



Since 1965

EMPLOYEE HANDBOOK & CODES OF CONDUCT

A handwritten signature in black ink, appearing to read "Brent Goerz". The signature is fluid and cursive, with a long, sweeping tail.

Approved by: Brent Goerz, President & CEO
March 23, 2026

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TO FREDERICK'S MANUFACTURING LLC

Welcome to Frederick's Manufacturing LLC We believe this is a great place to work and we sincerely hope that you will feel the same way. As an employee you are an important part of our business.

OUR MISSION IS:

1. To provide our customers with:
 - A) The highest quality machined products and Fabrication meeting our client's expectation with Quality, Schedule, and Service
 - B) World-class customer service throughout the sales, manufacturing, and delivery process.
2. To provide our employees with a safe, productive and challenging experience in a friendly, professional atmosphere.

QUALITY THAT MEETS OR EXCEEDS OUR CUSTOMER'S EXPECTATIONS.

You are the key to reaching these goals. We hope that your association with Frederick's Manufacturing will be a happy and successful one.

This handbook has been prepared to inform all personnel of Frederick's Manufacturing LLC's employee policies and procedures. If you have any questions, please contact your immediate Supervisor.

The Employee Policy Handbook does not represent, nor is it meant to represent, an employment contract between Frederick's Manufacturing LLC and its Employees, either by intent or implication. All employees of Frederick's Manufacturing LLC are employees "at will" and may be terminated at any time and for any reason. At-will employment simply means that the relationship between employer and employee can be terminated at any time, by either party, for any reason or no reason at all. An employer can terminate an employee without giving a reason and, likewise, the employee can quit for any reason or no reason at all.

Management reserves the right to revise, add to, or delete any policy, procedure, guideline, or employee benefit, without notice, as deemed necessary for the efficient operation and maintenance of Frederick's Manufacturing LLC and its facilities.

The task of handling personnel records and related personnel administration functions at Frederick's Manufacturing LLC has been assigned to the Human Resources Department. Questions regarding benefits, wages, and interpretation of policies may be directed to that department by email to hr@ccisolutions.ca.

1. Your Personnel File

Keeping your personnel file up-to-date can be important for your pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Human Resources Department as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Number of dependents
5. Marital status
6. Change of beneficiary
7. Status of driver's license
8. Exemptions on your W-4 Federal Withholding Tax Form.
9. Exemptions on your L-4 State Withholding Tax Form
10. Emergency contact information
11. Legal Immigration Status ... INS Form I-9

It is important that this information be kept up to date, by you, to protect your benefits.

It is your right to see the information which is kept in your own personnel file. You may request and receive copies of all documents that you have signed. Please request these copies, in writing, to hr@ccisolutions.ca.

Employment Classifications

At the time you are hired, you are classified as either: full-time, part-time, or temporary labor. Unless otherwise specified, the benefits described in this Handbook apply only to full-time employees. All other policies described in this Handbook and communicated by Frederick's Manufacturing LLC apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, refer to your employment offer.

2. Full Time Employees

An employee who has successfully completed the ninety (90) day Probationary Period of employment and who constantly works more than thirty (30) hours per week is considered a full-time employee.

3. Part Time Employees

An employee who **constantly works** less than thirty (30) hours per week (less than 30 hours a week, averaged over a 90-day period), is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for Benefits described in this Handbook, except to the extent required by provision of state and federal laws.

4. Temporary/Intern Employees

Frederick's Manufacturing LLC hires some employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee (intern). The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary/intern employee, please understand that you are not eligible for benefits described in this Handbook, except to the extent required by provision of state and federal laws.

5. Probationary Employees

All employees will be placed on probationary status from day (1) to ninety (90) days after hiring. During this time, you will receive training and experience. Your supervisor will formally evaluate your work performance throughout your training and at the end of the ninety (90) days. If your job performance and work habits are satisfactory, an offer of regular full or part-time employment will be made. If your work or work habits are unsatisfactory, we may find it necessary to replace you. Your employment may be ended at any time during the ninety (90) day probationary period without notice or cause. While you are on your probationary period you will **not** be eligible for Benefits except your medical/dental/insurance package.

6. "Non-Exempt" and "Exempt" Employees

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

Note: See "Wage & Salary Policies" in the "Compensation & Performance" section of this Handbook for a full description of overtime payment policies.

Exempt employees are Supervisors, Executives, Professional Staff, Technical Staff, Outside Sales \Representatives, Officers, Directors, Owners, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.

7. Anniversary Date

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

8. "At Will" Employment

All employment and compensation with Frederick's Manufacturing is "at will". This means that your employment can be terminated, without cause or notice, at any time, at the option of either Frederick's Manufacturing or yourself, except as otherwise provided by law. Job Descriptions, Task & Duty Lists or Offer Letters are not contracts or implied contracts, they are a description and clarification of duties and responsibility.

9. Business Hours

Our regular operating hours for administrative personnel are 8:00 AM to 5:00 PM Monday through Friday. For Operations personnel's operating hours are determined by the amount of work that has to be completed, and your supervisor will determine the start and stop time each day. We are currently working from 5:00 AM to 5:00 PM schedule Monday through Friday for the day shift. For Operations personnel, you will be on call, you are expected to arrive and be prepared to work on time and fit for duty. Chronic tardiness and un-communicated absenteeism are not acceptable. No showing to work will result in disciplinary action up to and including termination. Chronic tardiness due to traffic conditions or weather are not acceptable.

Regular exempt employees are expected to work a minimum of a (50) hour work week.

