

***Quality Formed Solutions***

**EMPLOYEE HANDBOOK**

**TRENTON FORGING COMPANY**

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Welcome to Trenton Forging Company!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our Company and answer many of your initial questions.

Our goal is to provide the finest quality products to our customers and to do so more efficiently and economically than our competitors. By satisfying our customers’ needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our Company’s reputation. Your contribution cannot be overstated. You are important to us!

We are glad you have joined Trenton Forging, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

David M. Moxlow Paul Bore

Chief Executive Officer President

1. ***INTRODUCTION – THE WAY WE WORK***

**A) ABOUT THIS HANDBOOK & AT-WILL EMPLOYMENT**

This handbook is designed to acquaint you with Trenton Forging Company and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. It is intended to provide you with a general understanding of the Company’s personnel policies and to answer many common questions.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees**. However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind.**

No employee handbook can anticipate every circumstance or question about every one of our policies. Furthermore, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, Trenton Forging Company reserves the right to add new policies, and to change or cancel existing policies at any time. The only recognized deviations from the policies in this handbook must be authorized and signed by the CEO / President of Trenton Forging Company. We will notify you of any changes in the handbook as they occur.

Nothing in this handbook is intended to unlawfully restrict an employee’s right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of Section 7 rights.

**OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO ANY AGREEMENT – EXPRESSED OR IMPLIED – WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.**

This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

**B) QUALITY POLICY / MISSION STATEMENT**

Trenton Forging Company has a 4-part goal:

1. Produce and deliver forgings of the highest quality, on time.
2. Obtain total customer satisfaction.
3. Prosper as a business to provide security for the future of our employees as well

as for our customers and subcontractors.

1. Continually improve the Quality Management System.

**C) OUR CORE VALUES**

The core values at Trenton Forging were determined by evaluating the Company’s strengths and assets, and determining where continuous improvement was needed.

|  |  |
| --- | --- |
| Urgency | Seeing and feeling the need for change and acting on it. |
| Integrity | Do the right thing. |
| Ownership / Leadership | Work like you own the Company |
| Trust | People live up to our clear levels of expectation |
| Innovation | Looking for better ways to accomplish positive results every day |
| Involvement | Stay engaged and keep open lines of communication |
| Alignment | When the Company wins, we all win. |

**D) CUSTOMER RELATIONS PHILOSOPHY**

Customers are among our organization’s most valuable assets. Each of you represents Trenton Forging Company to our customers and the public, and the way we do our jobs presents an image of our entire organization. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Remember that your communications with the public – in person, over the phone, through emails, etc. – not only reflect on you but on Trenton Forging Company as a whole. Positive customer relations will not only enhance the public’s image of Trenton Forging Company, but also pay off in greater customer loyalty and increased sales and profit.

**E) EMPLOYEE RELATIONS PHILOSOPHY**

Trenton Forging Company is committed to providing the best possible climate for maximum development and goal achievement for all employees. We seek to develop a spirit of teamwork, working together to attain a common goal.

We provide a comfortable and progressive workplace so that we can maintain an atmosphere where our goals can be accomplished. Communication is open, and problems are discussed and resolved in a mutually respectful atmosphere. We listen to all sides, taking into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

**F) BUSINESS ETHICS AND CONDUCT**

The successful business operation and reputation of Trenton Forging Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers’ trust and we are dedicated to preserving that trust. Employees owe a duty to Trenton Forging Company and our customers to act in ways that will merit the continued trust and confidence of the public.

In general, you should find that using good judgment, based upon high ethical principles, will guide you to act appropriately. If an individual’s behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken. Disciplinary action may include a verbal warning, written warning, suspension and/or discharge. The appropriate disciplinary action imposed will be determined by the Company. The Company does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the company’s policies or safety rules; insubordination; poor attendance; possession, use or sale of alcohol or controlled substances on work premises or during working hours; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; poor performance; theft or dishonesty; physical harassment, sexual harassment or disrespect toward fellow employees visitors or other members of the public. These are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact Human Resources. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Nothing in this policy is designed to modify our employment-at-will policy.

**G) HARASSMENT & SEXUAL HARASSMENT**

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee is harassed or harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to email, voice mail, chat rooms, internet use or history, text messages, pictures, images, writings, words, or gestures. Harassment also includes slurs, threats, derogatory comments, unwelcome jokes, and teasing.

Any type of sexual harassment is also against company policy and will not be tolerated. We firmly prohibit sexual harassment of one employee by another employee, supervisor or third party for any reason. Harassment and sexual harassment of third parties by our employees is also prohibited. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, including but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching, or other sexually-related comments.

Any employee who believes that (s)he is a victim of sexual harassment, or who witnesses harassment, should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly documented and investigated as confidentially as possible. Additionally, there will be no adverse action taken against employees who report violations of this policy in good faith. If through investigation it is found this policy has been violated, there will be disciplinary action, which may include termination.

 1. Any employee who believes that (s)he is a victim of sexual harassment, or

has been retaliated against for complaining of sexual harassment, should report the situation immediately to Human Resources. If the employee makes a report to any of these members of management and the manager does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to the other member of management designated in the policy to receive complaints.

 2. The Company will investigate every reported incident immediately. Any

employee, supervisor or agent of the Company who has been found to have

violated this policy may be subject to appropriate disciplinary action, up to

and including immediate discharge.

 3. The Company will conduct all investigations in a discreet manner. The

Company recognizes that every investigation requires a determination based

on all the facts in the matter. The Company also recognizes the serious

impact a false accusation can have and will base its decisions on all the facts

obtained during the investigation.

 4) The reporting employee and any employee participating in any investigation

under this policy has the Company’s assurance that no reprisals will be taken

as a result of a sexual harassment complaint. It is our policy to encourage

discussion of the matter, to help protect others from being subjected to similar

inappropriate behavior.

**H) TALK TO US**

We encourage you to bring any questions, concerns, suggestions and/or complaints you may have to any member of the management team. All comments will be carefully considered in our continuing effort to improve operations. If you feel you have a problem, bring the problem to your supervisor so the problem can be fixed by examination of the facts. If your supervisor does not satisfactorily resolve the problem and you continue to have concerns, bring your issue(s) to Human Resources. Human Resources will review the issues and meet to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

**I) SUGGESTIONS**

We are always interested in constructive ideas and suggestions for improving our operations. When you have a constructive suggestion, please complete a Suggestion Form and hand it in to your manager. This suggestion will be discussed at the next manager’s meeting. If it is considered feasible and beneficial to put into practice, you will receive monetary compensation, usually within two (2) weeks of submitting the suggestion. Your suggestion will be placed in your personnel file.

