

**Atlantic Industries**

**Employee  
Manual**

**April 2012**

## ***Welcome to Atlantic Industries***

Thank you for joining Atlantic Industries! We hope you agree that you have a great contribution to make to the manufactured concrete industry by way of Atlantic Industries, and that you will find your employment a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want you to feel that your employment with Atlantic Industries will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for quality. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of Atlantic Industries team, you will be expected to contribute your talents and energies to further improve the environment and quality of the company.

This Employee Manual may provide answers to most of the questions you may have about Atlantic Industries benefit programs, as well as company policies and procedures. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss the matter with your supervisor.

We extend to you our personal best wishes for your success and happiness at Atlantic Industries.

Sincerely,

The Board of Directors of Atlantic Industries

## Notice

This Employee Manual has been prepared to inform you of Atlantic Industries history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

### **Some Things You Must Understand**

The policies in this Employee Manual are to be considered as guidelines.

- As incorporated in this manual:
  - “We” will refer to “the company”,
  - “He/she/you” will refer to any employee of “the company”.
  
- Atlantic Industries, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
  
- Any such action shall apply to existing as well as to future employees.
  
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
  
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
  
- No one other than President of Atlantic Industries may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.
  
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces any and all other or previous Atlantic Industries Employee Manuals.

# Receipt and Acknowledgment of Atlantic Industries Employee Manual

Please read the following statements, sign below and return to your supervisor.

## **Understanding and Acknowledging Receipt of Atlantic Industries Employee Manual**

I have received and read a copy of the Atlantic Industries Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of Atlantic Industries at any time.

## **At-Will Employment**

I further understand that my employment is at will, and neither myself nor Atlantic Industries has entered into a contract regarding the duration of my employment. I am free to terminate my employment with Atlantic Industries at any time, with or without reason. Likewise, Atlantic Industries has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Atlantic Industries. No employee of Atlantic Industries can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the President.

## **Confidential Information**

I am aware that during the course of my employment confidential information may be made available to me, for instance, product designs, marketing strategies, customer lists, pricing policies and other related information. I understand that this information is proprietary and critical to the success of Atlantic Industries and must not be given out or used outside of Atlantic Industries premises or with non-company employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

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Employee's Printed Name

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Position

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Employee's Signature

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Date

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# **An Overview of Atlantic Industries**

## **About Atlantic Industries**

In 1969, Atlantic Precast was founded by Jack Ditcher and Joseph J. Westhoff. They started the company with three employees and a company mission to supply the construction industry with the highest quality products and outstanding customer service.

By 1984 the company's growth was impressive. Expanding southward, new markets were opened in Maryland, Georgia, Florida and Puerto Rico. Patented innovations, product refinements, and a carefully integrated approach to marketing and customer service have led to the stability and health our organization enjoys today.

Previously most of the products we manufacture were constructed in the field and history has shown that these field constructed products were prone to infiltration of groundwater into the system and exfiltration of wastewater into the environment. This led to the development of our patented line of products to assure the water tightness of all products manufactured by Atlantic Industries

### **Mission Statement**

We are a leading manufacturer of innovative, quality, Precast Concrete Products, servicing our customers in the stormwater, wastewater and transportation industries.

### **Vision Statement**

We are dedicated to providing a profitable future for all stakeholders by utilizing unmatched leadership, innovative technology, skilled employees, quality concrete products, and customer service that will place our Company as the Precast Concrete industry leader.

## **What You Can Expect From Atlantic Industries**

Atlantic Industries believes in creating a harmonious working relationship between all employees. In pursuit of this goal, Atlantic Industries has created the following employee relations objectives:

1. Provide a safe, exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without regard to any legally protected status such as age, sex, color, race, national origin, ancestry, religious persuasion, marital status, veteran status, political belief, disability (that does not prohibit performance of essential job functions with or without a reasonable accommodation.)
3. Compensate all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide paid vacation and holidays to all eligible employees.
6. Provide eligible employees with health, retirement and other benefits.
7. Provide an open communication policy to assure employees, after talking with their manager, an opportunity to discuss any issue or problem with officers of Atlantic Industries.
8. Take prompt and fair action of any complaint which may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and offices that are comfortable, orderly and safe.
12. Promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within Atlantic Industries whenever practical.
14. Promote an atmosphere in keeping with Atlantic Industries vision, mission, and goals.

## **What Atlantic Industries Expects From You**

Atlantic Industries needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a **good team attitude**.

How you interact with fellow employees and those whom Atlantic Industries serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by Atlantic Industries. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed Atlantic Industries expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Atlantic Industries a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Atlantic Industries. We're all human, so please communicate with each other and with management.

Remember, you help create the pleasant and safe working conditions that Atlantic Industries intends for you. The result will be better performance for the company overall, and personal satisfaction for you.

## **Open Communication Policy**

We encourage you to bring your questions, suggestions and complaints to our attention. We will give careful consideration to each of these in our continuing efforts to improve our operations.

You may approach your manager or any other member of management with your problem or concern. You may be sure that your complaint will be handled in an open and fair manner.

We understand there can be an honest difference of opinion about Company policies, working conditions and a number of other areas that may be causing a problem. We can't do anything about them until you tell us what they are. We are always available and willing to speak to you.

## **Outside Employment**

Employees may not take an outside job, either for pay or as a donation of his/her personal time, with a customer or competitor of Atlantic Industries; nor may they do work on their own if it competes in any way with the sales of products or services we provide our customers. If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, Atlantic Industries would like to know about it. Before accepting any outside employment you are encouraged to discuss the matter with your manager.

