, attending Company-sponsored business or social functions, or otherwise representing the Company off Company premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or the Company's regard or reputation in the community.
4. The presence in specified amounts (producing positive test results) of any illegal drug or alcohol in an employee's system while on Company premises or while otherwise performing Company business is prohibited. Any employee who, in the opinion of management, is in violation of this policy will be required to leave the premises immediately.

**Testing and Treatment:**

1. All prospective new employees will be tested for the use of illegal drugs and controlled substances. No offer of employment will be made to an applicant until he or she completes the necessary drug information and testing consent forms and passes the pre-employment drug test. Applicants who refuse to complete the necessary paperwork and test or who test positive on the drug screen will not be offered employment.
2. Any employee involved in an on-the-job accident or any other incident in which the employee or others were or could have been injured will be required to take a blood test, urinalysis, or other drug/alcohol test before returning to or resuming work for the Company.
3. Whenever the Company suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs,

or that an employee has otherwise violated the Substance Abuse Policy, the Company may require a blood test, urinalysis, or other drug/alcohol test.

4. An employee who tests positive for alcohol or drugs during the employee's Probationary Period will be discharged immediately.
5. After the employee's Probationary Period, an employee whose alcohol or drug test is positive may be subject to the following rehabilitative procedure:
  - a. First Positive: The employee is to be placed on an immediate leave of absence. The employee cannot return until their physician releases the employee to return to regular and complete job duties and responsibilities. Discipline at this stage could be up to and including termination, based on a review of the employee's total performance by the VP of Manufacturing.
  - b. Second Positive: If an employee again tests positive for either alcohol or drugs, the employee will be discharged for the positive test result.
6. The leave of absence that must be taken after a positive alcohol or drug test will be without pay. However, the employee may use any unused vacation days to receive compensation during the leave. Current benefits coverage will continue during the leave if employee pays the weekly deductions.

Any employee, who is on an approved substance abuse leave, as defined above, will be allowed to remain on regular group coverage for a total of 12 weeks, if they maintain their weekly payment portion (payment made to IMP) no later than Thursday, of every week).

At the end of 12 weeks, continuing coverage will be available only through COBRA at the rate billed to them by our insurance carrier. Employees not current with their weekly payment of regular group coverage during the leave period will be sent a notice for COBRA continuation prior to the 12-week period.

7. All test results, assistance requests, and treatment records will be maintained in files separate from the employee's personnel file and will be held in the strictest of confidence, disclosed only to those having a legitimate need to know such information.

**Disciplinary Actions:**

1. Depending upon the seriousness of the offense, any violation of the policy requirements of the Substance Abuse Policy (except for the first positive test of an employee with more than 90 days tenure) will result in discipline, up to and including discharge, even for a first offense.
2. The failure or refusal to complete the necessary paperwork, to submit to a drug test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination.

3. All performance shortcomings, prohibited conduct, and attendance problems will result in discipline pursuant to the Company's normal policies independently of any drug or alcohol implications or causes.

#### **t. Violence**

IMP is committed to preventing violence in the workplace and maintaining a safe work environment. Therefore, the Company has adopted the following guidelines to deal with intimidation, harassment or other threats of violence that may occur on its premises:

1. IMP will not tolerate any conduct that threatens, intimidates or coerces an employee, customer, or member of the public at any time, including off-duty periods. Additionally, firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of IMP.
2. At the first sign of violence or threat, notify your supervisor. The supervisor will make immediate arrangements to call for police assistance.
3. All suspicious individuals or activities, including actual or threats of violence, both direct and indirect, should be reported immediately to your Supervisor. This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. Employees should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing or violent situation.
4. Employees are encouraged to bring their disputes or differences with other employees to the attention of an appropriate member of management before the situation escalates into violence. IMP will promptly and thoroughly investigate all reports of actual or threatened violence as well as suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practicable. In order to maintain workplace safety and the integrity of its investigation, IMP may suspend employees, either with or without pay, pending investigation. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination of employment.

#### **u. Emergency Closings**

It is our intention to attempt to provide work under the most severe weather conditions, such as a snowstorm, flood, tornado, etc. You, in turn, are expected to take measures that will provide maximum assurance of your reaching work under such conditions. The county within must have declared an official "weather emergency" in order for absences to be excused for weather-related conditions. Weather emergencies are defined as an Indiana Level 1, in which a state of emergency is declared and travel may be restricted to emergency personnel only.

Fires, power failures and other conditions beyond our control will be dealt with based on existing circumstances. A decision will then be communicated to everyone including those who have not yet reported to work.