10. Confidential Information

As an employee of Frederick's Manufacturing LLC, you will have access to confidential information. All company records, customer information, payroll and pricing information and processes and in some cases even the name of the Customer must be kept strictly confidential. You will be required to sign a confidentiality statement as a condition of employment. Failure to comply with the confidentiality regulations at Frederick's Manufacturing LLC is considered a serious offense and may result in the termination of your employment.

11. Conflict of Interest

While you are employed by Frederick's Manufacturing, we require that you do not moonlight or work for other companies that compete with our core customer base, without prior approval from the Vice President or General Manager. Please submit your request, in writing, to the manager. Soliciting our customers for your benefit on your time will not be tolerated. We expect that any other work that you perform will have to be arranged around your schedule here at Frederick's Manufacturing.

As an employee of Frederick's Manufacturing, your primary responsibility is to this company. Since we serve multiple industries it is essential that employees treat information about our Customers and Work, with absolute confidentiality. Additionally, employees' personal relationships should in no way compete with or compromise, the company's interests. The following guidelines, when strictly adhered to, will help you avoid situations where a conflict of interest could occur:

1. Do not accept bribes, personal gifts, or other personal favors of value from Customers or Vendors, which are offered to sway your decision whether to do business with them. If they want to offer a gift after doing business with us, suggest something that can benefit the company or division and run it by the owners.
2. Do not divulge internal, confidential information to any one outside of your immediate Supervisor, including and especially other employees.
3. Cooperate with Management in resolving any possible conflict situations.

By observing these guidelines, you will protect yourself and the company from difficulties and/or legal repercussions, which naturally result from a conflict of interest.

12. Customer Relations

The success of Frederick's Manufacturing LLC depends upon the quality of the relationships between Frederick's Manufacturing LLC, our employees, and our Customers. Our customers' impression of Frederick's Manufacturing LLC and their interest and willingness to visit us is formed by the people who serve them. You are Frederick's Manufacturing LLC ambassador. The more goodwill you promote, the more

our customers will respect and appreciate you, and Fredricks Manufacturing LLC products and services.

Here are several things you can do to help give Customers and the general public a good impression of Frederick's Manufacturing LLC

1. Act professionally and deal with Customers in a courteous and respectful manner.
2. Always communicate pleasantly and respectfully with other employees.
3. Follow up on orders and questions promptly, provide business like replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take considerable pride in your work, keep busy and enjoy doing your very best.

These are the building blocks for your and Frederick's Manufacturing LLC's continued success. Thank you for your support.

13. Equal Employment Opportunity

Frederick's Manufacturing LLC subscribes to a policy of Equal Employment Opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, weight, height, or status as a veteran.

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

It is the policy of Frederick's Manufacturing LLC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Frederick's Manufacturing LLC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment based on a physical or mental disability. Frederick's Manufacturing LLC also, will make reasonable accommodation, whenever possible, for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Equal Employment Opportunity notices are posted on appropriate employee bulletin boards as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted if any person believes he/she has been discriminated against.

Management is primarily responsible for ensuring that Frederick's Manufacturing LLCs. Equal Employment Opportunity policies are implemented, but all members of the staff

share the responsibility by assuring that their personal actions are nondiscriminatory and that all policies are effective and apply uniformly to everyone.

Any employees, including officers, involved in discriminatory practices will be subject to termination.

14. Former Employees

Our company is constantly in need of good employees. You were hired because we believed that you are one of the best. Therefore, should you leave our employment in good standing, we certainly do not want to close the door on rehiring. Reemployment will be based on the individual's qualifications for open positions. Rehires will be considered probationary employees for benefit purposes.

15. Violence & Harassment Prevention Policy

Fredericks Manufacturing LLC recognizes the potential for workplace violence, harassment, and other aggressive behavior directed at our employees. We will not tolerate behavior from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes our employees and will take whatever steps are appropriate to protect our employees from potential hazards associated with workplace violence. We are committed to providing our employees with an appropriate level of protection from the hazards associated with workplace violence. Management will ensure, so far as is reasonably practicable, that no worker is subjected to violence/harassment in the workplace. Fredericks Manufacturing LLC will take corrective action respecting any person under the employer's direction who subjects a worker to violence.

Management Responsibilities

Management will:

- Inform employees if they are working in an area where there is a potential for violence/harassment and identify any risks that are specific to that area.
- Inform workers who may be exposed to the risk of violence of the nature and extent of the risk. This includes providing information related to the risk of violence from persons who have a history of violent behavior and whom workers are likely to encounter during their work.
- Ensure that appropriate procedures are in place to minimize the risk to our employees from violence/harassment. Management is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence/harassment.
- Ensure that employees are trained in recognizing and responding to situations involving workplace violence/harassment.
- Ensure that every reported incident of workplace violence/harassment is investigated and potential areas for improvement are identified.
- Ensure corrective action is taken respecting any person under the company's

direction who subjects another worker to harassment.

- Inform employees they have the right to file a complaint.

Employees Responsibilities

- Employees are required to be familiar with and follow the procedures that are in place to protect them from workplace violence/harassment.
- All employees must participate in the instruction of workplace violence/harassment prevention.
- Employees are required to immediately report all incidents of workplace violence/harassment to their supervisor.
- Employees are also responsible for participating in work site hazard assessments and implementing controls and procedures to eliminate or control the associated hazards of violence/harassment.
- No employee can be penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures for addressing situations involving workplace violence/harassment.