***II. EMPLOYMENT***

**A) CATEGORIES OF EMPLOYMENT**

At the time of hire, you will receive a job offer letter that identifies your employment category classification:

* FULL-TIME EMPLOYEE: Regularly works at least a 30-hour workweek.
* PART-TIME EMPLOYEE: Regularly works less than 30 hours each week.
* NON-EXEMPT EMPLOYEE: Paid hourly, entitled to overtime pay as required by applicable federal and state law.
* EXEMPT EMPLOYEE: Paid salary, not entitled to overtime pay.

**B) INTRODUCTORY PERIOD**

All new employees are in an introductory period during their first 90 days of employment. This is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Company uses this period to evaluate employee capabilities, work habits, and overall performance. Either you or the Company may end the at-will employment any time during or after the introductory period without regard to, or without being in accordance with, the disciplinary procedures described in this Handbook.

**C) WORK HOURS**

Our normal business hours are:

Office: Monday through Friday, 8:00am to 5:00pm

Production: Monday through Friday, 6:00am to 3:30pm

Because of the nature of the business, your work schedule may vary depending on your job and department. Second (2nd) and third (3rd) shift operations may also be in place in your department and your work schedule may change based upon the need. Please see your supervisor for specific details. No matter what shift, there must be a minimum of (two) 2 persons on the campus.

If you are going to be late or absent, the Front Office and your Area Manager must be notified within 30 minutes of your scheduled start time. Call the main number at (734) 675-1620, and leave a message if necessary.

**D) RECORDING YOUR TIME**

You are required to maintain an accurate record of all time worked.

You will be set up in the Plex system on your first day of employment. This system will be used for logging in and logging out throughout the day. If you leave the premises for any reason, you must log out, and upon your return, you must log back in. This includes lunch and breaks. If you do not leave the premises during your lunch or breaks, you do not need to log out.

Under no circumstances should you log in or out for another employee.

**E) PAY DAY**

You will be paid weekly on Friday for the period that ends on the previous Saturday. Your paycheck or paystub will be given only to you, unless you give written authorization to Payroll. If you are absent from work on a payday, we will keep your paycheck until you claim it or provide other direction.

Please review your paycheck for errors. If you find a mistake, please report it to Human Resources immediately so that the Company can address it in a timely manner. If you lose your paycheck (or any other payment or reimbursement check), you are responsible for the stop loss payment or any other fees the Company must pay to properly replace the check. This amount will be deducted from the replacement check.

When our payday falls on a holiday, you normally will be paid on the last working day before the holiday.

**F) PAYCHECK DEDUCTIONS**

The Company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Deduction amounts are listed on your pay stub. The deductions are totaled each year on Form W-2, Wage and Tax Statement, and will be distributed within one (1) month after year end.

It is the policy of the Company that exempt employees’ pay will not be “docked,” or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the Company may make deductions from employees’ salaries that follow federal and state wage and hour rules. Thus, exempt salaried employees may be subject to the following salary deductions:

* Absences of one or more full days for personal reasons, other than sickness or

 disability (must use banked PTO time first);

* Absences of one or more full days due to sickness or disability, if there is a plan,

 policy, or practice providing replacement compensation for such absences;

* Absences of one or more full days before eligibility under such a plan, policy, or

 practice or after replacement compensation for such absences has been exhausted;

* Suspension of one or more full days for violations of safety rules of major

 significance;

* Suspension of one or more full days for violations of written workplace conduct rules,

 such as rules against sexual harassment and workplace violence;

* Payment of actual time worked in the first and last weeks of employment, resulting in

 a proportional rate of an employee’s full salary;

* Any unpaid leave taken under the Family and Medical Leave Act.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Human Resources Department. If an error is found, you will receive an immediate adjustment which will be paid no later than the next regular payday.

**G) GARNISHMENTS / CHILD SUPPORT**

When an employee’s wages are garnished by a court order, our Company is legally bound to withhold the amount indicated in the garnishment order from the employee’s paycheck. The Company will honor applicable federal and state guidelines that protect a certain amount of an employee’s income from being subject to garnishment.

**H) OVERTIME**

There will be times when you will need to work overtime so that we may meet the needs of our customers. Non-exempt, hourly employees must have all overtime approved in advance by their supervisor. You may be subject to disciplinary action if you work overtime without approval or wait until after you work the overtime to get approval.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek. Only actual hours worked count toward computing weekly overtime. Therefore, holiday, vacation, jury duty, bereavement, etc. do not count towards OT calculations.

If you have any questions concerning overtime pay, check with your supervisor.

**I) ON-CALL**

The Company defines “on-call” using the Department of Labor’s definition - “an employee who is required to remain ‘on-call’ on the employer’s premises or so close thereto that he cannot use the time effectively for his own purposes is working while ‘on-call.’”

If an employee who is “on-call” is able to use his or her time freely and is not performing a specific assigned task, that employee is waiting to be engaged. The employee can be available by telephone if needed; however, since he or she is waiting (off duty), the employee is not compensated for that time. On the other hand, when an “on-call” employee is required to stay at the workplace or is so near the workplace that he or she cannot use his or her time freely, the employee is engaged to wait (on duty). In such cases, the employee must be compensated for this time.

Your supervisor will review “on-call” status with you as the need arises. The minimum amount an employee will be paid if they are called in after work hours while off duty is 2.0 hours.

Remember: if called in after hours, there must be two (2) persons on the premises at all times.

**J) ATTENDANCE AND PUNCTUALITY**

Attendance and punctuality are expected at Trenton Forging Company. When there are absences, failed logins / logouts, and tardiness/leaving early, this can be disruptive to business team operations. Generally, this causes additional burdens on other employees and managers to ensure all areas of the plant are covered. Therefore, to deter these issues as much as possible, an Attendance Point Program has been put into place. (A point system for not wearing safety equipment will also be included in this point program). The Human Resources Manager will be responsible for maintaining this program.

**ATTENDANCE POINT PROGRAM**

**Part 1** - Points will be accrued each week for non-approved time off for each employee as follows:

Failure to punch in or out .25 point

 Less than 30 minutes late / leaving early .25 point

 Greater than 30 minutes late / leaving early .50 point

 Absence with a call before shift begins 1.00 points

 (Employee must call Area Manager & Human Resources)

 Absence with no call 2.00 points

 Lack of any piece of safety equipment 4.00 points

Employees will receive their first written warning when they have accumulated 6 points, and a second written warning at 10 points. If the employee reaches 12 points, it will result in termination of employment. All warnings are placed in the employee’s personnel file.

When employees have no attendance violations for 13 consecutive weeks, any prior accrued points will be erased. Then the process will begin all over again from zero.