## **Suggestions**

We encourage all employees to bring forward their suggestions and good ideas about how our company can be made a better place to work, our products improved, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your manager. He can help you bring your idea to the attention of the people in the company who will be responsible for possibly implementing it.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

## **Employment**

### **At-Will Employment**

Your employment with Atlantic Industries is at-will. This means that neither you nor Atlantic Industries has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Atlantic Industries at any time, with or without reason. Likewise, Atlantic Industries has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Atlantic Industries.

No employee of Atlantic Industries can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the president.

## **Customer Relations**

The success of Atlantic Industries depends upon the quality of the relationships between Atlantic Industries, our employees, customers, suppliers and the general public. Our customers' impression of Atlantic Industries and their interest and willingness to purchase from us is greatly formed by the people who serve them. In a sense, regardless of your position, you are Atlantic Industries ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, Atlantic Industries and Atlantic Industries products and services.

Below are several things you can do to help give customers a good impression of Atlantic Industries. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

## **Equal Employment Opportunity**

Atlantic Industries is committed to the principles of equal employment opportunity and to compliance with all federal, state, and local laws concerning discrimination in employment. To this end, our Company ensures equal opportunity to all employees, applicants, and other individuals regardless of race, color, religion, creed, ancestry, age, gender, national origin, veteran status, marital status, sexual orientation or other protected status. The policy of equal opportunity will be observed with respect to all employment practices including, but not limited to, recruitment, job assignment, transfer, re-employment, compensation, benefits, promotions, terminations, and Company related programs.

Atlantic Industries also complies with applicable federal, state, and local laws providing for non-discrimination in employment for qualified individuals with disabilities. Atlantic Industries further provides reasonable accommodations for such individuals in accordance with these laws. Qualified individuals with disabilities may make requests for

reasonable accommodations to their managers, or the Human Resources Manager, or to the President.

By virtue of this policy, the Company will not condone, permit, or tolerate any form of discrimination by or against any employee, manager, customer, vendor, independent contractor, or other individual with whom our employees (and managers) come into contact in connection with their employment. We believe equal opportunity is not only consistent with good business practices but, more importantly, it is a moral concern and obligation for each of us.

Accordingly, if you believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your manager, who will investigate the matter and take appropriate action, including reporting it to the Human Resources Manager and/or the President. If you believe it would be inappropriate to discuss the matter with your manager (or you believe that your manager has not adequately addressed your complaint), you may bypass your manager and report it directly to the Human Resources Manager and/or the President, who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

If Atlantic Industries determines that an employee or manager is guilty of discrimination, appropriate disciplinary action will be taken against the offending employee or manager, up to and including termination of employment. Also, individuals who violate this policy may be personally liable for their actions and consequences.

Atlantic Industries prohibits any form of retaliation against any employee or manager for filing a bona fide complaint under this policy or for assisting in a complaint investigation. In particular, Atlantic Industries will ensure that there is no harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

## **Harassment Policy**

Harassment of any kind, by any individual, including that based on race, color, religion, creed, ancestry, handicap or disability, age, gender, national origin, veteran status, marital status, sexual orientation, or other protected status will not be tolerated.

By virtue of this policy, the Company will not condone, permit, or tolerate any form of harassment by or against any employee, manager, customer, vendor, independent contractor, or other individual with whom our employees (and managers) come into contact in connection with their employment.

Illegal workplace harassment may consist of verbal or physical behavior which relates to an individual's race, color, national origin, religion, age, disability, sex, and/or any other protected class when such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive

working environment. Workplace harassment can also be verbal or physical behavior which is derogatory, abusive, disparaging, intimidating, threatening or disrespectful, even if unrelated to a legally protected class.

If you experience (or if you witness) any job-related harassment based on your sex, race, national origin, disability, or another factor, promptly report the incident to your Manager who will investigate the matter and take appropriate action, including reporting it to the Human Resources Manager and/or the President. If you believe it would be inappropriate to discuss the matter with your manager (or you believe that your manager has not adequately addressed your complaint), you may bypass your manager and report it directly to the Human Resources Manager and/or the President, who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

Atlantic Industries will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary measures up to and including termination, to remedy all violations of this policy. Also, individuals who violate this policy may be personally liable for their actions and consequences.

Atlantic Industries prohibits any form of retaliation against any employee or manager for filing a bona fide complaint under this policy or for assisting in a complaint investigation. In particular, Atlantic Industries will ensure that there is no coercion, retaliation, intimidation, discrimination or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

Managers and supervisors who know or should have known of workplace harassment and fail to report such behavior, or fail to take immediate, appropriate, corrective action, will be subject to disciplinary action up to and including termination.

## **How You Were Selected**

Atlantic Industries is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to Atlantic Industries as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated, you were selected to become a member of our team!

This selection process helps Atlantic Industries find and employ people who are concerned with their own personal success and the success of Atlantic Industries; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with Atlantic Industries and who can work well with our team.

## **Employee Background Check**

Prior to becoming an employee of Atlantic Industries, a job-related background check was conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation.

## **Driver's License and Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Atlantic Industries from time to time. Any changes in your driving record must be reported to your manager immediately. Failure to do so may result in disciplinary action, up to and including possible termination.

## **Health Examinations**

Atlantic Industries reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his essential job functions. All such health exams shall be paid for by the company.

## **Standards of Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to Atlantic Industries and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

## **Unacceptable Activities**

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your manager for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or Atlantic Industries may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any company rule; any action that is detrimental to Atlantic Industries efforts to operate profitably.