Definitions

Violence, whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. It is any act in which a person is abused, threatened, intimidated, or assaulted in his or her employment. Workplace violence includes:

- Verbal abuse – condescending connotation in language, swearing or insults
- Verbal or written threats – any expression of an intent to inflict harm
- Physical attacks – kicking, shoving, pushing or hitting
- Threatening behavior – destroying property, throwing objects or shaking fists.

Harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes:

- conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- sexual solicitation or advance but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site.

Examples of workplace violence include but are not limited to, rumors, pranks, escalated arguments, vandalism, sabotage, theft, physical assault, psychological trauma, anger-related incidents, rape, arson, and murder.

Workplace violence can not only occur in the traditional workplace such as the office and jobsites but also at work related functions such as conferences and social events related to work.

Harassment does not include any reasonable action that is taken by Fredericks Manufacturing LLC, a manager or supervisor employed or engaged by Fredericks Manufacturing LLC, relating to the management and direction of workers or the place of employment.

Fredericks Manufacturing LLC will make every effort to ensure that no employee is subjected to harassment at any of our places of employment. Our management is committed to keeping this policy and to see that no employee causes or participates in the harassment of another employee. Fredericks Manufacturing LLC believes that all our employees have the right to work in an environment free from all forms of harassment.

Procedures

- There is a possibility of violence/harassment from a client, co-worker, or a third party.
 - In case of any threatening situation or concern that a threatening situation is arising, leave the area. Report the situation to the General Manager. A decision will be made whether to report the incident to the police.
 - In case of a threat being made, leave the area at once and call 911 and report the incident. Also notify the General Manager as soon as possible.

If physical violence occurs in any of the above situations, leave the area at once and call 911 for assistance.

Risk Assessment

A risk assessment for violence/harassment is performed on an annual basis or when a new issue arises at the workplace, the representative at the workplace, or when there is no committee or representative, the workers at the workplace. Results of the assessment will be conveyed to the employees at the regular staff meetings. We believe the potential risk of injury to workers from violence/harassment arising out of their employment may always be present.

The annual risk assessment includes the consideration of:

- Previous experience in that workplace (statistics for prior years),
- Current employees' behaviors and history,
- Occupational experience in similar workplaces, and
- The location and circumstances in which work will take place.

If the annual or site-specific risk/hazard assessment indicates an elevated risk of injury to our workers from violence/harassment, a site/job task specific procedure, policy and

work environment arrangements to eliminate or minimize the risk to workers from violence and harassment must be developed.

Control measures that have been put in place to reduce the likelihood of workplace violence/harassment include training employees, ensuring doors stay locked (when applicable), lighting, emergency response procedures, and working alone procedures.

How potential hazards will be identified and communicated to staff

Hazard assessments on workplace violence/harassment will be completed on an annual basis or when a new issue arises. Results of the assessment will be conveyed to the employees at the regular staff meetings.

Managing the Risk of Violence

At Fredericks Manufacturing LLC, we will not send you into a situation where there is a threat of violence. Any workers who have been observed or reported being violent will be dismissed on confirmation from an investigation.

Complaints should be verbally communicated to your supervisor. To minimize the risk of violence in a situation that is escalating you must stay calm. Do not confront the person who is getting violent. Leave the area and call for assistance from the General Manager or 911.

How to investigate and document incidents of workplace violence

All incidents of workplace violence/harassment will be documented on the Incident Report and Investigation Form. Management with assistance from HR, supervisor, and/or manager is responsible for investigating the incident to determine the causes and to identify how to prevent future occurrences.

The support available for victims of workplace violence

All workers who are exposed to workplace violence/harassment will be advised to consult with a health care professional for treatment.

Disclosure of Information

Fredericks Manufacturing LLC will not disclose the name of a complainant or an alleged harasser, or the circumstances related to the complaint to any person except where disclosure is necessary for the purpose of investigating the complaint or taking corrective action with respect to the complaint or required by law.

The complainant and alleged harasser will be informed of the results of the investigation as soon as practicable after the event. Often this will be with both parties at one time, in situations where the complainant is scared or intimidated, the discussions may be kept separate.

Policy Review

A review of the policy will be done at the earliest of the following:

- when an incident of violence/harassment occurs;
- if the joint work site health and safety committee or the health and safety representative, if applicable, recommends a review of the plan;
- when there is a change to the work or work site that could affect the potential for violence or harassment to occur
- reviewed at least every 3 years

This policy is not intended to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.

16. Probationary Period

Each employee of Frederick's Manufacturing LLC begins their time with the company with a Probationary Period. The length of this introductory period begins with the first day of work, day one (1) and lasts ninety (90) consecutive days. This probationary period is a try-out time for both you, as an employee, and Frederick's Manufacturing LLC as an employer. During this time, Frederick's Manufacturing LLC will evaluate your suitability for employment, and you can evaluate Frederick's Manufacturing LLC as well. At any time during this Probationary Period, you may resign without any detriment to your work record. If, during this period, we decide for any reason you do not measure up to our standards, we may release you.

Weekly, your supervisor will evaluate your performance with you and offer suggestions for improvement and before the end of your Probationary Period your supervisor will have discussed your overall job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the discussion, you are encouraged to give your comments and ideas as well. The evaluation at the end of your probationary period is not a wage review, those are done annually or if when your performance is clearly above the rate you are currently receiving.

Part-time employees, who are satisfied with their probationary period and are being granted full-time employment will be eligible for benefits. Full-time employees are eligible to participate in the Company's medical and insurance benefit plans effective the **first day of the month following their date of hire.**

Please understand that completion of the Probationary Period does not guarantee continued employment for any specified period, nor does it require that an employee be discharged only for "cause." Refer to the "At Will" statement above.