If possible, a business closure will be announced at least two (2) hours before the beginning of the next scheduled shift.

Closure announcements will be made through the radio on WLKI FM100.3. Everyone is responsible for monitoring this source of information when necessary.

## **6. Your Pay/Benefits**

### **a. Wage Administration**

IMP works toward a competitive and fair compensation plan. Salary decisions consider overall economic market and competitive situations. Wages are considered a private issue and discussion concerning wages should only be held between employee and supervisor or the department managing Human Resources.

### **b. Pay Procedures**

The workweek and pay period runs Monday through Sunday. Paydays are on Thursdays. Your Supervisor will pass out the checks.

Non-exempt employees are paid overtime compensation at the rate of one and one half times their regular rate of pay for each quarter hour worked over 40 actual work hours. Wages are paid by the quarter hour worked. This overtime will be paid ONLY on the actual hours worked. Paid Vacation time and/or Holiday Pay will not be considered as time worked for the purpose of computing overtime pay.

### **c. Time Clock Procedures**

All hourly-paid employees are set up on the time clock. If an employee leaves for any reason, they must clock out - and then back in when they return.

### **d. Hours of Work**

Workweek:

The regular workweek is Monday through Friday. Evening (second) shifts and night (third) shifts may be established from time to time. Regular first shift hours are 6:30am-3:00pm Monday-Thursday, and 6:00am-10:00am on Friday. Hours of work for second shift will be Monday-Thursday 3:00pm to 12:00am and Friday 10:00am to 2:00pm.

Employees are to be in their department and ready to begin work when their shift begins.

**e. Breaks/Lunch**

All employees working 9> hours receive a 15-minute lunch break at about mid-shift, as well as one 10-minute break before lunch and after lunch (all are paid breaks). Employees working 8 hour shifts receive a 10-minute break before lunch and one 5-minute break after lunch. Your supervisor will assign your break times according to department and company schedules.

Habitual violation of break and lunch times, including the start of the shift, after break, and after lunch, will result in discipline.

**f. Unauthorized Smoke/Snack Breaks**

Extra breaks for smoking, snacks, or phone calls are not allowed. Anyone found to be taking unauthorized breaks inside or outside the building will receive a written warning on the first offense. For any additional offenses, the progressive discipline as described herein will apply.

**g. Overtime Policy**

*Time-and-one-half:*

The Company pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 hours in any workweek. Non-exempt employees are those who work in positions for which an overtime premium must be paid under the Fair Labor Standards Act.

*Limitation of Overtime Pay:*

Overtime pay (premium rates) shall not be paid twice for the same hours (pyramiding). Paid hours not actually worked (e.g., vacation, holidays, etc.) will **not** be counted toward the 40 hrs per workweek required to receive overtime pay.

*Assignment of Overtime Work:*

The company will attempt to minimize overtime, to offer it voluntarily, and to give as much advance notice as possible. Since all overtime is valuable time, employees are expected to perform their overtime work at high standards of quality and productivity. Supervisors will attempt to fill the company's needs by offering voluntary overtime. However, if necessary, the company may require mandatory overtime for short periods of time.

When overtime work is required by the Company on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the employee who was performing that job at the conclusion of his or her straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned for a Saturday, Sunday, or holiday, the

company will consider previous overtime assignments of employees, as well as the quality and quantity of the work to be performed. In these circumstances, the Company will endeavor to give the employees required to work notice of their overtime assignment generally at least two days in advance but possibly only during their last shift worked prior to such overtime.

Weekend overtime will not be mandatory for any employee who previously scheduled a Vacation or Personal Day for the last regular work day proceeding, or the Monday following the weekend, provided that the time off was reserved at least two days in advance of the weekend overtime.

*Supervisor Authorization:*

No overtime may be worked by (non-exempt) employees unless specifically authorized by supervision or management. Any violations of this policy shall subject the offending employee to discipline under the Company's progressive discipline policy.

**h. Holidays**

Non-exempt employees are eligible for paid holidays after the completion of the 30-day Probationary Period and if they work their full scheduled shift the day before and after the holiday. If you want to request a vacation day the day before or after a Holiday you must give a 48-hour work-day notice, and receive approval. Failure to give such notice will result in losing your Holiday Pay.

IMP recognizes seven Holidays each year. Paid holidays are a benefit consideration and are dependent upon our performance results. If our results prove successful, this will help influence the potential to pay these holidays. Paid holidays are not a given benefit, but will be announced. All qualifying full-time employees will receive their regular straight-time compensation for each holiday. These holidays are:

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

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday or have been on an approved vacation day or any other excused and paid day off under Company policy.