2. Violation of security or safety rules or failure to observe safety rules or Atlantic Industries safety practices; failure to wear required safety equipment; tampering with Atlantic Industries equipment or safety equipment.
3. Negligence or any careless action which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on company premises, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing Atlantic Industries; fighting, or provoking a fight on company property, or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Atlantic Industries; alteration of company records or other company documents.
12. Violating the non-disclosure agreement; giving confidential or proprietary Atlantic Industries information to competitors or other organizations or to unauthorized Atlantic Industries employees; working for a competing business while a Atlantic Industries employee; breach of confidentiality of personnel information.

13. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
14. Immoral conduct or indecency on company property.
15. Conducting a lottery or gambling on company premises.
16. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
17. Violating our anti-discrimination and anti-harassment policies (e.g., telling sexual or racial jokes/slurs, and/or engaging in other offensive verbal or physical conduct.)
18. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your manager; stopping work before time specified for such purposes.
19. Sleeping or loitering during working hours.
20. Excessive use of company telephone for personal calls.
21. Smoking in restricted areas or at non-designated times, as specified by department rules.
22. Creating or contributing to unsanitary conditions.
23. Posting, removing or altering notices on any bulletin board on company property without the permission of an officer of Atlantic Industries.
24. Failure to report an absence or late arrival; excessive absence or lateness.
25. Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
26. Speeding or careless driving of company vehicles.
27. Failure to immediately report damage to, or an accident involving, company equipment.
28. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business

hours, or at a time or place that interferes with the work of another employee on company premises.

29. Failure to use your timesheet; alteration of your own timesheet or records or attendance documents; punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.

## **Disciplinary Actions**

This Disciplinary Actions Policy applies to all regular employees who have completed the Introductory Period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, managers are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the company may decide to repeat a disciplinary step.

### *Discipline Procedure*

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

1. Oral Reminder
2. Written Warning
3. Unpaid Time Off
4. Termination

To insure that Atlantic Industries business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your manager will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur.

### *Step One: Oral Reminder*

Your manager will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet Atlantic Industries expectations.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Your manager will fully document the Oral Reminder, which will remain in effect for one (1) year. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

#### *Step Two: Written Warning*

If your performance does not improve or if you are again in violation of Atlantic Industries practices, rules or standards of conduct, your manager will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your manager will advise you that you are now at the second formal level of disciplinary action. After the meeting your manager will write a memo to you summarizing the discussion and your agreement to change. A copy of the memo will be sent to your personnel file.

The Written Warning will remain in effect for one (1) year (per evaluation measurement criteria).

#### *Step Three: Decision-Making Unpaid Leave*

If your performance does not improve following the Written Warning, or if you are again in violation of Atlantic Industries practices, rules or standards of conduct, you will be placed on Decision-Making Unpaid Leave. The Decision-Making Leave is the third and final step of Atlantic Industries disciplinary process.

Decision-Making Leave is a three- (3) day disciplinary suspension. Employees on Decision-Making Leave will spend the following days away from work deciding whether to commit to correcting the immediate problem and to conform to all of the company's practices, rules and standards of conduct, or to quit and terminate their employment with Atlantic Industries.

If your decision following the Decision-Making Leave is to return to work and abide by Atlantic Industries practices, rules and standards of conduct, your manager will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

If you are unwilling to make such a commitment, you may either resign or be terminated.

#### *Step Four: Termination*

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs, you will be terminated.

#### **Crisis Suspension**

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending an investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft (of company property, employee property), fraud.
2. Falsification of Atlantic Industries records.
3. Failure to follow safety policies.
4. Threat of, or the act of, doing bodily harm.
5. Willful or negligent destruction of property.
6. Use and/or possession of intoxicants, drugs or narcotics.

The provision of this Disciplinary Policy is not a guarantee of its use. Atlantic Industries reserves the right to terminate employment at any time, with or without reason. Additionally, Atlantic Industries reserves the right to prosecute any employee for any of the above infractions.

#### **Introductory Period**

Your first ninety (90)) days of employment at Atlantic Industries are considered an Introductory Period, and during that period you will not be eligible for benefits described in this Employee Manual unless otherwise required by law. This Introductory Period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job position, as well as becoming familiar with Atlantic Industries products and services. Your manager will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a "getting acquainted" time for both you, as an employee, and Atlantic Industries, as an employer. During this Introductory Period, Atlantic Industries will evaluate your suitability for employment, and you can evaluate Atlantic Industries as well. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will. You are free to

terminate your employment at any time, with or without reason, and Atlantic Industries may choose to terminate your employment at any time, with or without reason.

At the end of the Introductory Period, your manager will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time employees on an annual and/or semi-annual basis.

A former employee who has been rehired after a separation from Atlantic Industries is considered an introductory employee during their first ninety (90) days following rehire.

## **Anniversary Date**

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual.

## **Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you cannot establish your identity and right to work in the United States in accordance with the foregoing, your employment will be terminated.

## **New Employee Orientation**

On your first working day, you will be asked to complete employment paperwork. Depending on your department's workload, your manager will introduce you to your co-workers and office layout. Please feel free to ask your colleagues any questions not answered during your orientation.

## **Work Schedule**

### **Business Hours**

Our regular operating office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Your particular hours of work and the scheduling of your meal period will be determined and assigned by your supervisor. Most employees are assigned to work a forty- (40) hour workweek

## **Attendance**

Atlantic Industries would like you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours.

## **Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. Atlantic Industries is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Accordingly, vacation and a personal day have been provided for this purpose pursuant to these policies.