A former employee who has been rehired after a separation of more than 30 days from Frederick's Manufacturing LLC is considered a Probationary Period employee upon rehire.

17. Non-Compete Agreement

New employees may be required to sign a Non-Compete Agreement prepared by our attorneys as a condition of employment. This agreement will be in force only while you are employed with Frederick's Manufacturing LLC

18. Outside Activities

Activities undertaken outside of working hours are generally a personal matter, except where such activities negatively impact the Company's reputation, standing within the community, or business interests. Employees must not misuse their position with the Company to solicit or divert business from Company customers for personal gain.

Employees are strictly prohibited from engaging in side arrangements with Company customers, diverting sales opportunities, or misappropriating the Company's or its customers' proprietary information, including but not limited to prints, drawings, or other confidential materials, during the course of their employment.

Any unauthorized use, disclosure, or theft of Company or customer property or confidential information may result in disciplinary action, up to and including termination of employment, and may be subject to further legal action where appropriate.

Upon the conclusion of employment, individuals are free to compete with the Company in the open market, provided they comply with any ongoing confidentiality or legal obligations.

19. Proof of US Citizenship / Right to Work

Federal regulations require that:

- 1) Before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form and
- 2) All applicants who are hired need to present unexpired documents of identity and eligibility to work in the US.

These unexpired documents and forms must be completed prior to receiving your first paycheck.

20. Security Checks

Frederick's Manufacturing LLC retains the right to inspect all packages and parcels of any type before entering and leaving our premises.

21. We Need Your Ideas

There may be areas in Frederick's Manufacturing LLC operations that can be improved. These could be in service, production methods, equipment, communications, safety, ways to reduce costs, losses, and/or waste, or other improvements. Please give us the benefit of your unique experience and thoughts. Also, make sure to document your innovative or money-saving ideas and have them placed in your personnel file (include dates, detailed descriptions of your contributions, estimates from the accounting department regarding cost savings or profits generated, etc.) - these may favorably affect your wage, salary, or promotion reviews.

22. Standards of Conduct

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

23. Drug and Alcohol Policy (Separate Addendum)

Fredericks Manufacturing LLC is committed to providing a safe, healthy, and productive work environment.

This Policy is in addition to and does not replace the **Health, Safety & Environment Policy** related to Drugs and Alcohol.

The following are prohibited during work hours for all employees while they are on Company premises or elsewhere on company business:

- The use, possession, distribution and/ or the offering of sale of illegal drugs or prohibited substances
- The use, possession, distribution and/ or the offering for sale of beverage alcohol (Note: in the event Fredericks Manufacturing LLC is hosting an event, where alcoholic beverages may be available, as indicated below, use is allowed contingent upon the terms listed below)
- The use and/ or possession of prescribed medications not authorized for personal use
- Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behavior, a manager must be notified. This is especially important when workplace safety is at risk

- Reporting for work under the influence of any illegal drugs or prohibited substances
- No alcohol or other drugs are to be consumed any time prior to commencing work or at break times, if this may impair the employee's ability to perform their required duties.

24. Events

From time to time, Fredericks Manufacturing LLC may host events within the offices, or other locations, at which alcoholic beverages may be available. During these events:

- Alcohol consumption is expected to be done responsibly and in moderation
- Complimentary non-alcoholic beverages will always be available
- Food will be available
- Alternative transportation will be provided
- It is expected that all individuals act safely and responsibly

Employees who violate the provisions of this policy may be subject to disciplinary action up to and including termination of employment.

25. Unacceptable Activities

We expect each person to always act in a mature and responsible way. To avoid any confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Frederick's Manufacturing LLC. If you have any questions concerning any work or safety rules, or any of the unacceptable activities listed, please see your supervisor for an explanation.

Discipline will be administered fairly and equally to all employees. We are listing offenses in two (2) main categories, **Serious Offenses** and **Infractions**, to provide employees with a fair understanding of what they can expect if they violate certain policies or procedures. It is not possible to list every conceivable infraction. However, the two (2) areas listed should provide a guideline as to what discipline may apply for situations not listed. Facts surrounding termination will be made a part of the employee's record and may be shared with prospective future employers when reference calls are received.

Serious Offenses - (Possible Dismissal for First Offense)

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- * Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to Frederick's Manufacturing LLC's efforts to operate profitably.
- * Willful violation of security or safety rules or failure to observe safety rules or Frederick's Manufacturing LLC's safety practices or tampering with Frederick's Manufacturing LLCs. safety equipment, guards, or tools.
- * Negligence or any careless action that endangers the life or safety of another person.
- * Being intoxicated or under the influence of controlled substance drugs or use of prescription medication that may impair work performance or be a safety issue, while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises. Medications prescribed by a physician that may impair work performance or pose a safety issue must be authorized by a supervisor in writing prior to the resumption of your regular duties. All medications prescribed to you by a physician which may impair your work or your performance or give false readings on a drug test that are not registered with the General Manager and Health and Safety Manager may result in termination.
- * Possession of firearms, weapons, or explosives on company property.
- * Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing Frederick's Manufacturing LLC; fighting, or horseplay or provoking a fight on company property, or negligent damage of property.
- * Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help on a special assignment.
- * Threatening, intimidating, or coercing fellow employees on or off the premises - at any time, for any purpose.
- * Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, Customers, suppliers, or visitors in any manner.
- * Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment or product for personal profit.
- * Dishonesty; willful falsification or misrepresentation on your application for employment or other work records.
- * Violating the non-disclosure agreement; giving confidential or proprietary Frederick's Manufacturing LLC customer's information to competitors or other organizations or to unauthorized Frederick's Manufacturing LLC employees; working for a competing business while a Frederick's Manufacturing LLC employee; breach of confidentiality of personnel information.
- * Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.