### **i. Vacations**

All full-time employees can receive vacation benefits as follows:

- 5 days after 1 year of service
- 10 days after 5 years of service
- 15 days after 15 years of service

Employees who lose time from work because of a leave of absence over 30 days will receive vacation on a pro-rated basis.

Partial Vacation Days are allowed if you have them available. All Full or Partial Vacation days must have a notice and approval from your supervisor. We require as many days advanced notice as the total number of days they are requesting. For example, if an employee is requesting 2 vacation days, they will need to get 2 days advanced notice; if an employee is requesting 5 vacation days, they will need to get 5 days advanced notice; etc. This is for ALL employees.

No vacation days can be carried over from year to year. If an employee does not wish to use all of their earned vacation days, they may apply for payment for any vacation days not taken. However, you must submit your request for payment to the department managing HR at least one month prior to your Anniversary date. The CFO reserves the right to refuse any such payment, depending on the company's financial condition and workload.

**Vacation pay and time is a granted benefit and not a form of compensation. If an employee terminates their employment without providing at least two weeks advance notice, they will not be paid for any accrued vacation time.**

### **j. Insurance Coverage**

IMP offers health insurance for all of its eligible full-time employees. The premium cost of this coverage is shared by employees and the Company in a manner that is determined annually. Part-time employees are eligible for health insurance coverage. Those employees who wish coverage for themselves and/or their dependents will pay their portion of the monthly premium for that coverage on a payroll deduction basis. The group insurance policy and the summary plan description issued to employees are set out the terms and conditions of the health insurance plan. These documents govern all issues relating to employee health insurance. Additional copies are available from the department managing HR.

You can request a summary of Insurance benefits from the department managing HR.

### **k. Social Security**

Federal law requires our participation in the Social Security system. IMP acts as your partner in making payments to Social Security. Every dollar that is withheld from your pay is matched by an equal amount paid by IMP. Amounts deducted and benefit levels are established by an act of Congress. Some of the benefits, which may later be provided by this program to you and your family, include retirement benefits, disability income, survivor benefits, supplemental security income and Medicare.

### **l. Worker's Compensation**

All IMP employees are covered immediately on the first day of work in accordance with state law. IMP pays the full cost of this benefit.

If you are injured while on the job, your medical expenses and time lost are compensated in accordance with the state laws governing Worker's Compensation.

If an employee is injured as a result of their work, they should report it immediately to their Supervisor. All injuries must be filled out on an accident/injury report and given to the department managing HR the same day. If medical attention is required, the employee must see the department managing HR for instructions on what medical facility to go to. You must clock out before leaving company property and must clock back in when you return from the doctor, if you have been released to return. In cases such as this, the employee will be paid for all time missed (day of injury only). If the employee is treated and released but their shift has not yet ended, they are required to return to work immediately after seeing the company doctor. If an employee is released but does not return that day, they will not be paid for any time missed. If the employee is not released to return to work that day, they will be paid for the balance of the day but not for the days beyond the day of injury (these would be subject to Workmen's Compensation Insurance requirements).

IMP will make every effort to provide work for an injured employee placed on restrictive duties by a physician. The company will abide by any physical limitations set by a physician. It may be necessary for the company to place an employee in a different position or in a different depart to accommodate an employee under medical care.

### **m. Performance Appraisals**

All IMP employees may receive periodic performance reviews. Your performance evaluation will be at the conclusion of your Probationary Period. Your performance evaluation may include factors such as the quality and quantity of your work, your attendance record, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. Performance evaluations are intended to help you to become aware of your progress, areas of needed improvement, and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in compensation or

promotions. After the review you will be asked to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor and that you are aware of its contents.

#### **n. Compensation Review**

The amount and frequency of any compensation increase you may receive will be based upon your job performance, the profitability of the Company, the amount of your present salary or wage in relation to the minimum and maximum of the compensation range assigned to your job, and the length of time since your last increase. Attitude and attendance are considered in this evaluation. Your supervisor will discuss your compensation review schedule with you upon request.

#### **o. Promotions and Transfers**

It is the policy of IMP to fill all positions with the best-qualified people. The Company also prefers to promote from within whenever possible. As positions become available, management will, at its discretion, either directly promote or transfer a qualified employee of the Company or open the position for application by internal and external candidates.