If you are unable to report to work or if you will arrive late, please contact your manager immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

When you call in to inform Atlantic Industries of an unexpected absence or late arrival, simply ask for your manager. If you're arriving to work late, please let your manager know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for three (3) consecutive days without notifying your manager or the personnel administrator will be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your manager will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

## **Meal and Break Periods**

You are entitled to two (2) fifteen (15) minute paid breaks each workday. Normally these breaks will be scheduled at two different intervals, one prior to your meal period and one after your meal period. These breaks should be scheduled with your supervisor. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times.

If you work longer than four (4) hours, you will be given an unpaid meal period of thirty (30) minutes. The time when meal periods are scheduled varies among departments, depending on the needs of each department. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period. Failure to abide by this requirement will have an adverse impact on your ability to receive attendance pay as provided in this Manual's "Attendance Pay (Hourly)" policy.

### **Meal Room Facility**

For your convenience and comfort, Atlantic Industries provides a break/meal room. This area is for everyone's use. It is your responsibility to do your share in keeping this facility clean and sanitary. Atlantic Industries is not required to provide this facility but does so at its expense as a benefit to our employees. Failure to maintain these facilities may result in the temporary or permanent closing of these facilities and/or disciplinary action.

## **Employment Classifications**

At the time you are hired, you are classified as either full-time or part-time. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Manual and communicated by Atlantic Industries apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your manager. Consult the "Eligibility for Benefits" policy in this Manual and the preceding policies for related information.

### **Full-Time Employees**

An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who works at least forty (40) hours per week is considered a full-time employee.

Unless otherwise specified, the benefits described in this Employee Manual apply only to full-time employees.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.



## **Part-Time Employees**

An employee who works less than forty (40) hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

## **Non-Exempt and Exempt Employees**

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These employees are referred to as "non-exempt" in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are managers, executives, professional staff, technical staff, outside sales representatives, officers, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

## **Personnel Records and Administration**

The task of handling personnel records and related personnel administration functions at Atlantic Industries has been assigned to Human Resource Department. Questions regarding insurance, wages, and interpretation of policies may be directed to this department.

## **Your Personnel File**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your manager as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Atlantic Industries vehicles
9. Military or draft status

10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License
13. Citizenship Status

Upon experiencing a family status change, please notify your manager within 31 days for benefit modifications, if necessary.

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with your manager.

### **Your Medical Records File**

All medical records, if any, will be kept in a separate confidential file. Atlantic Industries maintains this information in the strictest confidence and may not use or disclose medical information about an employee unless permitted/compelled to do so by law.

## **Compensation**

The goal of Atlantic Industries compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization.

### **Wage and Salary Policies**

#### **Compensation Philosophy**

It is Atlantic Industries desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and company performance and in compliance with all applicable statutory requirements.

Atlantic Industries applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

## **Basis for Determining Pay**

Several factors may influence your rate of pay. Some of the items Atlantic Industries considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Atlantic Industries pays their employees in comparable positions (internal equity), and individual as well as Atlantic Industries performance.

## **Pay Period and Hours**

Our payroll workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight.

## **Attendance Pay (Hourly)**

Atlantic Industries rewards the conscientious employee who is punctual and dependable with a special attendance bonus. On the other side disciplinary action will be taken for a poor attendance record. A record of all lateness and absenteeism is maintained in your personnel file. The attendance bonus will be determined in accordance with Atlantic Industries written Attendance Pay Policy.

## **Pay Cycle**

### *Weekly Pay Cycle*

Payday is Friday afternoon for services performed during the one (1) week period ending the previous Sunday at 12:00 midnight. The weekly pay schedule is made up of fifty-two (52) pay periods per year.

Changes will be made and announced in advance whenever Atlantic Industries holidays or closings interfere with the normal pay schedule.

## **Paycheck Distribution**

Paychecks will be distributed by your manager on the pay date specified above.

## **Computing Pay**

Atlantic Industries will compute your time on the basis of a forty- (40) hour workweek.

## **Mandatory Deductions from Paycheck**

Atlantic Industries is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your manager. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Atlantic Industries is ordered to make such deductions.

## **Error in Pay (Exempt/Non-Exempt)**

Atlantic Industries takes precautions to ensure that all employees are paid correctly and that no improper payroll deductions are made against wages. In the event a payroll error does occur however, the affected employee should immediately notify his/her manager or the Payroll Manager so corrections can be made (if warranted). For example, if an improper deduction has been made against an exempt/non-exempt employee's wage, he/she should notify his/her manager or the Payroll Manager. IF you believe it would be inappropriate to discuss the matter with your manager (or you believe that the manager has not adequately addressed your complaint), you may report this payroll error to the Payroll Manager or the Human Resources Manager who will undertake an investigation.

Atlantic Industries will make every attempt to adjust the error (e.g., reimburse the employee for an improper deduction) no later than the employee's next regular pay period or as soon as possible thereafter, depending on the circumstances.

## **Overtime Pay**

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a paid holiday, those hours not worked will be counted as hours worked for the purpose of computing eligibility for overtime pay.

All overtime must be approved in advance by your manager.

### **Work Performed on Company Holidays**

Full-time "non-exempt," employees (i.e., those employees eligible for overtime pay in accordance with the Fair Labor Standards Act) will be paid overtime at the rate of double-time the employee's regular rate for those hours worked on a Company recognized holiday (e.g., Thanksgiving). Such double-time shall be paid regardless of the number of hours worked during the same work week.

### **Time Records**

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time clocks.

You are responsible for accurately recording (punching in and out) your time. In the event of an error in recording your time, please report the matter to your manager immediately.

### **Wage Garnishments**

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

Atlantic Industries acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

## **Performance and Compensation Reviews**

### **Performance Reviews**

Because we want you to grow and succeed in your job, Atlantic Industries conducts a formal review at least one (1) and possibly two (2) times per year for each employee. New employees may be reviewed near the end of their Introductory Period. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During a formal performance review your supervisor may cover the following areas:

- The quality and quantity of your work.
- Strengths and areas for improvement.

- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Safety
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.

Additional areas may also be reviewed as they relate to your specific job.

Your review provides a golden opportunity for collaborative, two-way communication between you and your manager. This is a good time to discuss your interests and future goals. Your manager is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your manager an opportunity to suggest ways for you to advance and make your job at Atlantic Industries more fulfilling.

Your manager can answer any questions you may have about the performance review process.

## **Compensation Reviews**

Atlantic Industries compensation reviews are usually given with performance reviews. Any applicable compensation increase will appear in the pay period ending after the date granted. Having your compensation reviewed does not necessarily mean that you will be given an increase due to individual and/or company performance.

An individual's pay will depend on how consistently he/she performs over a given period of time. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

## **Other Compensation Programs and Policies**

### **Promotion and Transfer Policy**

Atlantic Industries has a policy of providing our employees with every opportunity for advancing to other positions within the company. Approval of promotions or transfers depends largely upon training, experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. However, Atlantic Industries will continue to look outside the company for potential employees as well.

It is our policy to advise all employees about advancement opportunities. Please submit your request for consideration for a specific position directly to your manager. You are encouraged to discuss any contemplated transfer with your current manager.

### **Bonuses**

It has been a practice of Atlantic Industries to distribute merit bonuses based strictly on profits for that particular year. Bonuses are determined on the basis of attendance, attitude, cooperation, efficiency, initiative, knowledge, performance and salary as evaluated by management. While this is not a “policy” which applies to all, and is not guaranteed or automatic, we will continue this practice as long as possible.

### **Benefits**

Atlantic Industries is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by Atlantic Industries.

A good benefits program is a solid investment in Atlantic Industries employees. Atlantic Industries will periodically review the benefits program and will make modifications as appropriate to the company's condition. Atlantic Industries reserves the right to modify, add or delete the benefits it offers.

## Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Coverages are available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

No benefits are available to you during your Introductory Period, except as otherwise provided by law.

## Insurance Coverage

### Group Insurance

Atlantic Industries is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for coverage after the completion of your Introductory Period.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Major Medical and Surgical Coverage (**payroll deduction required**)
- Medical Health Care Coverage (**payroll deduction required**)
- Group Term Life Insurance / Accidental Death and Dismemberment Insurance
- Dental Care Coverage (**see below for coverage requirements**)
- Prescription Drug Card Program (**payroll deduction required**)

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail.

- *Atlantic Industries pays the full cost of the Dental Care Coverage for the employee and dependent coverage.*
  - **We will continue this practice as long as possible**



According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with Atlantic Industries or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult your benefit plan binder or contact your Human Resource representative for details.

### **Health/Dental Insurance**

Today's many health insurance plans and options can be confusing and complicated. That is why Atlantic Industries has taken the time to carefully review the coverages and plans available. We have selected the plans we feel provide the best coverage for our employees. Refer to the literature provided by our insurance companies for details on your health / dental coverage.

### **Life and Accidental Death and Dismemberment Insurance**

If you are a regular full-time employee of Atlantic Industries, you are covered by our Group Life Insurance. This insurance is payable in the event of your death, in accordance with the policy, while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to your manager. Refer to the literature provided by our insurance company for details on your life insurance coverage.

Life and Accidental Death Benefit - \$30,000

### **Government Required Coverage**

#### **Workers' Compensation**

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by Atlantic Industries. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor **immediately**. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

Employees returning to work after being absent due to a work-related injury must report to their manager prior to beginning work and must bring a doctor's clearance for returning to work.

### **Unemployment Compensation**

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Atlantic Industries. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. Atlantic Industries pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

### **Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Atlantic Industries is required to deduct this amount from each paycheck you receive. In addition, Atlantic Industries matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at [www.ssa.gov](http://www.ssa.gov).

### **401 (K) Retirement Plan**

Atlantic Industries has established a 401 (K) Retirement Plan. All regular full-time employees who work at least one thousand (1,000) hours per year are eligible to participate. Participation begins after one (1) year of service following your hire date and you must be age 21 or older.

## **Statement Of Employee Retirement Income Security Act (ERISA) Rights**

As a participant of Atlantic Industries plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan members shall be entitled to:

- Examine all plan documents, at the plan administrator's office, without charge. This includes insurance contracts and copies of all documents filed by the plan with the U.S. Department of Labor. Examples of this include detailed annual reports and plan descriptions.
- Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies.
- Receive a summary of the plan's financial report. The plan administrator is required by law to furnish each member with a copy of this summary annual report.

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor.

## **Other Benefits**

If the injury is very serious – one where you won't be able to work for a year or more – you may be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration, or discuss your situation with the claims representative of Atlantic Industries Worker's Compensation carrier.

## **Leaves**

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your supervisor for further information.

### **Holidays**

#### *Recognized Holidays*

Regular full-time employees are eligible for holiday pay.

The following holidays are recognized by Atlantic Industries as paid holidays:

New Year's Day  
Memorial Day  
Good Friday  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve (1/2 Day)  
Christmas Day  
New Year's Eve (1/2 Day)

Note: To be eligible for a paid holiday, employee must have been employed 90 days.

#### *Holiday Policies*

You may take time off to observe your religious holidays. If available, a full day of unused personal leave or a vacation day may be used for this purpose, otherwise you won't be paid for this time off. Please schedule the time off in advance with your manager.

