



EMPLOYEE HANDBOOK

Rev 4/11/2019

Welcome

I would like to take this opportunity to welcome you to SRP Industries. I am pleased to have you as part of our organization as you join our team of dedicated employees.

As a native of Akron, my family has been involved in the rubber tire and flooring industries for nearly 100 years. I formed SRP Industries in May 2018 to manufacture and provide rubber flooring for the commercial, residential, sports, and transit industries. I was fortunate to employ many skilled individuals at startup who have been instrumental in our early success and look forward to your contributions in the role for which you've been hired.

SRP Industries strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. Our commitment to serving our customers by providing quality products at competitive prices in a timely fashion is unwavering. Success for both our employees and the company is determined by your ability to work efficiently. The higher the quality, the better our service, the more efficiently products are produced and sold, the higher the benefits for the company and all who work here.

Every person's job is important, not only to their own success but also to the success of every other person at SRP Industries. As you join us, it is important to understand your most important function is to become a contributing member of our team, aiding all of us in surpassing our goals. I urge all employees to take personal responsibility and to look at their jobs objectively for opportunities to save work, cut out waste and improve quality and service to our customers. We welcome all employee suggestions for improvement.

As a new employee I encourage you to get to know all people throughout our organization. Our committed employees will welcome you with encouragement as we all work together toward the same goal. I hope that you find your employment at SRP Industries rewarding and I welcome you to the team.



Shane R. Price
Owner & President

Purpose of the Employee Handbook

The purpose of the employee handbook is to help you get better acquainted with SRP Industries. You should become familiar with the contents of the handbook since it provides you with information regarding your employment, employee benefits and company policies. The following policies and working conditions provide a work environment in which both customer interests and employee interests are served.

We reserve the right to amend, add, or change the policies, protocols, procedures and/or employee benefits listed or offered in this handbook. Upon hiring you have been given the most recent copy. If a modification is made a bulletin will be e-mailed and also be posted. You are responsible for staying current with the Company's policies.

If at any time the information in your handbook differs from a more current company policy or benefit, the more current policy or benefit shall take precedent. Please note that only the President may modify any policy in the handbook.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook and employee Standards of Conduct

Nature of Employment

The employee handbook provides guidelines to be followed and is not an employee contract. None of the policies described in this manual should be construed as being a part of an employment contract.

Since employment at SRP Industries is based on mutual consent, both the employee and the employer have a right to terminate the employment relationship at-will, with or without cause, at any time. As an at-will employee, you will be free to terminate your employment with the Company at any time, with or without cause or advance notice. Likewise, the Company will have the right to reassign you, change your compensation, or terminate your employment at any time, with or without cause or advance notice.

The Handbook and its special policies, supplements and appendices supersede the provisions and policies of any earlier dated and distributed version of this handbook.

Equal Employment Opportunity

SRP Industries provides equal opportunity to all qualified employees and applicants for employment, without regard to race, color, religion, sex, national origin, age, marital status, veteran status, handicap or disability. This includes, but is not limited to, the following:

- hiring, promoting, upgrading or transferring employees;
- pay and other forms of compensation;
- benefits;
- making reasonable accommodation under the Americans with Disabilities Act (ADA); and
- workforce reduction or termination.

We are fully committed to making any reasonable accommodation that would allow an otherwise qualified person to perform the essential functions of a job.

All employees and applicants are protected from coercion, intimidation, discrimination and retaliation for making a report or participating in an investigation pertaining to these issues. SRP Industries provides an open door policy in which employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their coworkers.

Employment of Minors

Due to increasingly stringent federal and state laws, employees must be 16 years of age for employment. If the position for which the minor is being hired requires working with or around heavy machinery the age requirement is 18 years of age.

Open Door Policy

It is the philosophy of SRP Industries to provide open communication as an avenue by which employees can pursue answers to their questions regarding their employment and benefits. The purpose is to ensure that employees may communicate their concerns, complaints or suggestions to all levels of management.

When possible, most problems will be resolved informally between you and your manager, team leader, and co-worker(s). However, should the problem continue to exist, you are encouraged to communicate your concerns to the next level of management.