**Part 2** - In addition to Part 1 of the Attendance Point Program, the following shall apply with documentation placed in the employee’s file:

* An employee who is absent or tardy/leaving early (or a combination of these) twice within a 15 day period will be given a 1st written warning.
* If there is another absence/tardy/leaving early within the next 15 day period, a 2nd written warning will be issued.
* If there is another absence/tardy/leaving early within 15 days of the 2nd written warning, it will result in a three (3) day suspension.
* If there is an absence/tardy/leaving early within 30 days of the three (3) day suspension, it will result in termination of employment.

**Part 3** - Each employee must log in no more than 6 minutes prior to the beginning of his / her shift, and must log out no more than 6 minutes after the end of his / her shift. One-half (½) point will accrue for each infraction over 6 minutes, and the disciplinary action is as follows:

* 1st Offense = Written Warning
* 2nd Offense = Written Warning
* 3rd Offense = 3 Day Suspension
* 4th Offense = Termination of Employment

**Part 4** – Any employee who is absent for three (3) consecutive days without calling in will be considered a voluntary quit.

1. **PERFORMANCE EVALUATIONS**

After 90 days on the job, your supervisor will meet with you. The two of you will review the essential functions of your job to ensure job expectations are being met, that both of you are satisfied with the training on the job, and that you are satisfied with your job so far. This evaluation checklist is to make sure you are on track with learning everything your job entails.

You will also have an annual performance evaluation on your anniversary date, or the date you went into a different job classification. This annual performance evaluation is for reviewing all areas of your job that include the essential duties. Both the supervisor and the employee will complete the performance evaluation. After completion, the performance evaluation will be forwarded to Human Resources and placed in the employee’s file.

Annual performance evaluations may result in an increase in pay depending on the expertise the employee shows on the job, and of course, the company’s profitability. However, an increase in pay may not always occur during a performance evaluation. All increases in pay are discretionary and are approved by the President and/or Chief Executive Officer of the Company.

1. ***PERSONNEL POLICIES***

**A) EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based upon merit, qualifications and abilities.

Therefore, Trenton Forging Company follows federal law and does not discriminate in employment opportunities or practices on the basis of:

|  |  |
| --- | --- |
| * Veteran status
 | * National origin
 |
| * Race
 | * Age
 |
| * Color
 | * Physical or mental disability
 |
| * Religion
 | * Genetic information
 |
| * Sex
 | * Any other protected class under federal, state or local law
 |

Michigan’s EEO law includes the above prohibitions against discrimination, and also includes:

* Pregnancy
* Childbirth or related medical condition (that does not include nontherapeutic abortion not intended to save the life of the mother)
* Height
* Weight
* Marital status

**B) AFFIRMATIVE ACTION**

In addition to providing equal employment opportunities to all qualified individuals, we promote opportunities for individuals in certain protected classes throughout Trenton Forging Company. The President of Trenton Forging Company is the EEO Coordinator and is responsible for the day-to-day implementation and monitoring of this Affirmative Action Plan, and will periodically analyze the company’s personnel actions and their effects to ensure compliance. We ensure that all employees have an equal opportunity in the following areas:

|  |  |  |
| --- | --- | --- |
| * Recruitment
 | * Compensation
 | * Hiring
 |
| * Benefits
 | * Assignment
 | * Promotion
 |
| * Transfers
 | * Promotion
 | * Social recreation programs
 |
| * Layoffs & recall

from layoffs | * Access to training, education, and tuition assistance
 |  |

**C) AMERICANS WITH DISABILITIES ACT (ADA)**

Trenton Forging Company is committed to providing equal employment opportunities to qualified individuals with disabilities.

* Reasonable accommodation(s), where appropriate, may be provided to qualified individuals so they can perform the essential functions of their job(s).
* It is your responsibility to notify Human Resources of the need for an accommodation. The type of accommodation and functional limitations caused by your disability will be considered when reviewing reasonable accommodation.
* Permission to contact your physician may be required, and all medical information will be treated as confidential.
* You are encouraged to bring the issue to the attention of your supervisor without fear of reprisal.

**D) LIFE THREATENING ILLNESSES**

Occasionally, employees develop serious or life threatening illnesses. Our Company is committed to supporting each employee’s efforts to continue his / her normal pursuits, including working. When necessary, and where required by law, the Company will provide reasonable accommodations to otherwise qualified individuals with disabilities, including employees with serious or life threatening illnesses. All employees, including employees with serious or life threatening illnesses, must maintain acceptable performance standards. Employees with questions or concerns about life threatening illnesses are encouraged to contact the Human Resources Department for information and referral to appropriate services and resources.

**E) RETURN TO WORK**

**Purpose:** To return workers to employment at the earliest date following any injury or illness. The intent is not to be viewed by the employee as a contractual commitment, nor is it intended as a guarantee of continuity of benefits or rights. The Company desires the employee to have a speedy recovery from injury or illness, and reduce insurance costs.

This policy is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973, or other applicable laws. Additionally, to preserve the ability to meet Company needs under changing conditions, Trenton Forging Company reserves the right to revoke, change, or supplement guidelines at any time with written notice.

**Scope:**

All active employees who become temporarily unable to perform their regular job due to a compensable work related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of:

* Changed duties within the scope of the employee’s current position.
* Other available jobs for which the employee qualifies outside the scope of hs or her current position.
* An altered schedule of work hours
* Volunteer work at a non-profit organization (paid by company, no longer on workers compensation)

**Policy:**

**In case of an on-the job accident**. If you have a work-related injury and are missing time from work, Worker’s Compensation will be available to you. Contact Human Resources for details regarding time loss.

**Transitional temporary work assignment.** Trenton Forging Company defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge, and skills. Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss. Transitional / temporary positions are then developed with consideration of the worker’s physical abilities, the business needs of Trenton Forging Company, and the availability of transitional work.

Trenton Forging Company will determine appropriate work hours, shifts, duration, and locations of all work assignments. Trenton Forging Company reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments. Transitional or modified duty will be available to all employees on a fair and equitable basis.

**Accident Reporting:**

* An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to Human Resources.
* If an accident occurs, but does not require professional medical treatment, the supervisor should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it should be provided on-site.
* If an accident occurs which requires professional medical treatment, the worker should follow the emergency response plan. The supervisor must complete an accident form within 24 hours of the accident, and forward the form to Human Resources. Human Resources will notify Workers Compensation immediately.
* If professional medical treatment is sought, the employee must obtain a return-to-work form from the attending physician that includes a date the employee may return to work and any restrictions, i.e. range of motion, maximum amount of pounds to lift, etc. If there are any restrictions, the employee will be on restricted / transitional duty, if appropriate.