#### **p. Job Postings**

Occasionally a position may open in a specialized area. If this occurs, a job posting may be placed on the refrigerator in the break room. If posted, it will have a listing of qualifications required and duties involved, so that all interested employees can sign up. Job postings are usually posted for 48 hours only. All employees selected for a different position to perform a job which may have a higher wage than their prior position may not receive an increase at the time of transfer. This employee will receive an evaluation after 30 days to determine their progress and whether an increase in pay will be given.

To apply for a position, you should submit a formal resume to the department managing Human Resources referencing the position. Interviews will be arranged for qualified applicants.

#### **q. Layoff and Recall**

Under some circumstances, IMP may need to restructure its operations or reduce its work force. If this becomes necessary, the Company will attempt to provide advance notice to employees so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether temporary (less than 12 weeks) or indefinite (more than 12 weeks).

In determining which employees will be subject to layoff, the Company will consider, among other things, operational requirements; the skill, productivity, past performance, attendance, and length of service.

When workload increases to the extent that additional employees are needed, the Company will recall individuals according to these same selection criteria. The Company reserves the right to hire new employees during a layoff period when required skills for the work at hand are not available without training among the laid-off employees.

All Company benefits will terminate at the time of layoff. Insurance coverage, though not provided, will remain available under the provisions of COBRA. Information concerning employee rights under COBRA is available from the department managing HR.

If an employee on layoff has fulfilled the orientation period requirements at the time of layoff, and the employee is recalled by the Company and returns to work within 90 calendar days of the date of layoff, benefits and time of service will be fully reinstated on the date of return to work. This rule does not apply to the group insurance plan, the terms of which will be governed by the actual group insurance contract in effect at the time the employee returns to work.

If an employee on layoff is recalled and does not accept the recall within three days, the employee will be terminated and will be considered to have voluntarily quit. If an employee on layoff is not recalled by the Company within 90 calendar days, the employee will be terminated and will be considered to have been terminated due to lack of work.

#### **r. Continuing Education & Tuition Reimbursement**

IMP encourages all employees to pursue continuing education and development of their skills. With the approval of the CEO, IMP may reimburse up to 50% of the tuition costs for a course of study or training which is directly related to IMP's requirements.

In deciding whether or not to approve reimbursement, The CEO will also consider the company's financial ability to pay.

#### **s. Inactive Status**

Any employee who, for whatever reasons, is unable or refuses to perform any active service for the Company for twenty-six (26) consecutive weeks or who performs less than twenty-six (26) weeks cumulative active service during any twelve (12) month period shall be removed from the payroll and terminated.

#### **t. Unemployment**

Under the State of Indiana and Federal Compensation Laws, if you become unemployed, you will receive weekly benefits if you meet the eligibility requirements of the law. IMP pays the entire cost of this program.

## **7. Leaves of Absence**

When conditions arise that make it necessary for you to be excused from work for a period of time, you may apply for a leave of absence without pay. To qualify for an unpaid leave of absence, an employee must have at least 2 years of service at IMP.

### **a. Bereavement Leave**

Bereavement leave will be granted to full-time employees in the event of absence necessitated by the death of a family member. In the event of the death of an employee's spouse, child, parent, or sibling, the employee will be granted three days off work with pay. In the event of the death of an employee's grandparent, grandchild, father or mother-in-law, or son- or daughter-in-law, the employee will be granted one day off work with pay. Unused personal time or earned vacation may be used if additional time off is needed.

All requests for bereavement leave should be made to the employee's immediate supervisor.

**\*\*IMPORTANT NOTE:** It is the responsibility of the employee to provide documentation of funeral attendance to the department managing HR on the same day of return, documentation must be presented before authorization of pay can be given. This documentation can be in the form of a slip from the Funeral Director (on the Funeral Home's letterhead), funeral services announcement from the Funeral Home or a Newspaper announcement.

### **b. Compassionate Leave**

Subject to the approval of the CEO, under exceptional circumstances an employee may take compassionate leave of one full day – unpaid. Documented explanation of the circumstances for this compassionate leave must be submitted to the department managing HR on the following day.

### **c. Military Leave**

The Company will abide with the provisions of USERRA regarding the administration of Military Leave and related matters.

### **d. Jury Duty**

IMP will grant employees time off for mandatory jury duty. A copy of the court notice must be submitted to the department managing HR to verify the need for such leave. The employee will receive the difference between jury duty and his or her normal wage for each day of jury duty up to a maximum of five days per year in addition any other paid leave

The employee is expected to work when doing so does not conflict with court obligations. It is the employee's responsibility to keep the department managing HR informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive the compensation supplement.