All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

#### **Vacations and Personal Day(s) Policy**

Vacation is a time for you to rest, relax, and pursue special interests. Atlantic Industries has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make Atlantic Industries a leader in its field. **Vacation pay will be calculated utilizing the on-time pay rate.**

Only regular full-time employees are eligible to accrue vacation. Part-time employees are not eligible.

#### *Amount of Vacation*

**All vacation schedules are to be approved by the Managers.**

Full time employees having been employed by the company for a period of at least one-year shall receive vacation pay at his/her on-time hourly rate or salary in the following manner:

<u>Years of Service</u>	<u>Vacation</u>	<u>Personal</u>	<u>Total</u>
One Year	5 Days	1 Day	6 Days
Two Years	9 Days	2 Days	11 Days
Three Years	10 Days	2 Days	12 Days
Four Years	10 Days	3 Days	13 Days
Five Years	11 Days	3 Days	14 Days
Six Years	12 Days	3 Days	15 Days
Seven Years	12 Days	4 Days	16 Days

Note: For vacation seniority, count the year hired but do not include the current year.

*Vacation Policies*

Atlantic Industries will always try to let you use your vacation time as desired, **but vacations cannot interfere with your department's operation. Therefore, your vacation must be approved by your manager at least two (2) weeks in advance.** If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

*Personal Day(s)*

Personal days may be scheduled as part of vacation days but vacation days may not be scheduled as additional personal days. Personal days must be scheduled in advance of the employee's scheduled start time.

*Accumulation Rights*

Vacation time may not be carried over and accumulated in subsequent calendar years.

**Other Paid Leaves**

*Funeral (Bereavement) Leave*

Up to two (2) working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner. Proper documentation is required for payment.

With your manager's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused personal leave or a day of accrued vacation may be used for this purpose.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

### **Family / Medical (Including Pregnancy) Leave of Absence (FMLA)**

Under this policy, Atlantic Precast Industries will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. *Time off for work related injuries runs concurrent with FMLA.*

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for Atlantic Precast Industries for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child or parent with a serious health condition.
4. The serious health condition of the employee.
5. Qualifying exigency leave for families of members of the Armed Forces when the covered military member is on active duty or called to active duty in support of a contingency operation.
6. Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured servicemember.

### **Amount of Leave**

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. *The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.* Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

### **Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the *HR manager*.

When the need for the leave is foreseeable, the employee must provide Atlantic Precast Industries with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with Atlantic Precast Industries usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

## **Employee Status and Benefits During Leave**

While an employee is on leave, Atlantic Precast Industries will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Atlantic Precast Industries will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

If the employee pays a portion of the health care premium, while on paid leave, Atlantic Precast Industries will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. *The payment must be received in the Accounting Department by the 1st day of each month.* If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. Atlantic Precast Industries will provide 15 days' notification prior to the employee's loss of coverage.

*If the employee contributes to a life insurance or disability plan, Atlantic Precast Industries will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, Atlantic Precast Industries may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.*

## **Employee Status After Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

## **Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member *must use all paid vacation or personal leave prior to being eligible for unpaid leave.*



Disability leave for the birth of the child and for an employee's serious health condition, including work related injuries, will be designated as FMLA leave and will run concurrently with FMLA.

*An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation or personal leave prior to being eligible for unpaid leave.*

### **Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

Atlantic Precast Industries may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, Atlantic Precast Industries and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with Atlantic Precast Industries before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. Employee must follow the company's call off policy.

### **Certification**

Atlantic Precast Industries will require certification for the employee's serious health condition and the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Atlantic Precast Industries has the right to ask for a second opinion if it has reason to doubt the certification. Atlantic Precast Industries will pay for the employee to get a certification from a second doctor, which Atlantic Precast Industries will select. Atlantic Precast Industries may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the

second opinion, Atlantic Precast Industries will require the opinion of a third doctor. Atlantic Precast Industries and the employee will mutually select the third doctor, and Atlantic Precast Industries will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Atlantic Precast Industries will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Atlantic Precast Industries will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Recertification**

Atlantic Precast Industries may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if Atlantic Precast Industries receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, Atlantic Precast Industries may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. Atlantic Precast Industries may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

## **Safety**

### **General Employee Safety**

Atlantic Industries is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Atlantic Industries will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your manager for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each manager make the safety of employees an integral part of his regular management

functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Atlantic Industries strongly encourages you to communicate with supervisor regarding safety issues.

### **Accident/Injury Reporting**

Federal law (“OSHA”) requires that we keep records of all illnesses and accidents which occur during the workday. The Workers’ Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your manager for assistance. If you fail to report an injury immediately, you may jeopardize your right to collect workers’ compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which may be present on the job. Should you have any questions or concerns, contact your manager for more information.

### **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your manager. The manager will arrange for medical treatment; if required. If an injury does not require medical attention, a Manager and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents, which occur during the workday. The state Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards, which might be present on the job. Should you have any questions or concerns, contact your manager for more information.

### **Entering and Leaving the Premises**

At the time you are hired, you will be advised about the proper entrances and exits for our employees, as well as unauthorized areas, if any. Our insurance company prohibits unescorted or unauthorized visitors in our facilities. If you are expecting visitors, such as clients, customers or friends, please notify your manager. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

### **Security Checks**

Atlantic Industries may exercise its right to inspect all packages and parcels entering and leaving our premises.

### **Parking Lot**

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for customers and visitors only. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.

Atlantic Industries cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

### **Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Atlantic Industries activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor may post other safety procedures in your department or work area.

#### **Working Safely**

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your manager.

#### **Lifting**

Ask for assistance when lifting heavy objects. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

#### **Materials Handling**

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

#### **Trash Disposal**

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

### **Cleaning Up**

To prevent slips and tripping, clean up spills and pick up debris immediately.