- * Immoral conduct or indecency on company property.
- * Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- * Any act of harassment, sexual, racial, or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- * Sleeping on the job, loitering or loafing during working hours.
- * Obscene or abusive language toward any Supervisor, employee, or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
- * Driving a Company Vehicle in an unsafe manner, willful disregard of the legally posted speed limits or legally posted roads signs. The office receiving a phone call from a concerned citizen because of reckless driving will be considered unsafe usage of company property and will be investigated. Being cited by a police officer for any unsafe practice in a company vehicle will be considered unsafe driving.
- * Misuse of company computers regarding email, Chat Rooms or the Internet with regard to sexually explicit or harmful communications is expressly prohibited. The computers and office equipment are for company business only and may not be used for personal pleasure. Your email, telephone conversations and internet use may be monitored by Frederick's Machine at our sole discretion. You may not download anything onto your computer without the written approval of the owners.

Infractions – (Progressive Discipline)

The following infractions are of the nature that by counseling the employee or with various forms of discipline (such as reprimands or change of shift) the employee may correct their actions or conduct. Records will be made of disciplinary actions in the event a reference is necessary. The handling of these violations of company rules and procedures will depend upon the employee's prior employment performance and the circumstances relating to the offense. All employees are subject to disciplinary action for violation of any rule or regulation.

- * Excessive use of company telephone, for personal calls.
- * Use of computers, email, chat rooms, or internet for personal enjoyment.
- * Excessive use of business time for non-business purposes.
- * Smoking in restricted areas, or at non-designated times.
- * Creating or contributing to unsanitary conditions.
- * Failure to report an absence or late arrival.
- * Excessive absence or lateness.
- * Irregular attendance.
- * Failure to immediately report damage to, or an accident involving company equipment.
- * Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during

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

- * Failure to maintain a neat and clean appearance in terms of the standards established by your supervisor; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.

Action Taken for violation of company policy will include:

1st violation: verbal warning.

2nd violation: written warning.

3rd violation: final warning and suspension for a week, cannot use, (sick or vacation).

4th violation: may result in termination of employment.

Frederick's Manufacturing LLC Reserves the right to escalate the actions taken for violating company policies upon its own discretion based on each individual violation.

26. Wage & Salary Policies

It is Frederick's Manufacturing LLC desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair, and equitable. wages and salaries will vary according to experience and company performance and in compliance with all applicable statutory requirements.

You are employed by Frederick's Manufacturing LLC Inc. and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide independent contractor.

27. Deductions From Paycheck (Mandatory)

Frederick's Manufacturing LLC, like all employers, is required by law to make certain deductions from your paycheck. Among these are your federal, state, and local income taxes and your contribution to Social Security. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information, you provide on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to your supervisor immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments (if you have such attachments it is mandatory that you provide current addresses for all payments to be made to the Supervisor in a timely manner), payments

will be explained whenever Frederick's Manufacturing LLC is ordered to make such deductions.

Note: See "Wage Assignments (Garnishments)" later in this section for further information.

28. Error In Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, please contact payroll@ccisolutions.ca or the Controller immediately. The necessary steps will be taken to research the problem and make any necessary corrections immediately.

29. Pay Periods

Employees will be paid weekly through direct deposit, based upon the banking information the Employee provided upon hire. It is the responsibility of the Employee to notify Payroll at payroll@ccisolutions.ca of any changes to this information. If the pay date falls on a holiday, Employees will be paid on the last workday prior to the holiday. Employees are responsible for notifying Payroll of any changes to the email address on file. Paystubs will be available for viewing and downloading through our HRIS system, for which all Employees will be given private personal accounts.

30. Deductions

The Employee's pay stub reflects deductions required by law, deductions for group benefit premiums, or deductions specifically authorized in writing by the Employee.

31. Reporting Time Pay - Inclement Weather & "Acts of God"

Salaried employees may not be paid when work is not available due to circumstances not within Frederick's Manufacturing LLC control; the following are examples of such circumstances.

- Operations cannot commence or continue due to threats to employees or property or when recommended by civil authorities.
- Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system. During this time simple maintenance duties may be performed.

- The interruption of work is caused by an "Act of God" (inclement weather, fire, flood, earthquake, hurricane, tornado, etc.) or some other cause not within Frederick's Manufacturing LLC control.

Should the shop be closed for any of the above reasons, you will be notified.

32. Termination & Severance Pay

Frederick's Manufacturing LLC expects that you will give at least two weeks' notice in the event you intend to leave our employment. Frederick's Manufacturing LLC does not pay severance pay. When you leave Frederick's Manufacturing LLC you will be paid for any unused vacation time. You forfeit any sick not taken. Your final paycheck will be adjusted for any deductions still owed to the company. If your final paycheck does not cover your debt to Frederick's Manufacturing LLC your toolbox will be held until all debt is paid to the company. All company paid benefits will be forfeited. COBRA documents will be mailed to your home address as will be your W-2's. It is your responsibility to keep the office informed of any home address changes. All final paychecks will be paid according to Louisiana Law (15 days or the next pay cycle, whichever is sooner) after separation.