Policy Against Harassment, Sexual Harassment and Discrimination

SRP Industries is committed to providing a work environment that is free of all forms of unlawful harassment and discrimination. In keeping with this commitment, we maintain a strict policy prohibiting all forms of unlawful harassment and discrimination in the workplace, including sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual or harassing nature constitute unlawful harassment if:

- Submission to such conduct is made an explicit or implicit term or condition of employment
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual or
- Such conduct has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Examples of such conduct which violate this policy include, but are not limited to:

- Offensive or unwelcome sexual flirtations, advances or propositions
- Verbal abuse of a sexual nature
- Graphic or verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual
- Sexually oriented jokes or offensive literature
- Unwelcome physical touching of others

SRP Industries will not tolerate sexual harassment or any other form of harassment or discrimination based on sex, race, color, religion, national origin, age, marital status, veteran status, handicap, or disability.

Harassment or discrimination in the workplace by any employee will result in disciplinary action up to and including termination.

If you experience, observe or become aware of behavior which you believe to be harassing or discriminatory in nature, which is inappropriate or offensive, or which makes you or others uncomfortable, you have an obligation to report the behavior immediately to either your team leader or manager. Providing confidential information of this type will enable us to take appropriate action to ensure that all employees enjoy a work environment free from harassment. All information gathered under this policy will be kept as confidential as possible to protect you while allowing us to fully investigate the matter.

It is our policy to investigate any report of harassment. We will take whatever corrective action is deemed appropriate, including disciplinary action or termination of any individual who violates this policy. In addition, any individual who engages in conduct contrary to this policy may be personally liable in legal action brought against him or her.

You will be protected from retaliation for making a report or participating in an investigation under this policy. Any person that retaliates against any individual who seeks a review under this policy will be considered in violation of this policy and will result in corrective action up to and including termination.

Drug and Alcohol Policy

SRP Industries recognizes its responsibility in providing a safe and productive work environment for all employees. Toward this end, the company has particular concern about substance abuse, since it can affect an employee's productivity and efficiency, jeopardize the safety of others and impairing the reputation of our organization. For these reasons, we have developed this policy to deal with those whose drug or alcohol use affects the rest of us.

The possession, consumption, purchase or sale of alcohol or an illegal drug on the company premises is prohibited. Furthermore, no employee shall be under the influence of alcohol or an illegal drug while on the company premises, while operating equipment or while performing business off the company premises. An "illegal drug" is a drug or controlled substance which is (1) not legally obtainable, or (2) legally obtainable, but not obtained or used in a lawful manner.

A blood test, urinalysis, or other drug/alcohol screening will be required of all applicants or any employee where there is reason to believe that he or she may be using drugs, or may be under the influence of drugs or alcohol. This includes an injury or accident at work where there is reason to believe that employee impairment may have been a factor or as part of occasional follow-up testing if the employee is found to have breached these policies but has been permitted to remain employed.

An employee's cooperation with such a drug or alcohol-screening test is required as a condition of employment. The employee's refusal to cooperate with a request for testing and to provide a specimen may result in termination where there is reason to believe that the employee has violated this policy and the employee's refusal to cooperate has prevented a medical determination of his or her condition.

Any violation of this policy may result in immediate termination.

Violence in the Workplace

We are committed to providing a safe and healthy work environment for employees, customers, and visitors. As a result, violence in the workplace will not be tolerated.

SRP Industries has a zero tolerance for violence. If you display any violence in the workplace or threaten violence in the workplace, you will be subject to disciplinary action up to and including termination. Talking of violence or joking about violence will not be tolerated.

You are encouraged to confidentially report any potential or actual violent incident immediately to your team leader or manager.

Conflict of Interest & Confidentiality

All records, recipes, formulations, manufacturing procedures, and files of SRP Industries are considered confidential; no employee is authorized to copy or disclose any file, record or any part thereof. Confidential information includes but is not limited to all letters or any other information concerning transactions with customers, customer lists, payroll or personnel records of past or present employees, financial records of the company, all records pertaining to purchases from vendor or suppliers, engineering drawings, correspondence and agreements with manufacturers or distributors and anything concerning operating procedures of the company. All telephone calls, letters, e-mail or other requests for information about current or former employees should be immediately directed to management.