**Return to Work Release**

* The worker cannot return to work without a written release from the attending physician.
* If the worker returns to a transitional / temporary job, the worker must make sure that he / she does not go beyond either the duties of the job or the physician’s restrictions. This transitional position shall not exceed 45 days.
* Any employee who disregards their established restrictions, whether they are at work or not, may be subject to disciplinary action.
* If an employee is unable to work in any capacity, the employee must stay in constant communication with Human Resources and the supervisor. Each must receive an update of the employee’s status on a weekly basis at minimum.
* If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Employees who choose not to participate in the Return to Work program may become ineligible for workers’ compensation benefits and, in some cases, refusal to participate may be a basis for termination. Unpaid Family Medical Leave will apply upon refusal and disability benefits will cease.

**F) IMMIGRATION LAW COMPLIANCE**

Trenton Forging Company is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees must complete the Employment Eligibility Verification Form I-9, and provide a valid driver’s license and social security card, or a valid passport, as supporting documentation that establishes identity and eligibility for employment. This information will be entered on the Department of Homeland Security’s website, E-Verify. This website gives immediate feedback on whether the employee is legally authorized to work in the United States.

**G) SOCIAL SECURITY NUMBER PRIVACY & PROTECTION OF PERSONAL INFORMATION**

To ensure the confidentiality of our employees’ Social Security Numbers (SSN), no employee may acquire, disclose, transfer or unlawfully use the SSN of any employee.

Internal access to employee SSNs is restricted to employees with a legitimate business need for the information. Therefore, we will not publicly display full social security numbers. If verification is required by law or for in-house posting, the last four (4) digits of the employee’s social security will be used.

Employee SSNs may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Therefore, they will be included:

* in applications, enrollment forms, and during orientation when completing legal forms;
* to establish, amend, or terminate an account, contract, or policy;
* to confirm the accuracy of the SSN, i.e. annual censuses for benefits.

All personnel files that contain this information will be kept under lock and key. Any discarded documents containing employee SSNs must be shredded.

**H) CONFIDENTIALITY POLICY**

Payroll information, medical and employee records, customer lists, strategic plans, sales and marketing information, research and development, or any information of a proprietary nature is to remain confidential.

Protecting our Company’s information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the Company’s confidential business with anyone who does not work for us.

PERSONNEL FILES. We maintain a personnel file on each employee. These files are the property of Trenton Forging Company. Because this information is highly confidential and we respect your privacy, only persons with legitimate business reasons will be allowed access to personnel files. These files will be kept for seven (7) years after an employee leaves Trenton Forging Company.

Upon written request, employees will be allowed to review their personnel records up to two (2) times per year during normal business hours. If a review of the file would require an employee to take off from work, the company must provide some other reasonable time for a review. The record may be copied and a reasonable fee may be charged for duplicating the personnel record. If there is a disagreement as to the information in the record, employees may ask to have it corrected or removed and may submit a statement to Human Resources explaining their position. Such statement will become part of the file.

HIPAA FILES. HIPAA law requires that health information on each employee be kept separate from personnel files. Therefore, hearing tests, pre-employment examinations, random drug screens, etc., will be kept in separate HIPAA files and will always be kept on file, even after the employee leaves Trenton Forging Company.

**I) YOUR CELL PHONE AND YOUR JOB**

Having your cell phone at work can be handy, but it can also be very disruptive in the workplace. The sound of multiple ring tones going off during the workday is very distracting. Even if your cell phone is set to vibrate, when you receive a call you will be tempted to see who it is and be distracted once again. Additionally, taking calls during a meeting is not only inappropriate, it is rude and a clear signal that you are not 100% focused on work; instead, you find an outside caller more important.

Therefore, cell phone usage will not be permitted during the normal course of business, including meetings.

Cell phone usage includes: making and receiving phone calls, testing, responding to voice mails, texting, using any internet web applications / games, playing music, or using any phone utilities (calculator, calendar, etc.). If anyone is found using their cell phone during normal business hours within the factory, he / she will be subject to disciplinary action, up to and including termination.

When you are on break or at lunch, you may check your phone / text messages and contact friends / family. You must be in a break room or outside when using your cell phone. No cell phone usage will be allowed on the factory floor, unless you are given special permission (on a case by case basis) to carry a cell phone that has been approved by management. Supervisors will be informed by management regarding which employees have been given special permission.

Supervisors and managers are expected to set a personal example in the strict adherence to and enforcement of this policy.

1. **NON-SOLICITATION & DISTRIBUTION OF MATERIALS**

Our Company believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. Therefore, solicitation and distribution of any type of materials, goods, etc. is not allowed in work areas at any time.

For the purpose of this policy, solicitation includes, but is not limited to, collection of any debt or obligation, raffles of any kind or chance taking, the sale of merchandise or business services, or the attempt to sell any product or service, i.e. selling or collecting for Tupperware, Avon, churches, schools, Girl Scout cookies, etc. Solicitation is permitted as long as it is limited to the employee’s break and lunch time, and kept out of active working areas.

Inappropriate prohibited literature includes: material that violates the company’s non-harassment and discrimination policies, items of a defamatory nature, items that include threats of violence, and unprotected literature of a political nature that is highly inflammatory and likely to disrupt facility discipline and order or safety.

Nothing in this policy is intended to restrict an employee’s statutory rights.

1. **INTERNET USAGE & MONITORING**

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling, and downloading files for personal use is strictly prohibited. The time you spend on the internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly.

Management reserves the right to search and / or monitor the Company’s internet usage and the files / transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications they send and receive by the internet will be disclosed to management. Employees should not assume that communications they send and receive by the internet are private or confidential.

Violation of this policy may result in disciplinary action up to and including discharge.

1. **TOBACCO-FREE CAMPUS**

Effective March 12, 2009, Trenton Forging Company became a smoke-free, tobacco-free campus. This applies equally to all employees as well as to our customers and visitors.

Employees may smoke or “chew” off the premises during break times and at lunch. Since you must leave the campus to smoke or “chew”, you must clock out prior to leaving, and then clock back in upon your return. Break times are 15 minutes, paid by the Company twice daily. Please refer to Section IV, Lunches & Breaks, for further information.

You must also clock out when leaving the campus for lunch (unpaid). This includes smoking at lunch. Employees who leave the property and do not clock out will be subject to disciplinary action, up to and including termination.

1. **DRESS POLICY**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. Whether or not your job responsibilities place you in direct customer contact, you represent the company with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the company, to the public and to fellow employees.

1. **NO DATING POLICY**

Trenton Forging Company recognizes that the workplace is often where today’s employees meet their future spouse or partner. Therefore, the purpose of this policy is not to prevent employees from fraternizing with each other outside of the workplace – a sense of teamwork and camaraderie can be a very positive outcome of such relationships. What Trenton Forging Company is prohibiting with this policy is a romantic relationship between a manager and a reporting staff member. This will prevent favoritism, avoid misunderstandings, protect the Company from possible sexual harassment claims, prevent a misuse of authority, and avoid the loss of morale that may occur.