### **Preventing Falls**

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

### **Handling Tools**

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

### **Falling Objects**

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

### **Work Areas**

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

### **Using Ladders**

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

### **Machine Guards**

Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnects switches while making repairs or cleaning.

### **Personal Protective Equipment**

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous. Also, wear gloves whenever handling castings, scrap, or barrels.

### **Electrical Hazards**

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

### **Fire Extinguishers**

Know where fire extinguishers are and how to use them.

### **Report Injuries**

Immediately report all injuries, no matter how slight, to your manager.

### **Ask Questions**

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a manager. Employees will not be asked to perform any task, which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your manager at once.

We strongly encourage employee participation and your input on health and safety matters. The success of the safety program relies on the participation of all employees. Though it is Atlantic Industries responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember that failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

The preceding general safety guidelines should be practiced whenever you are at work. You will also be issued other specific safety policies as needed to help you work safely during your job specific duties at Atlantic Industries.

### **Weapons**

Atlantic Industries believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Atlantic Industries prohibits all persons who enter company property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

Any employee disregarding this policy will be subject to immediate termination.

### **Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your manager if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

### **In Case of Fire**

If you are aware of a fire, you should:

- Dial 911 or the local fire department.

- If possible, immediately contact your manager. Evacuate all employees from the area.  
If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

## **Emergency Evacuation**

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.
- Do not leave the premises until instructed by your manager.

Do not re-enter the building until instructed to do so.

## **Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and

containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your manager immediately.

## **Property and Equipment Care**

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Atlantic Industries. If you find that a machine is not working properly or in any way appears unsafe, please notify your manager immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

## **Restricted Areas**

In the interest of safety and security, certain portions of Atlantic Industries facilities may be restricted to authorized personnel only. Such areas will be clearly marked. Some areas may be designated no smoking areas as well.

## **Safety Rules When Operating Machines and Equipment**

When operating machines and equipment, please be sure to follow these procedures:

- Make sure machine guards are in place while machines are in operation.
- Remove loose clothing, jewelry or rings before operating machinery.
- Wear steel toe shoes and prescription eye protection to start the job, if required.

Required personal protective equipment, except for prescription glasses and steel toe shoes, will be issued to you by your supervisor.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible termination.

## **Security**



Maintaining the security of Atlantic Industries buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Atlantic Industries premises make sure that all entrances are properly locked and secured.

## **Smoking**

Smoke only in designated smoking areas. Please be courteous and concerned about the needs of your fellow employees and others. Please do not smoke in restricted areas.

Please remember to conform to our customer's smoking policies when working at a customer's site.

All employees are expected to abide by this policy while at work.

## **Separation of Employment**

### **Termination**

Atlantic Industries operates under the principle of at-will employment. This means that neither you nor Atlantic Industries has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Atlantic Industries at any time, with or without reason. Likewise, Atlantic Industries has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Atlantic Industries.

Atlantic Industries hopes and expects that you will give at least two (2) weeks notice in the event of your resignation. Any accrued but unused Vacation time will be paid out at the time of employment termination.

## **Insurance Conversion Privileges**

**According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with Atlantic Industries or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.**

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation, such as the Health Insurance Portability and Accountability Act (HIPAA). Consult supervisor for additional details.

For more information on COBRA refer to “Article X –COBRA: Continuation of Benefits” in your Employee Benefit Plan binder.

## **Exit Interviews**

In a termination situation, Atlantic Industries management would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about Atlantic Industries. During the exit interview, you can provide insights into areas for improvement that Atlantic Industries can make. Every attempt will be made to keep all information confidential.

## **Return of Company Property**

Any Atlantic Industries property issued to you, such as uniforms, product samples, computer equipment, keys, parking passes or company credit card must be returned to Atlantic Industries at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

## **Former Employees**

Depending on the circumstances, Atlantic Industries may consider a former employee for re-employment. Such applicants are subject to Atlantic Industries usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Atlantic Industries.

## **Post-Employment Inquiries**

Atlantic Industries does not respond to oral requests for references. In the event your employment with Atlantic Industries is terminated, either voluntarily or involuntarily,

your Human Resources Manager may be able to provide a neutral reference to potential employers only if you have completed and signed a release form.

As an employee of Atlantic Industries, do not under any circumstances respond to any requests for information regarding another employee.

## **Workplace Policies**

This Employee Manual is designed to answer many of your questions about the practices and policies of Atlantic Industries. Feel free to consult with your manager for help concerning anything you don't understand.

### **Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Atlantic Industries methods of communication, including this Employee Manual, bulletin boards, discussions with your manager, memoranda, staff meetings, newsletters, training sessions, and company e-mail and intranet.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from Atlantic Industries. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up-to-date on the events here at Atlantic Industries.

### **Company and Department Meetings**

On occasion, we may require that you attend a company sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee, and attend a meeting held during your non-working hours, you

will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting.

### **Dress Code and Personal Appearance**

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing Atlantic Industries. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our company image. When working at a customer's site, please dress appropriately according to their corporate culture.

Personal appearance should be a matter of concern for each employee. If your manager feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Keep in mind the discomfort your supervisor would feel if he/she had to address this issue with you.

### **Drug-Free Workplace Policy**

Atlantic Industries is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Employee Manual. Atlantic Industries has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Atlantic Industries site and/or client sites or as a part of Atlantic Industries activities. Atlantic Industries will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

It is the goal of Atlantic Industries to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, Atlantic Industries has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. Atlantic Industries reserves the right to search and inspect for the maintenance of a safe workplace.