SRP Industries at all times retains the right to access and search all diskettes, files, database, e-mail messages, voice mail messages and any other electronic transmissions contained in or used in conjunction with the computer, electronic and voice mail systems and equipment with no prior notice. This right applies both during employees' employment and after separation regardless of whether the separation is voluntary or involuntary.

It is the company's policy to prohibit employees from engaging in any other business which competes with SRP Industries. Also, the company prohibits employees from having a financial interest in an outside concern which does business with or is a competitor of SRP Industries (except where such interests consists of holding securities of a publicly owned corporation regularly traded on the public stock market). Rendering of, managerial or consulting services to any outside concern which does business with, or is a competitor of SRP Industries except with knowledge and written consent of an authorized representative of the company is also prohibited. If you think that there is a possibility that you may have a conflict as described above, it is your responsibility to notify your team leader or manager and obtain approval in writing.

Termination of Employment

In the event you choose to resign your employment with us, we professionally request that you give at least two (2) weeks written notice prior to your last day of work to your immediate team leader or manager. You are required to return all company property such as keys, tools, uniforms, swipe cards, etc. which must be coordinated with your manager in advance of your last day of employment.

In your final paycheck, you will receive pay for all hours worked up through your last day of employment. Your paycheck will be mailed to you on the following payday. Your current Group Health Benefits will end effective the date you terminate your employment. You will be notified by mail of COBRA (continuation of your benefits).

Employment Categories

Full-Time Employee: You are considered to be a full time employee if you are regularly scheduled to work thirty (30) or more hours per week.

Part Time Employee: You are considered to be a part time employee if you are regularly scheduled to work less than thirty (30) hours per week.

SRP Industries is not required to provide benefits to Part Time Employees that are not mandated by law, such as paid vacation, holiday and sick pay.

We follow the guidelines as set forth by the Fair Labor Standards Act (FLSA) to determine who meets, or does not meet, exemption from overtime status. Some positions are classified as “exempt”. This term refers to positions that are “exempt” from being paid for any hours worked exceeding 40 in a normal workweek. Even though these positions are exempt from overtime, we do require all exempt employees to complete time sheets identifying a normal pay period or any exceptions.

90 Days Probationary Period

An employee’s first ninety (90) days of employment are on a trial basis and are considered a continuation of the employment selection process. The probationary period provides the company an opportunity to observe and evaluate the capacity of the employee, which includes the employee’s ability to satisfactorily perform the essential functions of his/her job and to observe and evaluate the employee’s relationship with coworkers as well as the employee’s work habits and conduct, including attendance. As such, the employee will be terminated if he/she is late to work, leaves early or is absent from work during this time period; the two

exceptions to this rule being death of an immediate family member or serious illness (as evident per a signed doctor's note).

During the probationary period, the Company may terminate employment immediately with or without cause and with or without notice. Likewise, the employee may also terminate his/her employment with the company at any time with or without notice and with or without cause.

This ninety (90) day probationary period is not a term of employment and is not intended nor does it impact the at will nature of the relationship between the company and the employee. The employee is eligible only for those benefits required by law, such as Worker's Compensation Insurance and Social Security.

Reporting Time Worked

Accurate recording of time worked and absence from work is the responsibility of the employee. All salary employees must submit their actual hours online for approval and hourly employees must accurately record their working time using the time clock. Tampering, altering or falsifying time records, the time clock, failure to turn in a completed time sheet, or recording time on another employee's time record or clock, will result in disciplinary action up to and including termination.

Meal Periods

All employees are scheduled for an unpaid lunch break during any full, eight (8) hour workday.

Nursing Mothers

For a period of one (1) year after giving birth, upon request, a nursing mother shall be granted up to three (3) breaks every three (3) hours during the workday in order to express milk for a period of up to thirty (30) minutes each break. The nursing mother shall be provided with a private space in order to do so.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. If it is necessary to work overtime, you must receive approval from your manager prior to working the overtime. Failure to obtain

proper approval may result in disciplinary action, even though you will be paid for the overtime hours in accordance with the law.

Pay Periods & Deductions

Hourly employees are paid weekly and salaried employees are paid bi-weekly; receiving a check or direct deposit on the appropriate Friday.

SRP Industries is required to make certain deductions from your earnings. Amounts withheld may vary according to how much you earn and your designated W-4 withholding allowances. Mandated withholdings include such things as federal and state taxes, income taxes, social security taxes and Medicare taxes.