Failure to follow this policy may result in disciplinary action, up to and including termination.

1. **IF YOU SHOULD LEAVE US**

Should you decide to leave your employment with us, we ask that you provide your supervisor with at least two weeks’ advance notice. If the employee terminates the employment relationship, it is asked that they complete a “Quit Slip,” a form stating it is the employee’s decision to leave the Company.

All Company property, including all uniforms and keys, must be returned upon termination. Otherwise, the Company may take action to recoup any replacement costs and / or seek the return of Company property through legal recourse. It is the Company’s policy that any paychecks processed after your last day of work will be mailed to you.

You should notify the Company if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

***IV. Benefits***

1. **HOLIDAYS**

Our Company normally observes the following holidays during the year:

 New Year’s Day

 Memorial Day

 Independence Day

 Labor Day

 Thanksgiving Day

 Christmas Day

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Full-time employees are eligible for paid holidays after completing their introductory period. Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their supervisor.

1. **LUNCH & BREAKS**

The Company provides a half hour (1/2) unpaid lunch each day. If you leave the premises for lunch, you must clock out.

Breaks are not required by law. There may be times during heavy production that you may need to forego a break. The Company will normally grant breaks to employees throughout the day, usually during lower production times. These two (2) 15-minute breaks may be taken on or off the premises. If you leave the premises, you must punch out. Most departments have their own break rooms that have refrigerators. You are encouraged to use these break rooms if you remain on campus during your lunch / breaks. Be respectful of other’s personal property in the break room(s), including lunches, snacks, clothing, etc.

A reasonable accommodation for a lactation break will be made for female employees who are breast feeding their babies. This will be taken concurrently with other break periods already provided. The Company will make a reasonable effort to provide a private room in close proximity to the employee’s work area. Please contact Human Resources if you need this accommodation.

1. **PAID TIME OFF (PTO)**

All full-time employees are eligible for Paid Time Off (PTO). PTO is calculated according to your anniversary date as follows:

* After completing one (1) year of employment, you will receive 40 hours of PTO on your anniversary date.
* At the beginning of the calendar year in the 2nd year of your employment, you will receive 40 hours of PTO (not on your anniversary date).
* At the beginning of the calendar year in the 3rd year of your employment, you will receive 80 hours of PTO (not on your anniversary date).
* At the beginning of the calendar year in the 4th year of your employment, you will receive 80 hours of PTO (not on your anniversary date).
* At the beginning of the calendar year in the 5th year of your employment, and each calendar year thereafter, you will receive 120 hours of PTO (not on your anniversary date).

PTO may be taken in increments of 4 hours or 8 hours only. PTO will not be paid out in lieu of taking the actual time off. Up to 40 hours of PTO may be carried over into the following calendar year, and must be taken by June 30 of that following year. Any carryover PTO not used by June 30 will be forfeited.

Using the Plex system, all requests for PTO should be submitted to your manager, preferably one week in advance. When possible, PTO periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority in scheduling PTO.

Salaried, exempt employees are entitled to an additional 40 hours PTO each year. This will be pro-rated in the first calendar year of employment.

Upon termination of employment, any earned but unused PTO will be paid out.

1. **JURY DUTY**

After completing one year of employment, full-time employees summoned for jury duty are paid the difference between their normal rate of pay and the jury duty rate of pay for up to two weeks. Thereafter, full-time employees summoned for jury duty are granted an unpaid leave in order to serve. Should you have to serve more than two weeks on duty, you may take unpaid time off. Employees must provide the Company with a copy of the court payment records in order to be compensated.

As soon as you are summoned for jury duty, notify your supervisor.

Part-time and temporary employees summoned for jury duty will be granted an unpaid leave in order to serve.

1. **MILITARY LEAVE**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued PTO may be used for this leave. Military orders should be presented to your supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Company unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment as soon as possible.

1. **WITNESS LEAVE**

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify your supervisor of the need to take witness leave as far in advance as possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**G) VICTIMS OF CRIME LEAVE**

The Company will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime or employees who are representatives of victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the Company reasonable notice that leave under this policy is required.

**H) BEREAVEMENT LEAVE**

After completing the introductory period, full-time employees will receive three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, parents-in-law, brothers, brothers-in-law, sisters, sisters-in-law, children (including step-children), grandchildren, grandparents, and grandparents-in-law.

Employees must provide the company with verification to receive paid time off for bereavement. Employees on PTO will not also be paid for bereavement.

1. **FAMILY MEDICAL LEAVE (FML)**

The maximum amount of time an employee may take in a 12-month period of time is 12 weeks. (Exception: To care for a covered service member, the combined leave entitlement is 26 weeks).

To be eligible for Family Medical Leave, you must:

* have worked at least 12 months for the company in the preceding seven years,
* have worked at least 1,250 hours for the company in the preceding 12 months, and
* currently work at a location where there are at least 50 employees within 75 miles.

Family Medical Leave may be taken for the following reasons:

* birth of a child, or to care for a newly-born child (up to 12 weeks);
* placement of a child with the employee for adoption or foster care (up to 12 weeks);
* to care for an immediate family member (employee’s spouse, child, or parent) with a serious health condition (up to 12 weeks);
* the employee’s own serious health condition that makes the employee unable to perform his/her job duties (up to 12 weeks);
* to care for a covered service member with a serious injury or illness related to certain types of military service (up to 26 weeks), OR
* to handle certain qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on duty under a call or ordered to active duty in the Uniformed Services (up to 12 weeks).

Definition of a “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. The continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments.

Definition of a “covered service member” is a member or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, and is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

The term “serious injury or illness” means an injury or illness incurred by the member in the line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating or one that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. With regard to veterans, the injury or illness may manifest itself before or after the individual assumed veteran status.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

The 12-month period in which 12 weeks of leave may be taken is the 12-month period measured forward from the date Family Medical Leave begins. For leave to care for a covered service member, the company calculates the 12-month period beginning the first day the eligible employee takes FML to care for a covered service member and ends 12 months after that date. FML for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

FML may be taken in a single block of time, intermittently (in separate blocks), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Spouses who work for the same employer are entitled to a combined 12 weeks total for bonding with a healthy child after birth, adoption, or commencement of foster care, or for caring for an employee’s parent with a serious health condition. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company’s operations

You may choose, or the Company may require you, to use accrued paid leave (i.e. PTO) concurrently with some or all of your Family Medical Leave. In order to substitute paid leave for Family Medical Leave, an eligible employee must comply with the company’s normal procedures for the applicable paid-leave policy, for example, use call-in procedures, give advance notice, etc.