33. Time Entries

By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees. This is done with the use of job time recording with the computer stations. Your entry is the only way payroll knows how many hours you have worked and how much to pay you are entitled to. Your time entry indicates when you arrived, what jobs you worked on direct time (billable), how much time was indirect time (un-billable), and when you departed. All employees are required to keep the management advised of their unscheduled departures from and returns to the premises during the workday. If you fail to make your time in or time out entry you must contact your supervisor and the controller prior to close of business or immediately the next morning or you may face loss of pay for those hours missing.

YOU are responsible for the accuracy of your time entries. Frederick's Manufacturing LLC employees are paid every week for a total of 52 pay periods in the calendar year. The pay period begins at 12:00am on Sunday morning and ends at 11:59pm on the Saturday of each week concluding the pay period.

Tampering with another's time entry is cause for disciplinary action, including dismissal, of both employees. Do not clock in or out for another employee ever. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your supervisor immediately.

34. Wage Assignments (Garnishments)

Whenever court-ordered deductions are to be taken from your paycheck, you will be notified. You must provide up-to-date, accurate information for the distribution of any court ordered payments to the payroll department in a timely manner. There will be an administration charge for Frederick's Manufacturing LLC included in the garnishment deduction.

According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

35. Performance Reviews

Your supervisor will continuously evaluate your job performance. Daily interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

To avoid haphazard or incomplete evaluations, Frederick's Manufacturing LLC conducts a formal performance evaluation and wage review once a year for every employee. A performance evaluation may, however, be conducted at any time, at the discretion of your supervisor.

Probationary employees will be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities or at the request of any Supervisor.

During formal performance reviews, your supervisor will consider the following things, among others:

- Attendance, initiative, and effort.
- Knowledge of your work, current skill level, and efforts to advance your knowledge.
- Attitude and willingness to work when needed.
- Your work: quality, quantity, accuracy, rework, and scrap produced in your jobs.
- Work habits: including cleanliness and organization of your workstation and storage areas.

The primary reason for performance evaluations is to identify your strengths and weaknesses to reinforce your good habits and develop ways to improve in your weaker areas. These evaluations also serve to make you aware of, and to document, how your job performance compares to the goals and description of your job. This is a suitable time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow to achieve personal as well as work-related goals - they can recommend further training or additional opportunities for you.

In addition to individual job performance evaluations and reviews, Frederick's Manufacturing LLC periodically conducts a review of job descriptions to ensure that we

are fully aware of any changes in the duties and responsibilities of each position, and those changes are recognized and adequately compensated.

36. Compensation Reviews

Wage and salary increases are based on **merit alone**, not length-of-service or the cost-of-living. Having your compensation reviewed does not necessarily mean that you will be given an increase, and in extreme cases it may mean a decrease if your skill or performance level is not up to the wage you are currently receiving.

Frederick's Manufacturing LLC conducts compensation reviews annually, following your annual performance evaluation. Any wage or salary increases will appear in the pay period ending after the dates they are granted. Wage and salary increases may be retroactive in the case of late reviews, at the discretion of the Owners of Frederick's Manufacturing LLC

Work Schedule

The normal work week consists of five (5), twelve-hour days, although from time to time you may be required to stay and finish a job you have been working on to make a delivery date, Monday through Friday. Your supervisor will assign your schedule of daily work hours to you. All daytime production personnel will be placed on the, "on call" schedule and must be available a minimum of every third weekend. You will be notified promptly whenever a change is necessary, and you are required to be satisfied with that change. Should you have any questions concerning your work schedule, please ask your supervisor. Ask your supervisor for more information of the "on call" schedule.

37. Absence or Lateness

From time to time, it may be necessary for you to be absent from work. Frederick's Manufacturing LLC is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. For full time employees sick time and vacation days have been provided for this purpose. You are required to call and speak to your supervisor at the beginning of the shift if you are not able to attend work and did not plan in advance that you will need to be absent. **No showing to work will result in disciplinary action up to and including termination. Chronic tardiness due to traffic conditions or weather are not acceptable.** If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. They will determine when will be the most suitable time for you to be absent from your work.

If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf and be sure they talk to your supervisor.

Absence from work for three (3) days without notifying your supervisor will be considered a voluntary resignation or job abandonment.

38. Attendance

You are expected to be at your location and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your location, except for lunch and authorized breaks, until the end of your assigned work hours unless otherwise directed by your supervisor. If you need to leave work during your shift, communicate with your supervisor and let them know where you are going and how long you expect to be gone.

Be aware that excessive time off could lead to disciplinary action.

39. Excessive Absenteeism or Lateness

In general, two (2) unexcused absences in a year will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is detrimental to Frederick's Manufacturing LLC as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including termination.

40. Record of Absence or Lateness

If you are absent because of illness for two (2) or more successive days, your supervisor may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you will be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

The Supervisor will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off.

Frederick's Manufacturing LLC allows for 40 hours paid sick time per calendar year. Sick time cannot be rolled over each year, and 40 hours are the maximum you can take yearly.

41. Breaks

The normal **shop** breaks are as follows; mid morning is from 8:45AM to 9:00AM, lunch is from Noon to 1:00PM and afternoon break is from 3:00PM to 3:15PM.

42. The Benefits Package

The Company reserves the right to change, amend or discontinue any benefit plan at any time.

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction.

Frederick's Manufacturing LLC will periodically review the benefits program and will make modifications as appropriate to the company's condition and the needs of the employees.

43. Eligibility for Benefits

If you are a full-time employee [30 or more hours], and are satisfied with the 90 day probationary period, you may qualify for the benefits described in this handbook as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, only those benefits, which are required by law to be afforded to you, if you meet the minimum requirements set forth by law and in the benefit plan(s).