In addition to standard payroll deductions, the company is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders. Other deductions may include contributions for health benefits, dental, etc. It is important for you to review your payroll deductions and if there is an error, immediately notify the Payroll Administrator.

Direct Deposit

All employees must establish a bank account for which to have their paycheck directly deposited into. You may have it all go into one account or divide it among up to three checking and/or savings accounts.

Change of Status

It is your responsibility to immediately notify your team leader or manager if you change your name, address, phone number, marital status, number of dependents or tax deductions. An employee will need to submit a handwritten or typed note, signed and dated, informing the company of the change. If you are adjusting your tax deduction you may request a W-4 or IT-4 to update.

Personnel File Review

It is the policy of SRP Industries to allow employees who are currently employed to review their own personnel files.

Performance Evaluation

The evaluation and feedback of an employee's performance is a daily ongoing process. The performance evaluation process provides an opportunity for the manager to discuss the overall employee performance and to communicate future expectations. This session is also a time when the manager will formally address any areas needing improvement and provide an action plan for future performance. Performance reviews may be conducted any time by management.

Standards of Conduct

Employees in our organization are expected to observe certain standards of job performance and acceptable conduct. While we cannot list every possible condition, the following are necessary for employee's safety, protection of company property, work efficiency, compliance with insurance and fire regulations, and to insure a favorable impression to all employees, visitors, and customers.

Violation of the following will result in immediate employment termination

1. Insubordination including, but not limited to, failure or refusal to carry out a reasonable order or failure or refusal to perform assigned work
2. Failure to follow safety policy or procedures
3. Failure to report an accident or injury immediately to your team leader or manager
4. Dishonesty
5. Rudeness or lack of cooperation with employees, customers, or vendors
6. Sleeping on company premises during work hours
7. Absence from work for more than three (3) consecutive work days without notifying the company
8. Theft of company property or the personal property of others
9. Unauthorized use or removal of any property belonging to the company or any employee without prior approval of the company or the employee
10. Falsification of any report including, but not limited to, application form, time cards, insurance forms, government forms, injury reports, and production reports
11. Violation of company policy against discrimination and harassment
12. Altercations, fighting, threatening, coercing, intimidating, or interfering with fellow employees during work hours or on company property
13. Deliberate or gross negligence destruction or waste of property, tools, equipment, materials or product of the company or of any employee
14. Not following the documented policies of the company
15. Divulging company confidential or proprietary information to unauthorized persons or recording/taking photos of any company property

16. Possession of any weapon including, but not limited to, firearms, knives, pyrotechnics, or explosives on company property
17. Retaliating against any employee who makes a complaint or participates in an investigation relating to the company's policy against discrimination and harassment
18. Violation of the policy against Violence in the Workplace
19. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well being of SRP Industries employees
20. Reporting to work under the influence of any stimulant or depressant including, but not limited to, alcohol, narcotics, amphetamines, barbiturates, hallucinogens, or marijuana or bringing any of those substances onto company property or using such substances on company property
21. Entering the company premises at any time other than a scheduled work period, or bringing a non-employee onto company premises without the permission of the company
22. Any employee who is off company property, without permission, during his/her scheduled work hours
23. Tampering with the company's security camera or alarm system
24. Smoking outside the designated areas
25. Feeding or housing any type of animal on company premises

Violation of the following will result in a written warning upon first offense, a 3-day suspension upon second offense, and discharge upon third offense

1. Inattention to duties, careless workmanship, below average work quality or quantity
2. Loitering during work time
3. Use of mobile/cellular or other communication device unless required by your job duties. Mobile devices may be used in the lunch room or outside of the building during non-working hours
4. Leaving the plant to enter the parking lot during your shift without permission
5. Horseplay, disorderly conduct, or abusive language on company property
6. Posting, destruction, or defacement of any signs or notices on any bulletin board without specific approval
7. Unauthorized servicing of any electrical equipment
8. Having a garnishment more than once in any twelve (12) month period
9. Reading newspapers, magazines, or books in areas other than lunch and smoking areas
10. Failure to begin promptly at start of your work hours or shift and end of lunch
11. Failure to remain on the job until the end of your scheduled work day
12. Creating or contributing to unsanitary conditions
13. Use of radios in the plant or offices without permission
14. Deliberately restricting production
15. Failure to report damage to, or the need for, maintenance of machines, equipment, or vehicles
16. Repeated negligence resulting in waste or damage to company property