Employers may refuse to hire or may fire an employee who cannot perform job duties or endangers his or others' health or safety due to current use of alcohol or controlled substances..

State disability retirement allowances may not be paid if the disability is due to the intemperate use of alcohol or other drugs.

Legal intoxication on duty, intemperance or use of controlled substances are causes for discipline for any employee.

Discharge from employment "as a result of an irresistible compulsion to use or consume intoxicants" disqualifies claimants from receiving unemployment benefits, as does any institutionalization as a drug addict.

Disability insurance benefits may be denied "for any loss sustained or contracted in consequence of the insured's being intoxicated or under the influence of any controlled substances unless administered on the advice of a physician."

All employees of Atlantic Industries may be terminated, demoted, or suspended for the use of controlled substances or legal intoxication in the workplace.

## **Where to Get Help**

A number of community resources are available to help you, including:

### *Community Resources*

Employee Assistance Program

Alcoholics Anonymous

Narcotics Anonymous

National Council on Alcoholism and Drug Dependence

County Bureau of Alcohol and Drug Services

This document is intended solely as a resource. Atlantic Industries does not endorse programs and/or agencies listed on this document and accepts no responsibility for treatment provided by these agencies/programs, nor does it guarantee insurance coverage of treatment.

This document is not a comprehensive listing of alcohol/chemical dependency treatment programs. Other sources for both in-patient and out-patient alcohol/chemical dependency treatment programs may be located by consulting your family physician, local telephone

directory under the heading "Drug Treatment Programs," or through the National Council on Alcoholism and Drug Dependence at 212-206-6770.

## **Expense Reimbursement**

You must have your manager's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of Atlantic Industries. To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts and it must be approved by your supervisor. Please submit your expense report or voucher each week, as you incur authorized reimbursable expenses. In order for Atlantic Industries to keep records and accounting accurate and current, expense reports or vouchers older than one (1) month old may not be honored.

## **Managers**

Your immediate manager is the person on the management team who is closest to you and your work. Your day-to-day contact with your manager gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your manager can show you how your work fits into the overall picture, teach how to do things, explain the "how's" and the "whys," and encourage you when things look a little tough.

Your manager is in complete charge of the department. He or she is responsible for the efficient operation of the department. Your manager has the authority assign work, recommend pay increases, transfers or promotions, hiring and terminating, and to maintain order and discipline.

Remember your manager knows most of the answers, and, if not, knows where to get them. Your manager probably started in a job much like yours and can guide and help you. Your manager is human, has many responsibilities, and needs your cooperation, assistance and loyalty. He or she wants to help you – that's their job – so please ask, and be willing to meet your foreman half way.

Please don't overburden your manager with questions that can be answered by reading this manual or by checking bulletin boards. Do feel free to ask for clarification of regulations or responsibilities.

## **Payroll Advances/Loans**

It is not company policy to grant payroll advances or loans.

## **Personal Phone Calls**

Emergency calls regarding illness or injury to family members, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

## **Service Awards**

Each year, Atlantic Industries honors its long-term employees by presenting service awards at an annual company function. Service awards will be given after you have completed ten (10), twenty (20), twenty-five (25), and thirty (30) years of service.

The awards are:

- For five (5) years personalized company jacket.
- For ten (10) years of service, a Watch with Company Emblem.
- For twenty (20) years of service, a Gold Emblem Ring.
- For twenty-five (25) years of service, a Company Award along with a Monetary Reward.
- For thirty (30) years of service – Gift may vary.

## **Solicitations and Distributions**

Solicitation by an employee of another employee is prohibited, while either the person doing the solicitation or the one being solicited is on working time. Break and meal periods are not considered working time for the purpose of this provision.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Company is prohibited at all times.

Employees are not permitted access to the Company's office during off-duty hours.

Solicitation, distribution of literature or trespassing by non-employees on Company premises is prohibited.

## **Uniforms**

We provide uniforms which certain employees must wear while at work. Upon termination of employment, the uniforms must be returned; if not, your final paycheck will be held and the cost may be deducted. Please consult your manager for more information.

## **Use of Company Vehicle**

If you are authorized to operate an Atlantic Industries vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must be a licensed driver.
2. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
3. Atlantic Industries provides insurance on company vehicles, however, you will be considered completely responsible for any fines, moving or parking violations incurred.
4. You must keep the vehicle clean at all times. You must also wash and vacuum the vehicle as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursement.
5. Prior to operation of any company vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident - filling out the accident report, getting names of witnesses and so on.
6. For your own safety and the safety of others who travel on the road, you must adhere to the following rules when using a cellular phone for any business purposes:
  - (a) All cell phone use while driving must be in accordance with applicable law.
  - (b) All cell phone use is prohibited when driving conditions are compromised (e.g., fog, ice).

## **Violence in the Workplace Policy**

Atlantic Industries has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment,



and/or coercion, which involve or affect Atlantic Industries or which occur on Atlantic Industries property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Atlantic Industries, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on Atlantic Industries premises, regardless of the relationship between Atlantic Industries and the parties involved.
2. All threats or acts of violence occurring off Atlantic Industries premises involving someone who is acting in the capacity of a representative of Atlantic Industries.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destruct Atlantic Industries property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

Atlantic Industries prohibition against threats and acts of violence applies to all persons involved in Atlantic Industries operation, including but not limited to personnel, contract, and temporary workers and anyone else on Atlantic Industries property. Violations of this policy by any individual on Atlantic Industries property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he is aware. The report should be made to your manager.

### **Violations of Policies**

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action (“Unacceptable Activities”) is presented under “Standards of Conduct” in the “Employment” section of this Manual. This list is not to be considered all-inclusive.