### **e. Personal Leaves of Absence**

Unless our workload prohibits it, IMP will make every effort to grant your request for an unpaid leave-of-absence of either one or two full weeks, under the following circumstances:

1. You must provide a written request to the immediate supervisor at least two weeks before your requested leave.
2. You must have at least 2 years of accumulated service with IMP to be eligible for consideration for an unpaid leave of absence.
3. If you have between 2 and 10 years of service, the leave of absence must be one week.
4. If you have more than 10 years, the leave may be either one or two full weeks.
5. You can not take a leave-of-absence in two consecutive years.
6. No partial-week leaves will be allowed.
7. If you have insurance, you must make payment arrangements with the department managing HR prior to your leave.

\* Granting of Personal leave will be at the sole discretion of the Company.

### **f. Family and Medical Leave Act Policy**

IMP complies with all applicable federal and state labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

Contact your supervisor for a copy of the FMLA standards and eligibility requirements.

## **8. Your Safety and Health**

Your safety and health is most important here at IMP. It is our goal to provide a safe place to work for each employee and to have all jobs performed in a safe manner. We will abide by all State and Federal safety and health regulations.

The way you perform your job will affect not only your own safety, but also the safety of your fellow employees. You will be instructed on the safety requirements of your job and will participate in our program of maintaining safe working conditions.

Because accidents don't just happen, you must read and study the General Safety Standards until you become thoroughly familiar with your job's safety requirements. For every accident, there is a cause, mechanical and/or human.

Accidents are often caused by unsafe practices, which are usually a result of lack of attention. Paying attention to your job can eliminate each case, and using safe practices and procedures at all times. Immediately report to your supervisor any condition you feel may be a potential safety hazard. Your action could prevent a possible injury to yourself or a co-worker.

#### **a. Safety Policy**

All employees must perform their jobs in a manner that considers their own personal safety as well as the safety of co-employees. The Company will also do all it can to provide a safe and healthy work environment for all employees.

It is the responsibility of each employee to report any safety concerns or on-the-job injuries to your supervisor as soon as you are aware of them. Any employee whose conduct or presence poses a significant risk of harm to him/her or others will be subject to disciplinary action up to and including discharge.

#### **b. A Clean and Safe Plant**

We spend nearly half of our waking hours at our jobs. A pleasant, safe and clean place in which to work has been provided, and we should all strive to keep it that way. Although all facility features were designed for safety, if you find a condition which you feel is unsafe, please inform your Supervisor or the department managing HR.

#### **c. Good Housekeeping**

One of the best ways to prevent accidents and to assure a good efficient flow of work throughout our plant and office is to practice good housekeeping. Waste should be disposed of in the proper receptacle. Keep your work area neat and tools put away. You are responsible for your work area and will be expected to keep it clean. Everybody's cooperation is vital in keeping our plant clean and orderly.

#### **d. Personal Protective Equipment**

Certain items of personal protective equipment may be necessary, depending on your particular job or area of the plant where you work. You will be required to wear your personal protective equipment in accordance with department procedures and OSHA safety requirements.

#### **e. Eye Protection**

We require OSHA approved eye glasses to be worn at all times by all employees and visitors whenever they are inside the double yellow lines at the front of the plant. If you do not wear prescription eyewear we will provide non-prescription safety glasses. If you wear prescription glasses we will pay a portion, up to \$50.00, of OSHA approved prescription glasses at a local doctor, please see the department managing HR for details and authorization form.

***Safety glasses are to be worn when walking through all production areas at all times!***

Disciplinary Procedures:

Your voluntary adherence to policies and procedures will make work more pleasant for everyone. To ensure uniformity and fairness in the treatment of everyone, certain disciplinary procedures have been established.

Disciplinary procedures for safety glasses violations are as follows:

- a) Verbal Documented Warning
- b) Written Warning and Disciplinary Day Off without pay to be determined by the VP of Manufacturing.
- c) Final Written Warning and Disciplinary 3 Days off without pay to be determined by the VP of Manufacturing.
- d) Termination of employment

Remember that Safety Glasses Warnings are cumulative and will not drop off of your record.

**f. IMP Hearing Conservation Program**

Effective, 7/1/2007; all employees in the Vac and Fab departments will be required to wear hearing protection at their work stations at all times. IMP will provide the ear plugs. This Hearing Conservation Program will include a baseline hearing test at the company's doctor and annual hearing tests. Violations of this policy will result in the following disciplinary schedule:

Disciplinary Procedures:

Your voluntary adherence to policies and procedures will make work more pleasant for everyone. To ensure uniformity and fairness in the treatment of everyone, certain disciplinary procedures have been established.

IMP will follow the same disciplinary procedures for hearing protection violations as those listed above in section "e" for safety glasses violations.