17. Selling, soliciting, or collecting contributions for any purpose whatsoever on company time, or in work areas, without the specific approval of the company.
18. Distributing literature or other printed matter of any description on company time, or in work areas, without the specific approval of the company
19. Taking excessive time to service or perform assigned work
20. Excessive errors in handling customer's or vendors accounts, records, orders or materials
21. Parking automobiles in other than approved areas
22. Leaving work area without permission unless in the performance of work
23. No hourly employee is to swipe in before 10 minutes prior to their shift and no later than 10 minutes after their shift
24. Failure or refusal to enter and exit the factory through the front factory door or the lunchroom doors
25. Failure or refusal to be properly fit tested for respiratory protection program
26. Failure or refusal to wear respirator if required
27. Failure or refusal to wear personal protective equipment (PPE) if required. Items include, but not limited to gloves, mask, shoes, etc.
28. Failure or refusal to wear eye protection in the cutting and finishing departments

The preceding listing of possible areas of unacceptable conduct does not alter the “at will” nature of employment. Either the employee or SRP Industries may terminate the employment relationship at any time, for any reason with or without cause or prior notice.

Absenteeism & Tardiness

A healthy business depends upon its employees being at work, especially those working production in a factory. Factory employees who do not report for work on time or who miss all or part of a day's work unnecessarily place an extra burden on their co-workers as well as scheduling. In order to maintain structure and limit unscheduled employee absences, points will be assessed upon certain infractions as detailed. Each point is on its own 12 month calendar. If 6 points are accrued within a twelve month period the employee will be notified. Upon the 7th point employment will be terminated.

To avoid being assessed points you must contact your manager immediately or no less than 30 minutes prior to your scheduled start time with a full explanation for your absence or tardiness as well as an estimated time for your return to work. Please call (330) 784-1294 and enter extension 555 to leave a detailed message. Unless other arrangements have been made through your manager, *you are required to call in each day during your absence*. Failure to call on any day will be considered a serious breach of this policy.

Time clock punches are closely managed. Anyone punching in one or more minutes after their scheduled start will lose 15 minutes. Lunch breaks are 30 minutes. If you take less than 30 minutes the time will be adjusted accordingly. If over 30 minutes the Plant Manager will be notified; anything over will be noted and 5+ minutes will be rounded up to the next 15 minute interval. When clocking out, your final punch will round down to the closest 15 minute interval. Any missed punches or difficulty using the clock must be immediately brought to the attention of your supervisor.

Tardy or absent, the 30 minute notice prior to the start of an employee’s scheduled start is strictly adhered to. Whether or not the excuse is warranted or a physician approves, less than 30 minutes notice will have the appropriate point applied. All violations are reviewed by management and assessed accordingly. Any employee who abuses or takes advantage of the policy will receive a written notice detailing the penalty for any occurrence thereafter.

Violation	Description	Point(s)
Tardy	5-29 minutes late no call or 30 minutes to 4 hours with call	1/2 point
Late tardy report	tardy 30+ minutes with less than 30 minutes notice	3/4 point
Excused absence	report off with physician’s approval	1/2 point
Unexcused absence	report off 4 or more hours	1 point
Late absence report	report off with less than 30 minutes notice (excused incl.)	1 point
No call, no show	no contact made on date of absence	2 points
Early leave	approved by supervisor	3/4 point
Walk out	early leave not approved by supervisor	2 points

Appropriate Dress & Grooming

In an effort to maintain a professional and safe environment, we ask all employees to exercise sound judgment and to dress appropriately given their work duties. Production employees must wear work shoes for safety. ***In the event that customers will be in the office or you are representing the Company outside the office, we will ask that all office employees dress in business attire.***

Acceptable Office Attire:

- Dress Pants
- Dresses or skirts
- Capri pants
- Leggings (**only** if a top is worn extending to the thigh)
- Sport or Polo shirts with collar
- Jeans (good condition with no rips, holes, wear, tear, fading)

Unacceptable Office Attire:

Sweatshirts & sweatpants

Shorts

T-shirts with graphics or wording

Transparent clothing

Mini skirts

Cropped or midriff shirts

Flip flops

Tennis shoes (**Fridays only** or approved for medical reasons)

There will be occasions that the dress code may vary for different circumstances, so please check the bulletin board for any changes. For manufacturing employees, please refer to your specific department requirements.