If you have elected a group health plan through Trenton Forging, the Company will maintain coverage during your Family Medical Leave on the same terms as if you had continued to work. You must make arrangements to pay your share of health plan premiums while on leave. The Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Family Medical Leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Additionally, every effort will be made to ensure your position, or a position comparable to the one you had prior to your leave, when you return from your leave.

You must use whatever PTO you may have towards your Family Medical Leave.

You will need to complete forms that can be obtained from Human Resources, including confirmation from a physician. All Family Medical Leave must be approved by the Company prior to the leave taking place. Any additional information on Family Medical Leave may be obtained from Human Resources.

1. **MEDICAL INSURANCE**

Full-time employees may enroll in a single, two-person, or a family contract after completing their introductory period. Information and enrollment forms may be obtained from the Human Resources Manager.

Enrollment forms must be completed and turned into Human Resources within the first 30 days of employment. Insurance will become effective the first of the month following 60 days of employment.

To assist you with the cost of this insurance, our Company pays a portion of the contract. You are responsible for paying the balance through payroll deduction.

You may not make any changes to your medical insurance until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or your spouse’s discharge from employment. A change in election due to a change in family status is effective the following month.

1. **DENTAL INSURANCE**

Full-time employees may also enroll in single, two-person, or a family contract after completing their introductory period. Once again, enrollment forms must be completed and turned into Human Resources within the first 30 days of employment. Insurance will become effective the first of the month following 60 days of employment. The employee is responsible for paying the full cost of the premium.

You may not make any changes to your dental insurance until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Please refer to Human Resources for additional information.

1. **VISION INSURANCE**

You and your dependents will have the opportunity to enroll in a voluntary vision program that has minimal co-pays (if you use a Davis Vision provider) for eye exams, lenses, frames, and contact lenses. All insurance premiums are paid solely by the employee through weekly payroll deduction.

1. **HEALTH SAVINGS ACCOUNT (HSA)**

If you choose a **medical** health plan through Trenton Forging Company, a health savings account will be set up for you. The Company will contribute to this account weekly and the amount deposited varies on whether you chose single OR two person / family coverage. The money in this HSA account is yours to keep, very much like a debit account. If you leave the Company this is your account to take with you. These funds can only be used for qualified medical expenses. You can use these monies to pay for insurance deductibles and out-of-pocket medical expenses on your medical, dental and vision plans. Any unused money will continue to earn interest and any unused money will roll over to the next year.

You also have the option to contribute to your HSA account. This will be set up as a weekly deduction from your paycheck, pre-taxed, and you may contribute any amount you want.

Please refer to the Employee Enrollment booklet for a full explanation of what is considered qualified medical expenses.

1. **SECTION 125 PLAN**

Our Company offers a pretax benefits contribution option for employees known as a Section 125 Plan. This allows you to make contributions toward premiums for medical, dental, and vision insurances, and health savings accounts on a pre-tax basis, rather than after-tax basis. Your premium contributions are deducted from your gross pay before income tax and Social Security is calculated.

If you elect any of the above mentioned plans, you will be automatically enrolled in the Section 125 plan.

**O) AFFORDABLE CARE ACT**

Beginning in 2014, the health care reform law (Affordable Care Act) created a new type of online marketplace for purchasing health insurance coverage. This marketplace is referred to as a Health Insurance Marketplace, or an Exchange. You are not required to purchase insurance coverage through the Marketplace. Trenton Forging Company will be continuing to offer health coverage, and the Company plans offered are deemed affordable and meet the minimum value requirements established.

During new hire orientation, you will receive a packet of information to help you understand your health insurance coverage options. If you purchase coverage through the Marketplace, you may be eligible for a federal subsidy that lowers your monthly premiums or reduces your cost sharing. However, to receive these federal savings, you cannot be eligible for health plan coverage through Trenton Forging Company that is affordable and provides “minimum value.”

More information on the health care reform law and the Marketplace is available at [www.healthcare.gov](http://www.healthcare.gov/).

**P) COBRA**

You and your covered dependents will have the opportunity to continue medical, dental and vision benefits for 18 months upon leaving the Company. Under certain circumstances, you may continue coverage(s) up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and your covered dependents would otherwise end due to your death. Coverage may continue as follows:

* Your employment terminates, for a reason other than gross misconduct; or
* Your employment status changes due to a reduction in hours; or
* Your child ceases to be a “dependent child” under the terms of the medical plan; or
* You become divorced or legally separated; or
* You become entitled to Medicare.

In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The Company’s benefits agent will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage. For any additional information, contact Human Resources.

**Q) LIFE INSURANCE**

Eligible employees will be enrolled in our Company’s group life insurance plan. It is designed to help you plan for your family’s financial needs in the event of your death. Full-time employees qualify for this benefit after completion of their introductory period. The Company pays life insurance worth $15,000 in coverage for each full-time employee. You have the option of purchasing additional life insurance for yourself, your spouse, and your dependents. You must complete and turn in the enrollment paperwork to Human Resources within the first 30 days of your employment.

**R) RETIREMENT PLAN**

Our Company provides eligible employees with a 401(k) retirement plan. This plan is intended to be used in combination with your Social Security benefits and personal resources to provide you with supplemental income upon retirement. When you contribute to the retirement plan, your contributions will be made with pre-tax dollars through payroll deduction..

You must complete one (1) year of employment to be eligible to participate in the 401(k) plan. At your anniversary, you will receive a copy of the Summary Plan Description. This document contains the details of the 401(k) plan including eligibility and benefit provisions. If you have any questions regarding this plan, please contact Human Resources.

**S) SUPPLEMENTAL INSURANCES**

You may purchase additional insurances through AFLAC to supplement your medical and life insurance policies. The AFLAC representative will make arrangements to meet with employees at Trenton Forging Company throughout the year. These insurances vary, and the employee is responsible for 100% of the premium costs. Most premiums will be made with pre-tax dollars using the Section 125 plan. Additionally, many of these supplemental plans offer partial wage payments while off on Family Medical Leave.

**T) EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Employee Assistance Program provides employees with confidential, personal and web-based support on a wide variety of important and relevant topics, from stress management, dependent / elder care, nutrition and fitness to legal and financial issues. Unlimited telephone consultations with an EAP counselor, referrals to local counselors with up to three (3) sessions at no charge, a website featuring planning tools, and free consultations with financial and legal professionals are included in this free, confidential benefit for every employee.

**U) EMPLOYEE BONUSES**

Employees may receive bonuses from time to time. These are based on individual merit, the Company’s profitability, and any other factor(s) deemed significant by the Company. Whether or not bonuses are granted is at the sole discretion of the Owner / President of the Company.