Remember that Hearing Protection Warnings are cumulative and will not drop off of your record.

**g. IMP Anti-Vibration Glove Policy**

Employees whose job duties include sanding, routing or grinding must wear anti-vibration gloves while performing such jobs. IMP will provide anti-vibration gloves. Wearing anti-vibration gloves will reduce your risk of injury. Please consult your Supervisor if you are unsure how this policy applies to your job duties. Violations of this policy will result in the following disciplinary schedule:

Disciplinary Procedures:

Your adherence to policies and procedures will make work more pleasant for everyone. To ensure uniformity and fairness in the treatment of everyone, certain disciplinary procedures have been established.

IMP will follow the same disciplinary procedures for anti-vibration glove policy violations as those listed above in section “e” for safety glasses violations.

Note: Warning violations towards this policy are cumulative and will not drop off your record.

#### **h. Safety Committee**

A safety team has been organized to assist in the maintenance and development of safety programs and procedures that will prevent accident/injuries in our facility. The team will be responsible for inspection, discussion and reporting for correction of situations or conditions that are felt to be potential hazards to employees. Members can either be volunteers or selected by management. Safety team meetings will be scheduled as needed or on a monthly basis.

#### **i. Safety Rules**

Safety is usually a matter of common sense and good housekeeping. If you remain attentive and work safely AT ALL TIMES, you protect yourself and your co-workers

Listed below are the basic safety rules that apply to EVERYONE:

1. **Wear safety glasses at all times you are inside the double yellow lines.**  
The only plant areas **NOT** subject to Safety Glasses is from the Employee Entrance beside the time clock through the area that leads to the shipping office. The areas not subject to safety glasses include the lockers, break room, the restrooms that are located by the break room, and the offices.
2. You are responsible for the cleanliness of your work area **at all times**. Your Supervisor will explain your personal duties during and at the end of every shift.
3. You are obligated to report all accidents, injuries, and “near misses” to your Supervisor immediately.
4. Report any hazardous situation or safety violation to your Supervisor.
5. In addition to safety glasses, hearing protection and respirators may be required for certain operations, at times.
6. Only trained and approved personnel may operate the lift trucks.
7. Aisles and exits must be accessible and clear for movement at all times. Do not block fire extinguishers.
8. Always lift properly. Use leg muscles, not your back. Always get assistance to move heavy or awkward objects.

9. Suitable footwear is required in the plant. Do not wear shoes with little protection or support. No thongs, sandals, or open-toe or heel shoes are permitted. You will be sent home without pay and required to return with proper footwear. Office personnel must wear proper footwear whenever they enter the plant.
10. Appropriate work clothing is required. Do not wear loose clothing or jewelry when operating machinery.
11. Hair which is longer than shoulder-length must be tied back and up. Beards must not exceed 6 inches.
12. Always use proper cutting methods. Cut away from the body. Use fixtures to move material across the blade. Make sure that the work area is well-lit.
13. Compressed air should be used only for the purposes intended. Never direct compressed air at yourself or anyone else.
14. Only use equipment, tools or appliances that have grounded (3-prong) plugs. Do not bring personal appliances such as fans, radios, or coffee pots into the plant.
15. Turn off all machines or tools when not in use. Never leave equipment running.
16. Horseplay and pranks, and improper use of company equipment are prohibited, and will result in disciplinary procedures.

**j. Reporting Accidents/First Aid**

Any work-related injury or illness, no matter how minor you may think it is, must be reported to your Supervisor immediately. It is extremely important for you to make this report because failure to report an accident may jeopardize your claim for compensation under the Worker's Compensation Law of Indiana. A qualified individual will administer first aid for minor cuts or bruises. When necessary, medical attention will be obtained by referring you to a medical facility or a doctor.

We ask that you report all "near" accidents immediately to your Supervisor. This information can be extremely valuable in eliminating potentially unsafe conditions or practices.

## **9. Communications**

### **a. Problem Solving Procedure**

No matter how good a working atmosphere is, there will be occasions when problems arise. The important thing is that these problems be discussed openly so that a fair solution can be reached. Most problems can be resolved, but if they are not discussed when they first occur, they usually become more serious. Therefore, it is the responsibility of everyone to help maintain good working relationships by discussing their problems and cooperating to find a solution.

Management is always available to assist you in resolving a problem, including directing you to the proper person with whom you can discuss the specific issue, if necessary.

Your Supervisor should be the first person you go to with a problem or question. There may be times, however, when they are not available or you would prefer to talk to someone other than your Supervisor for personal reasons. In such circumstances, please ask your Supervisor to arrange a meeting with the manager of the department.