If you have questions concerning the dress code, please contact your manager.

Anyone who reports to work dressed inappropriately may be asked to leave and return to work so that appropriate dress may be obtained. Employees who fail to observe these standards may be subject to disciplinary action up to and including termination.

Electronic Communications Policy

SRP Industries has established a policy regarding the use of electronic communications such as, facsimiles, computers, voicemail, Internet, e-mail, and telephones in an effort to make certain that employees utilize electronic communication devices in a legal, ethical, and appropriate manner.

It may not be possible to identify every standard and rule applicable to the use of electronic communications devices. Employees are therefore encouraged to utilize sound judgment whenever using any feature of the communications system.

SRP Industries' policy against unlawful harassment, including sexual harassment and anti-discrimination, extends to the use of and any component of the communications system.

Employees may not use any electronic communications device in a manner that violates the trademark, copyright, or license of any person, entity or organization. These also include infringement of proprietary, confidential or trade secret information.

Employees may not use any electronic communications device for any purpose that is competitive, either directly or indirectly, with the interests of the company or for any purpose that creates an actual potential or apparent conflict of interest with the company.

While computers and other electronic devices are made accessible to employees to assist them to perform their jobs and to promote the company's interests, employees should not maintain any expectation of privacy relating to these devices. The company retains the right to gain access to any information received by, transmitted by, or stored in any such electronic communications device, by and through its agents, employees, or representatives, at any time, either with or without an employee's or third party knowledge, consent or approval.

While we recognize that electronic communications may occasionally be used for personal use, excessive personal use or use that interferes with an employee's job performance will be subject to disciplinary action, up to and including termination.

Employees who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use any electronic communications device will be subject to disciplinary action, up to and including immediate termination.

Smoking & Non-Smoking Policy

SRP Industries' philosophy regarding the health and safety of its employees is to discourage smoking all together, but to also encourage courtesy from those who do. Smoking is prohibited in all areas of the building. There is a designated smoking area outside the back East exit of the factory. Smoking is permitted, however, if a non-smoking individual is using the area for a break or lunch, please be considerate of their space. The area is large enough to accommodate this. There is no smoking permitted on the 2nd floor outside break area.

Emergencies

SRP Industries recognizes that certain emergencies may occur such as severe weather conditions, flood or fire where employees work schedules may be disrupted.

The most important consideration regarding emergencies is the safety of SRP Industries' employees. Employees will be updated on the particular condition and instructed to remain at their location or evacuate the premises. Should conditions warrant a closure of the facility, employees are responsible for staying in contact with their manager.

Use of Company Property & Vehicles

The company has made investments in facilities and equipment to provide employees with a productive and safe environment to perform their jobs.

It is everyone's responsibility to take care of company machinery, equipment and facilities on a daily basis. Should company property need repair, replacement or appear defective, please notify your team leader or manager immediately. Your safety is our utmost concern. Anyone who is careless or deliberately damages company property will be subject to disciplinary action up to and including termination.

Worker's Compensation

It is the intention of the company to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. Just as your job is a full time responsibility so is your safety. You must be constantly on the alert for dangerous situations. Injuries don't always happen to "the other person". Be reminded, working while under the influence of drugs and/or intoxicating beverages is prohibited. You may be tested for drugs and/or alcohol should you be injured on the job. We are very concerned about your safety. If you are injured on the job please notify your team leader or supervisor immediately. They or the Plant Manager will inform you of the procedure to follow depending on the type of injury. If not an emergency, both the employee and supervisor should complete an incident report at that time. If a medical examination is required, employee will receive paperwork and direction to a medical facility.

Family & Medical Leave of Absence (FMLA)

The FMLA only applies to employers that meet certain criteria. SRP Industries is a private-sector employer. According to the U.S. Department of Labor, only companies with 50 or more employees in 20 or more workweeks in the current or preceding calendar year must administer FMLA. You may inquire as to the current FMLA status at any time with your supervisor or the payroll department.