The Company reserves the right to change, amend or discontinue the benefit plan at any time.

Temporary employees and probationary employees are not eligible for benefits.

44. Medical Plan

Full-time employees are eligible to participate in the Company's medical and insurance benefit plans effective the **first day of the month following their date of hire**. The Company pays the full cost of premiums for **employee-only coverage**. Employees may elect coverage for eligible dependents, including a spouse and/or children (family). Premiums for dependent coverage are the responsibility of the employee and will be **deducted from the employee's weekly pay** in accordance with payroll procedures.

Upon termination of employment, life and long-term disability benefits will cease effectively on the employee's last day of work and all other benefits will terminate on the first day of the following month.

45. 401K

Frederick's Manufacturing LLC has established a 401K plan to help our full-time employees save for their retirement. On your one-year anniversary please contact Human Resources at hr@ccisolutions.ca for more information.

46. Sick Time

If an employee is unable to work due to sickness or ill health, it is the employee's responsibility to notify their supervisor immediately—at the beginning of the shift and, when possible, prior to the shift beginning. Failure to communicate your absence to your supervisor may result in the supervisor not approving sick time for the day in question and could result in disciplinary action, up to and including termination.

Upon completion of the 90 days, a full-time employee will be eligible for five (5) paid sick days (40 hours).

The company will cover up to 40 hours of paid sick time per calendar year for eligible employees. These hours will be loaded in the sick leave bank January 1st of each year, do not carry over and are not paid out. Unused sick time is not paid upon separation or termination of employment.

47. Uniforms

For shop, supervisor and sales employees, after your probationary period of (1-90) days you will have the option of having ten sets of personalized uniforms (shirts and pants) with Cintas to swap out weekly (5 + 5) or a pro-rated \$150.00 credit to Gulotta's to purchase three sets of uniforms, (shirts and pants). The \$150.00 credit is excluding tax and monogram, those we pay for. If you choose Gulotta's you will receive \$150.00 credit every year on your anniversary date for the purchase of new uniforms (shirts and pants). The credit may not be used for personal items. All Frederick's Manufacturing LLC branded items remain the property of Frederick's Manufacturing LLC and must be returned, before we will release your final check, if you leave the company for any reason.

Shop Uniforms – Cintas Uniform or Jeans, with a blue Logo button down shirt or blue Logo T-shirt & PPE.

Supervisors & Inside/Outside Sales Uniforms – to include a Logo polo collared shirt and jeans or work slacks.

48. Recognized Holidays

Frederick's Manufacturing LLC recognizes the following holidays:

New Year's Day
Mardi Gras
Good Friday
Memorial Day
Fourth of July
Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

49. Holiday Policy

We schedule all recognized national holidays on the day designated by common business practice. Should a holiday fall within a weekend, an extra day off is given, and holiday pay is paid. **You must work the day before and the day after the holiday to receive holiday pay, unless excused by your supervisor or you are on vacation.** If the Holiday falls within your approved vacation time you will not be charged a vacation day for that day. **If you are asked to work on a general holiday you will be provided with a paid day off in lieu of the general holiday that is to be used prior to any vacation at a upon approval from your supervisor.**

50. Vacation Entitlement

The Company reserves the right to change or amend the vacation benefit at any time.

Vacation is a time for you to rest, relax, and pursue personal interests. Frederick's Manufacturing LLC has provided a paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

All full-time employees are eligible for vacation.

Full-time employees are eligible for vacation after **one (1) year of employment**. Vacation balances **reset annually** and **do not carry over** from one year to the next, unless otherwise stated in this policy.

Former Fredericks Machine and Tool Shop employees who accepted a position with **Frederick's Manufacturing LLC** will have their **year-to-date (YTD) vacation balance**

carried over to Frederick's Manufacturing LLC upon hire which will fulfill the 2026 vacation entitlement.

If an employee with a carried-over the YTD balance resigns, vacation pay will be **prorated based on time worked in the year**, and the final vacation entitlement will be adjusted accordingly. Front-loaded vacation eligibility does **not** entitle an employee to the full annual amount upon separation.

If an employee has taken more vacation than their prorated YTD entitlement at the time of resignation, the employee agrees—by acknowledging this policy—that **any negative vacation balance may be deducted from final pay**.

Vacation entitlement for **2027** will be communicated through an update to this policy.

51. Vacation Scheduling Policy

Every effort will be made to approve vacation requests for the dates requested. Vacation time is granted on a **first-come, first-served basis** and must be **approved by your supervisor at least thirty (30) days in advance** of the requested time off. Approved vacation must also be entered on the vacation calendar, unless the request is due to an emergency.

If no employees are currently scheduled off and the vacation request was not submitted within the required notice period, approval of the request is at the discretion of the employee's supervisor and Vice President, who may waive the 30-day advance notice requirement.

The operational needs of the shop will determine how many employees may be approved for vacation on any given day.

Employees should **not make or pay for non-refundable travel arrangements** before receiving vacation approval and being placed on the vacation schedule. If vacation is not approved, the company is not responsible for any resulting financial loss to the employee.

Seniority will only be considered when **two employees request the same day off at the same time** and only one request can be accommodated. Once an employee's vacation has been approved and entered on the vacation schedule, **only that employee may request changes to the approved time off**. If this occurs two years in a row on the same timeline the employee granted seniority the first year will not be granted seniority the second year. Either employee may apply to the General Manager for an alternating arrangement for future years.

Vacation may not be taken for more than **six (6) consecutive business days** without prior authorization. Vacation time may be taken in **full-week increments or single-day increments**.