Additionally, quarterly attendance bonuses may also be received by hourly non-exempt employees when they have perfect attendance - no tardiness, no leaving early, no failed clocking in or out, no absences other than PTO. Currently, for every month of perfect attendance, the employee will receive $100.

**V) TUITION ASSISTANCE PROGRAM**

To encourage professional development, our Company offers a tuition assistance program.

Full-time employees are eligible to participate in this program after completing one year of employment. Your application for tuition assistance must be made and approval received prior to registration for the course. The Company pays 100% tuition only reimbursement upon a passing grade of at least a 3.0, and will be reimbursed to the employee after we receive a copy of the transcript. Costs for books, etc. are not covered in this program.

To enroll in the tuition assistance program, complete the Tuition Assistance Approval form that you can obtain from Human Resources. This form must be approved by your Supervisor, Human Resources and the Controller.

For further information, contact the Human Resources Manager.

**W) TOOL PURCHASE PROGRAM**

Employees may purchase tools that are needed for their position with a payroll deduction plan. The limit is $300 per order. No other order can be placed until the current one is paid in full. The employee may elect payroll deduction over a six (6) week period of time to pay for the tools. The purchased items will remain the property of Trenton Forging Company until the amount of the purchase is paid in full by the employee. At that time the employee will receive a receipt showing “Paid in Full” and the items will become the property of the employee.

If at the time of an employee’s quit / termination the items are not paid in full, the Company reserves the right to withhold any additional amounts due from the employee’s final paycheck and / or uniform deposit fund. If the paycheck / uniform deposit does not cover the full amount due from the employee, the Company has the option of retaining the property and refunding any amounts that had previously been paid by the employee.

**X) UNIFORMS**

The Company pays for half the cost of uniforms for hourly employees. These costs vary depending on the quantity and type of uniforms purchased. A deposit is required, and the amount varies depending on the type of fabric, fire resistant or cotton. To cover this deposit, payroll deductions from the employee’s paycheck will take place over 12 pay periods. The employee will be reimbursed the cost of this deposit after one year of employment. If the employee should leave the Company prior to a year, the deposit amount paid will be reimbursed after the employee’s uniforms have been turned in to the General Manager. It may take up to two weeks to get all uniforms returned and accounted for, and all costs associated with unreturned uniforms will be withheld from the employee’s last paycheck. The employee’s final paycheck will be mailed.

Uniforms are rentals only. There is a weekly cost for cleaning / renting your uniforms and the employee pays half the cost through weekly payroll deduction.

**Y) COMPANY VEHICLES**

Operators of company vehicles are responsible for the safe operation and cleanliness of the vehicle.

* Accidents involving a company vehicle must be reported to your supervisor immediately.
* Employees are responsible for any moving and parking violations and fines that may result when operating a company vehicle.
* Company vehicles may only be used for job-related travel and should be operated by the employee only.
* The use of seat belts is mandatory for all operators and all passengers of company vehicles.

**Z) TRAVEL / EXPENSE ACCOUNTS**

The Company will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required. The following business expenses will be reimbursed:

* Travel expense
* Automobile / mileage
* Lodging
* Tips
* Business meals (in accordance with our per diem rates – please verify with the Controller); excludes room service

An expense report must be completed and approved by your supervisor to be reimbursed.

**AA) PARKING**

Free parking is available to all employees. You are required to park within designated areas. Your area manager will direct you on where to park within your first week of employment.

The Company is not responsible for loss, damage or theft of your vehicle.

***V. SAFETY***

1. **EACH EMPLOYEE’S RESPONSIBILITY**

Safety can only be achieved through teamwork at our Company. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

* Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slight, you must inform your supervisor immediately.
* The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of or being under the influence of alcoholic beverages or illegal substances on the Company’s property is forbidden.
* Adjust, use, and repair machines and equipment only if you are trained and qualified.
* Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
* Understand your job fully and follow instructions. If you are not sure of the safe procedure, don’t guess; ask your supervisor.
* Know the locations, contents, and use of first aid and firefighting equipment.
* Wear personal protective equipment in accordance with the job you are performing.
* Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.
* When operating machinery or when near moving machinery, hair below collar length must be in a hairnet, or completely tucked under a cap. No jewelry or very loose clothing may be worn on the factory floor.
* If the employee does not purchase uniforms, he / she must wear shirts with sleeves, i.e. no tank tops or muscle shirts, etc.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

1. **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Every new employee receives personal protective equipment on their first day of employment. This includes safety glasses, a helmet, and hearing protection (both earplugs and ear muffs) at no cost to the employee. Every employee must have steel-toed shoes to work in the factory and the employee is responsible for purchasing and paying for them.

The following is a list of hearing protection requirements by department, as determined by hearing tests conducted by MIOSHA. This list also includes other PPE that must be worn in each department. Ear buds are not considered safety equipment, and if you are caught wearing ear buds you may be subject to disciplinary action, up to and including termination.

Hammer Shop - **Double** hearing protection (ear plugs and ear muffs); safety glasses, helmet

 Press Room - Single hearing protection (ear plugs); safety glasses; helmet

 New Maintenance - Singlehearing protection (ear plugs); safety glasses,

Old Maintenance - **Double** hearing protection (ear plugs and ear muffs); safety glasses, helmet

Die Shop - Single hearing protection (ear plugs or ear muffs); safety glasses

Otics Room - Single hearing protection (ear plugs or ear muffs); safety glasses & helmet

Final Inspection - Single hearing protection (ear plugs or ear muffs) suggested; safety glasses

If you are just walking through a department or will be there for only a short time, you will need:

* Single hearing protection in the Hammer Shop, Press Room, Otics & Maintenance
* No hearing protection in the Die Shop or Final Inspection

As your PPE becomes worn / damaged, replacement PPE may be obtained from your Manager. Training on PPE will be conducted on the day of your orientation, and annually thereafter by your Manager.

Twice a year, the “shoe truck” will be on the premises for employees to be able to purchase steel-toed shoes. Cost for the shoes is the responsibility of the employee. Payroll deduction over a six (6) week period may be set up with Human Resources as an option to help cover the cost. If the employee is terminated from employment, the Company will withhold the remaining amount due from the employee’s paycheck and/or uniform deposit.

1. **WORKPLACE VIOLENCE**

Violence by an employee or anyone else against an employee, supervisor, or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Company property in the event someone, for whatever reason, may be unhappy with a Company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency, i.e. 911, immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated, and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the Company’s investigation, may result in disciplinary action, up to and including termination.

**D) WORKPLACE SEARCHES**

To protect the property and to ensure the safety of all employees, customers, and the Company, the Company reserves the right to conduct personal searches consistent with state law and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes, or any other possessions or articles carried to and from the Company’s property. In addition, the Company reserves the right to search any employee’s office, desk, files, locker, equipment, or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the Company and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the Company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including termination, if upon investigation they are found to be in violation of the Company’s security procedures or any other Company rules and regulations.