When required by law, it is the policy of SRP Industries to grant family and medical leave to employees in accordance with the most recent version of the Family and Medical Leave Act of 1993 (FMLA). Eligible employees may take up to 12 weeks of leave (up to 26 weeks for military caregivers) per 12 month period for one or more of the following purposes:

1. the birth of a child and to care for the newborn child within one year of birth;
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. to care for the employee's spouse, child, or parent who has a serious health condition;
4. when the employee is unable to work because of a serious health condition; or

5. qualifying reasons in connection with a family member on active duty or call to active duty status in the National Guard or Reserves, or to care for a seriously ill or injured family service member.

A "serious health condition" means an illness, injury, impairment, or other physical or mental condition that involves either inpatient care in a hospital, hospice or other residential medical care facility, or continuing treatment by a health care provider, that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provide or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or a chronic condition. Other conditions may meet the definition of continuing treatment.

To be eligible for FMLA leave, an employee must be employed by the Company for at least 12 months and must have worked at least 1,250 hours during the 12 months immediately preceding the commencement of the employee's leave.

Leave for the birth of a child or for the placement of a child for adoption or foster care must conclude within one year after the birth or placement. Married employee couples may be restricted to a combined total of 12 weeks of leave for the birth or placement of a child or to care for a seriously-ill parent.

Employees must give at least 30 days advanced notice of the need to take FMLA leave when the need is foreseeable. When the need for leave is not foreseeable, the employee must provide notice of the need for leave as soon as possible under the circumstances. The Company may delay the commencement of FMLA leave for failure to give the required notice.

Employees requesting leave to care for a seriously-ill family member or because of the employee's own serious health condition will be required to provide medical certification to substantiate the need for FMLA leave. The Company may also require a second medical opinion and/or periodic recertification of the need for leave. Leave may be denied for failure to provide the required medical certification.

FMLA leave may be taken intermittently or on a reduced work schedule when medically necessary. Leave for military-related "qualifying exigencies" may also be taken on an intermittent basis. Employees taking leave in this manner may be transferred temporarily to another job (with equivalent pay rates and benefits) to better accommodate recurring absence from work.

Employees taking FMLA leave are required to use accrued paid leave at the onset of the FMLA leave and such period of paid leave will be counted against the employee's FMLA leave entitlement. Once paid leave is exhausted, any remaining FMLA leave will be unpaid.

Group health insurance coverage will be maintained for employees during FMLA leave whenever such coverage was provided before the leave was taken, and on the same terms and conditions as if the employee had continued to work. Employees may also be eligible for Sickness and Accident benefits during FMLA leave under the terms and conditions of the Company's insurance plan.

Employees returning from FMLA leave will be reinstated to the same position held by the employee when the leave commenced, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. (Exception: certain highly paid salaried employees may be denied reinstatement if reinstatement would cause the Company substantial and grievous economic injury.) Employees who take leave because of personal health problems will be required to provide medical certification as to their fitness to return to work as a condition to job reinstatement.

Leave related to a family member's military service. Military FMLA provides eligible employees unpaid leave for one or both of the following reasons:

- a "qualifying exigency" arising out of a covered family member's active duty or call to active duty status in the National Guard or Reserves. These include, among other things, short-term deployments, arranging for alternative childcare, addressing certain financial and legal arrangements, and attending counseling sessions;
- to care for a covered family member who has incurred a serious injury or illness in the line of active duty in the Armed Forces that may render the service member medically unfit to perform his or her duties.

When leave is due to a "qualifying exigency," an eligible employee may take up to 12 work weeks of leave during any 12-month period. When leave is to care for an injured or ill family service member, an eligible employee may take up to 26 work weeks of leave during a single 12-month period. Leave to care for an injured or ill service member, when combined with other FMLA qualifying leave, may not exceed 26 weeks in a single 12-month period. Employees requesting military FMLA will be required to furnish appropriate certification of the need for leave. Military FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

Bereavement Leave

In order to make the necessary arrangements and attend the funeral in the event of a death in the immediate family, full-time regular employees are eligible for up to three (3) consecutive days during the Monday through Friday work week. An employee's immediate family is defined to include spouse, child, father, mother, sister, brother, mother-in-law, father-in-law,

grandparents or grandchildren. Employee will need to provide either an obituary or copy of death certificate in order to receive compensation.