### **b. Internet Usage and Electronic E-mail**

IMP provides job related Internet and e-mail access to its employees in an attempt to improve business communication and productivity as well as give employees' access to the vast amount of business-related information contained on the Internet. These services are intended to be used solely for business purposes. Every employee has a responsibility to maintain and enhance the Company's public image and to use the Company e-mail system and Internet access in a productive manner. To ensure that all employees act in a professional and responsible manner, the Company has established the following guidelines for using e-mail and the Internet.

#### *Unacceptable Uses of the Internet and Company E-mail:*

The Company's e-mail system and Internet access may not be used for any non-business related purpose without prior authorization. In no event will an employee be allowed to transmit, retrieve or store any information which may violate applicable copyright laws or which may be considered defamatory, discriminatory or harassing in nature. Accordingly, employees are strictly prohibited from using the Company's e-mail system or Internet access for any of the following purposes:

1. Viewing, transmitting, retrieving or storing material that may in any way be considered obscene.
2. Transmitting any messages containing derogatory, harassing or inflammatory remarks about an individual or group's race, color, religion, national origin,

age, disability, or other characteristic or attribute not related to their job performance.

3. Transmitting any abusive, profane or offensive language.
4. Transmitting any information which the employee knows or has reason to believe may be false, misleading or libelous.
5. Sending or posting any chain letters, jokes, solicitations, or advertisements not directly related to some business purpose or activity.
6. Using the Company's e-mail system or Internet access for any political or religious causes or activities.
7. Using the Company's e-mail system or Internet access for personal gain, including the solicitation of, or engagement in, any non-company business.
8. Using the Company's e-mail system or Internet access for any other purpose which is illegal, may damage the Company's reputation or is otherwise contrary to the Company's best interest.
9. Since the Company has a limited amount of bandwidth to the internet, streaming content such as radio channels and video channels is prohibited.
10. Always send documents as .pdf to avoid sensitive data in hidden columns or attachments from being received by the supplier, customer, competitors etc.

Further, employees are prohibited from transmitting or posting any confidential material, financial information, trade secret or other proprietary information outside the organization without the prior authorization of their supervisor.

***Communications:***

Each employee is responsible for the content of all data, text, audio or images that they place on, forward, or send over the Internet or the Company's e-mail system. Employees are prohibited from sending any e-mail or other electronic communication that attempts to hide his or her identity or misrepresent the sender as someone else. All information transmitted on the Company's e-mail system or Internet access must contain the employee's name and other identifying information. Further, any information sent by an employee to an individual or entity outside of the Company via an electronic network (e.g., bulletin board, online service or Internet access) must be viewed as a statement that may reflect on the Company and its integrity. Personal "disclaimers" in electronic messages are insufficient.

***Exclusive Property:***

All equipment, services and technologies provided to employees as part of IMP's computer system constitute the exclusive property of IMP. Similarly, all information composed, transmitted, received or stored via the Company's computer system is also considered the property of IMP. As such, all such information is subject to disclosure to management, law enforcement and other third parties, with or without notice to the employee. Accordingly, employees must ensure that all information communicated via the Company's computer system is accurate, appropriate, and ethical and serves a legitimate business purpose.

***Software:***

To prevent computer viruses from being transmitted through the Company's computer system and possible copyright violations, employees are prohibited from installing or downloading any software without the prior authorization from the Company's CFO. All software installed or downloaded must be registered to the Company.

***Copyright Issues:***

Copyrighted materials belonging to entities other than this Company, including software, publications, articles, graphics or other proprietary information, may not be transmitted by employees on the Company's e-mail system or via the Company's Internet access. All employees obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Employees are responsible for verifying that the person sending any information via the Company's e-mail system or Internet access is the lawful owner or has obtained the necessary license.

**10. For Your Convenience**

**a. Parking**

Parking space is provided for all employees. (Two rows next to building plus on top of hill.) Any employee using the parking lot of the company next to us does this at the risk of their car being towed at their own expense. There are designated handicap parking spaces for employees with a permit. Visitor parking is clearly marked. If you store belongings in your car, please lock them in your trunk. IMP is not responsible for thefts. Also, please observe the standard traffic rules as you enter, use and exit the parking area.

### **b. Lockers**

For the convenience of employees, lockers are provided for your use. Please contact the department managing HR if you would like to begin using a locker. Only company issued locks are allowed on the lockers. Advise the department managing HR if you would like a lock for your locker. Please keep your lockers clean. Please remember, for health and safety reasons, lockers may be inspected periodically. If you are given company issued tools you will be required to have a locker with a lock on it, you cannot take company issued tools home with you.