**E) GOOD HOUSEKEEPING**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work and your materials organized and in good order at all times. Report anything that needs repair or replacement to your supervisor. Additionally, follow the 5S housekeeping methodology. Remember, “there is a place for everything, and everything in its place.”

**Appendix A – SOP A01 Safety & Housekeeping**

We will enforce the following rules for safety and housekeeping throughout the plant.

* Everything must be stored in its proper place. Don’t leave tools, bottles, cans, rags, wood blocks, dies, bars, etc. laying around!
* Steel containers and crates are not for trash. Trash should be deposited in trash cans; returnable bottles & cans do not go in the trash.
* Forging flash goes in flash hoppers only. Scale goes in scale hoppers only.
* Since there is no smoking on the premises, there should be no cigarette butts on the factory floor!
* Used rags must go into the gray cabinets located in each department.
* Oil spills and leaks must be cleaned up immediately and disposed of properly.
* Clean up after yourselves at sinks, tables, showers, etc.
* Steel chips and turnings must be cleaned up and put in steel scrap hoppers.
* Proper tagging is crucial. Dispose of old tags properly.
* Die shims must be stored in the proper location. Old unusable shims should be scrapped accordingly.
* Forgings must not be left under boxes or around or under presses.
* Spare parts storage must be organized and all parts labeled properly.
* Steel scrap containers are for steel scrap only. Steel only!

Remember, poor housekeeping is a safety violation. Points will be given to offenders.

1. **NO WEAPONS IN THE WORKPLACE**

Possession, use, or sale of weapons, firearms, or explosives on work premises; while operating Company machinery, equipment or vehicles for work-related purposes; or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

**G) CONTROLLED SUBSTANCES AND ALCOHOL**

Trenton Forging Company has vital interests in ensuring a safe, healthy and efficient working environment for its employees, co-workers and the customers it serves. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the Company the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to doctor’s orders and the doctor advised the employee that the substance does not adversely affect the employee’s ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal or unauthorized substances and alcohol in the workplace including: on Company paid time, on the Company premises, in Company vehicles, or while engaged in Company activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at Company-sponsored functions or activities.

Your employment or continued employment with the Company is conditional upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including termination.

Consistent with its fair employment policy, the Company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The Company offers an employee assistance program (EAP) where confidential consultation is available free of charge for initial telephone calls. The employee is encouraged to use this EAP program, a free and confidential benefit to the employee. EAP will give referrals to rehabilitation and other measures consistent with the Company’s policies and applicable federal, state, or local laws.

The Company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks, or other suspected areas of concealment, as well as an employee’s personal property when the Company has reasonable suspicion to believe that the employee has violated this substance abuse policy. This policy represents management guidelines. For more information, please speak to your supervisor.

**Random Drug/Alcohol Testing.** Trenton Forging Company reserves the right to randomly select employees for drug/alcohol testing. This testing is performed at a clinic, with a 10 panel drug test and alcohol screen. The clinic sends the drug tests to a laboratory, and the results may take up to 72 hours. All results are given to the employee and to Trenton Forging Company. If an employee tests positive for these tests, they will be terminated from employment with Trenton Forging Company.

**H) SEVERE WEATHER PROCEDURES**

Severe Thunderstorms

If the weather forecast is for severe thunderstorms, all employees should be notified. All outdoor objects should be secured, and hi-los, parts containers, etc. should be brought indoors. Close all exterior doors and stay indoors until the severe weather has passed.

Lightning

If caught outdoors:

* Stop all outdoor activity and seek shelter indoors
* If you are unable to seek shelter indoors, seek shelter in a vehicle, ditch, or depression in the ground.
* Avoid all power lines, metal fences, open water, isolated trees, steel racks, or any electrically conductive object.

Indoors:

* Operations using any flammable liquids must cease and all containers sealed.

Tornadoes

* Seek shelter in a substantial structure. All external structures of light construction should be evacuated. This means your car, too.
* Avoid all exterior walls, windows, doors, and areas with a long unsupported roof span.
* Stay clear of high piles or storage rack areas, flammables, or any other hazardous interior areas.
* Seek a small reinforced room in the lowest level of the building, such as a locker room or closet, with no windows.

**Examples: Inspection Office bathroom, Front Office bathroom, Inspection locker room, Male Supervisors locker room, Quality Office bathroom or storage room, Press Room bathroom, or the Hammer Shop Office closet, kitchen, or bathroom.**

* Crouch low to the ground. Continue wearing all protective gear such as hardhats, safety glasses and ear plugs.
* If time does not permit relocation, seek shelter under heavy objects such as desks or workbenches.
* Do not emerge until given the all clear by the General Manager, Controller, President or CEO.
* Do not get in your car. Do not attempt to outrun the tornado.
* If caught outside, seek shelter in a ditch or depression. Lie face down and cover your head with your hands.
1. **Accident Reporting**

Every work-related injury / accident must be reported immediately to your supervisor, regardless of severity.

A designated safety team member and / or the employee’s supervisor will conduct an investigation and submit a completed Accident Report form within 24 hours of the incident. The purpose of the investigation is to find out the cause of the accident / injury, not to assign blame. The completed signed report, by the employee and the employee’s supervisor, will be forwarded to the Human Resources Department who in turn will notify the Company’s workers compensation provider.

The safety manager will review each injury during the monthly safety meeting. If there are any corrective actions suggested or required, an assessment will be completed as soon as possible. Any changes to procedures, training, machine maintenance / guarding, etc. will be implemented and documented. Outstanding corrective actions will be reviewed at the monthly Safety Meetings. If the accident / injury occurred due to a violation of Company policy and / or a complete disregard for safety, disciplinary action will be taken, up to and including termination.

It is important to remember that the purpose of an accident / injury investigation is to find accident / injury causes so that similar incidents may be prevented by physical or mechanical improvement, or employee training.

Failure to report any injury / accident will result in disciplinary action.

**RECEIPT OF EMPLOYEE HANDBOOK & EMPLOYMENT AT-WILL STATEMENT**

This is to acknowledge that I have received a copy of the Trenton Forging Company Employee Handbook and I understand that it contains information about the employment policies and practices of the Company. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the CEO / President of the Company in a signed written contract, the Company reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions to the Employee Handbook will be in writing and will be signed by the CEO / President of the Company. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESS OR IMPLIED – WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.**

I understand that this Employee Handbook refers to current benefit plans maintained by the Company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the PTO Policy in this Employee Handbook

 Initials \_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the Human Resources Manager or another member of management.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_