Military Leave

An employee who enters the Armed Forces of the United States will be placed on an extended leave without pay in accordance with applicable federal laws. Upon completion of military service, the employee will be reinstated with full seniority to his/her former position or to a comparable position if application for reemployment is made within 90 calendar days of release from military service or hospitalization following such service.

Annual Military Reservist Leave: If you are a member in the military reserves of the United States and are required to attend annual military training, you will be placed on a leave of absence and given time off for up to 10 working days annually to fulfill that military obligation. Employees must notify their manager and provide copies of their military orders prior to their leave. The company will pay employees for the difference between the military compensation and the employees' regular rate of pay during this period. The employee must provide documentation showing the amount of pay received during the military leave. If you are called to active duty due to a national emergency, you will be placed on a non-paid leave of absence status during the emergency. Employees must notify their manager and provide copies of their military orders prior to their leave.

Corporate Travel Policy

SRP Industries has in place policies which govern how corporate travel is reimbursed to our employees. These policies are followed for cost containment and tax purposes. If you are traveling on company business, you will need to acquire a copy of the Travel Policy prior to your trip from your manager.

Medical & Dental Benefits

Please refer to your Summary Plan Description

Time & Attendance

SRP Industries recognizes the need for balance in an employee's work life and personal life. Holidays and Paid Time Off (PTO) are company provided benefits for employees to have the time necessary to be with family and attend to their personal needs.

Holidays

SRP Industries will be closed each year on the following holidays, all of which will be paid: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and New Years Day.

Paid Time Off (PTO)

PTO is provided to our employees to allow flexible paid time off from work that can be used for such needs as vacation, doctor appointments, personal or family illness, school, volunteerism and other activities of your choice.

Q: Who is entitled to PTO?

A: All employees who have completed their 90 day probationary period.

Q: How much PTO am I entitled to?

A: 1 to 3 years of service	80 hours
4 to 9 years of service	120 hours
10 to 19 years of service	160 hours
20+ years of service	200 hours

PTO within the first year will be prorated based upon the date you complete your probationary period.

Q: How should my PTO request be submitted?

A: All requests are to be made in writing or online through the company's portal.

Q: When can I request time off?

A: Monday through Friday during your normal work hours.

Q: Are there times when I can't request time off?

A: Only under extenuating business requirements. The majority of the time management will work with you and grant your requested PTO.

Q: How much PTO can I request?

A: All of your balance remaining for the calendar year.

Q: How far in advance does my PTO request need to be made?

A: At a minimum twice the hours you are requesting off (see below) unless there is an unexpected illness or injury. PTO will be granted on a first come first serve basis so it is suggested to notify your manager as soon as possible.

Examples: 4hr PTO request = 1 day notice required

8hr PTO request = 2 day notice required

40hr PTO request = 2 week notice required

Q: Can I use my PTO in lieu of having a point assessed if I am a factory employee?

A: No. Points are applied based upon the policy detailed in that section of the handbook. The only exception is absence due to sickness or injury which lasts more than one day. The first day will always have a point assessed for either excused or unexcused absence. Should you be unable to return the next day you may request to take PTO time, however, **you must receive approval from your supervisor prior to the close of business**. In this case you will have taken your PTO for sickness with enough notice for your supervisor to plan the following day. If notice is given after the close of business, whether or not you submit PTO you will receive the appropriate point for an excused or unexcused absence.

Q: How often can I make time-off requests?

A: As often as you like, however approval is at the discretion of management.

Q: Can unused PTO time be carried into the following year?

A: Your PTO must be used within the calendar year. Unused PTO will not carry over into the next calendar year nor will it be paid out if unused.

Q: If I or the company terminates my employment will unused PTO be paid out?

A: No

When the Family and Medical Leave Act (FMLA) is in effect as detailed under the Company's FMLA Policy, those employees eligible for FMLA leave must exhaust all paid leave in congruence with FMLA leave. As such, PTO will be included in the days allowed under FMLA. Once these days and any other paid time is exhausted, the balance of FMLA time will be unpaid. The management of FMLA will be held by the Payroll Administrator.