### **c. Lunchroom**

Vending machines have been provided for your convenience, along with a pleasant lunchroom setting. Meals are to be eaten only in the lunchroom facility. On special occasions, your supervisor may approve of a meal for the entire department to be held in the plant work areas.

No open pop cans or containers are to be left in the refrigerator or they will be thrown out. Every employee is responsible for seeing to it that the lunchroom is left neat and clean.

## **11. Company Integrity**

### **a. Confidentiality of Company Information**

It is the responsibility of all IMP employees to safeguard sensitive Company information. The nature of our business and the economic well-being of the Company are dependent upon protecting and maintaining proprietary information. Continued employment with the Company is contingent upon compliance with this policy. Sensitive Company Information is defined as trade secrets or confidential information relating to products, processes, know-how, customers, designs, drawings, formulas, test data, marketing data, accounting, pricing or salary information, business plans and strategies, negotiations and contracts, and inventions and discoveries. Unless otherwise identified by management, all employees shall assume that such information is confidential.

### **b. Business Ethics and Conduct**

IMP's successful business operation and reputation is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Thus, employees owe a duty to the Company, its customers, and the general public to act in a way that will merit trust and confidence.

To protect and enhance our reputation, the Company requires its employees to fully comply with all applicable laws and regulations and to refrain from any appearance of having engaged in any illegal, dishonest or unethical conduct. The Company further requires that all employees be guided by the highest standard of conduct in their business contacts and relationships. The following examples are considered to involve a conflict of interest that violates this policy:

1. Serving as an employee, officer, director, or consultant for any customer, client, competitor or supplier of materials or services.
2. Holding any financial interest by an employee or an immediate family member (including father, mother, brother, sister, son, daughter, husband or wife) in the business of any customer, client, competitor or supplier of materials or services. This does not include a financial interest in widely-held corporations that are quoted and sold on the open market, unless the amount held is in excess of 10 percent of the outstanding stock of that corporation or the stock held has a value representing more than 10 percent of the individual's personal net worth.
3. Borrowing money from or lending money to any customer, client, competitor or supplier of materials or services other than recognized financial institutions (e.g., banks, credit unions, etc).
4. Accepting gifts, entertainment, or anything of value from any customer, client, competitor or supplier of materials or services other than minor holiday gifts of a nominal nature.
5. Engaging in or attempting to engage in a romantic relationship with any customers, clients, competitors, or suppliers of materials or resources.

It is important to avoid not only any situation that is an obvious conflict of interest such as those listed above, but also any situation that might give the appearance of being a conflict of interest.

In general, common sense and good judgment will guide you with respect to lines of acceptable conduct. However, if a situation arises in which it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Company's Chief Financial Officer for advice and consultation.

Compliance with the expected level of business ethics and conduct is the responsibility of every IMP employee. Disregarding or failing to comply with this standard could lead to disciplinary action, up to and including possible termination of employment.

### **c. Inspection of Property**

Lockers, vehicles, desks, and file cabinets are Company property and must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes. To ensure compliance with its rules and regulations, the Company reserves the right to inspect all Company property without prior notices to the employee and/or in the employee's absence.

Prior authorization must be obtained from the Vice President of Manufacturing before any Company property may be removed from the premises. An employee's personal property, including but not limited to toolboxes, packages, purses, and vehicles, may be inspected upon reasonable suspicion of unauthorized possession of company property, weapons, or illegal drugs.

## **12. Handbook Statement**

Your IMP handbook is provided to you for informational purposes only. The handbook covers basic policy information, but not complete details on each policy. It is not a contract between the company and any employee. The company at any time may add to, delete, amend or abolish any of the provisions in the handbook. The handbook is company property and must be returned upon termination. It is the responsibility of each employee to become familiar with the policies contained in the Handbook. All questions should be directed to your supervisor.

**Acknowledgement of Receipt of Handbook**

This is to certify that I have received this copy of IMP's Employee Handbook and that I intend to familiarize myself with its contents.

I understand that is not a binding contract, but a set of guidelines for the implementation of personnel policies. I understand that IMP may modify any of the provisions of this handbook at any time, with or without notice, and may deviate from any provision of this handbook, I am employed on an at-will basis. My employment may be terminated at any time, either by me or by the Company, with or without cause. I understand that no representative of the Company, other than the CEO, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I acknowledge that I do not in any way rely upon the provisions of the employee handbook in accepting of continuing my employment with the Company.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date