52. Accumulation Rights

Vacation time may not be carried over and accumulated in subsequent calendar years. Exceptions to this policy may be made in unusual circumstances, each case to be considered separately by management with final approval by the Vice President. Also, vacation may not be borrowed from next year without written approval from the Vice President.

53. Payment in Lieu of Vacation

At year end there is no carryover benefit to vacation pay and any unused vacation will be lost. Do not wait till the end of the year to put in for vacation you may find yourself in a position where it cannot be granted, because the needs of the shop prevail, and you will lose it. At the end of the year, we will not pay for unused vacation. It is a use or lose its benefit and we want you to use it. In the event of an emergency this provision may be amended by recommendation of your supervisor and authorization of the Vice President.

A word to the wise, plan your vacation now and get it approved. Do not wait till the last minute.

If you quit or are terminated, you will be paid any unused earned vacation, pro-rated based on the date of termination within the calendar year.

54. Family Leave Medical Act (FMLA)

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Frederick's Manufacturing LLC but may not wish to submit your resignation. Under certain circumstances, you may be eligible for unpaid leave of absence.

There are several types of unpaid leave, for which you may be eligible for under FMLA the (Family Medical Leave Act).

While on leave of absence under FMLA, we will continue your group health insurance benefits, for up to a maximum of 12 weeks' leave during any one-year period. If your leave extends beyond 12 weeks, you will be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

55. Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty you will be granted the necessary time off. We will pay for the first day (8hrs) of Jury duty. No payment of wages will be made after the first day. You **must** present a statement of jury service to your Supervisor and Human Resources upon completion of your service. The court issues this document.

You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day, you are not required to serve, you will be expected to return to work.

56. Military / National Guard Leave of Absence

In accordance with the requirements of law, Frederick's Manufacturing LLC will provide leave of absence and reinstatement for qualifying employees.

57. Personal Leave of Absence

In special circumstances, Frederick's Manufacturing LLC may grant unpaid leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from the General Manager A personal leave of absence must not interfere with the operations of Frederick's Manufacturing LLC

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation, sick leave, and other benefits may no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from leave at the time agreed may be considered job abandonment and may result in termination of employment.

Personal leaves of absence may be converted to FMLA if the criteria can be met.

Accepting Other Employment or Going into Business While on Leave of Absence:

If you accept any employment or go into business while on a leave of absence from Frederick's Manufacturing LLC You will be considered to have voluntarily resigned from employment with Frederick's Manufacturing LLC as of the day on which you began your leave of absence.

58. Workers' Compensation

The Louisiana Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by Frederick's Manufacturing LLC Shop. This law was designed to provide you with benefits for any injury which you may suffer in

connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

What Is Workers' Compensation?

Before Workers' Compensation, an injured worker had to sue his employer to recover medical costs and lose wages. Lawsuits took months and sometimes years. Juries and judges had to decide who was at fault and how much, if anything, would be paid. In most cases, the injured worker got nothing. It was a costly, time-consuming, and unfair system. If you are unable to work because of a job injury, Frederick's Manufacturing LLC Shop and our Workers' Compensation Insurance carrier work together to take care of your medical expenses and pay you money to live on until you can come back to work - automatically, without delay or red tape.

Who Is Covered?

Every Frederick's Manufacturing LLC employees are protected by Workers' Compensation while on the job and working for the company.

What Is Covered?

Any injury is covered if it is caused by your job - not just serious accidents, but even first-aid type injuries. Illnesses may also be covered if they are related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital, which would be covered. The main question is whether the injury or illness is the result of the performance of your job.

When Am I Covered?

Coverage begins the first minute you are on the job and continues anytime you are working for Frederick's Manufacturing LLC you do not have to work a certain length of time, and there is no need to earn any minimum amount of wages before you are protected.

What Are the Benefits?

Louisiana law guarantees you three kinds of workers' compensation benefits:

- **Medical care to take care of the injury, including not only doctor bills, but also medicines, hospital costs, fees for lab tests, x-rays, crutches and so forth** - There's no deductible and all costs are paid directly by our workers' Compensation Insurance carrier. If you do receive a bill, be sure to submit it to the Supervisor for payment by our insurance carrier.

- **Rehabilitation services necessary to return to work** - Sometimes this is just an extension of medical treatment (for example, physical therapy to strengthen muscles). However, if the injury keeps you from returning to your usual job, you may qualify for vocational rehabilitation and retraining, too. Again, all costs are paid directly by Frederick's Manufacturing LLC Shop through our Workers' Compensation Insurance carrier.
- **Payments for lost wages** - The most common kind of payment, for "temporary disability," will be made, if the doctor says you are unable to work. Additional payments may be made after you are able to work if there is a permanent handicap - for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be paid to surviving dependents.

How Do I Get Benefits?

All injuries, no matter how slight, **must** be reported **immediately** to your supervisor to ensure consideration under Workers' Compensation Insurance, should complications develop later. Your supervisor will see that you receive medical attention.

Tell your supervisor what, where, when, and how it happened - enough information so that he or she can arrange medical treatment and complete the necessary reports. In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish your supervisor with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key. Benefits are automatic, but nothing can happen until Frederick's Manufacturing LLC knows about the injury. Protect your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

How Much Are the Payments?

Payments consist of two-thirds of your average weekly wage, up to a maximum amount set by the State Legislature. The amount of the payments, when, and how they are paid, is regulated by State law.

Workers' Compensation is tax-free. There are no deductions for state or federal taxes or Social Security.

When Are the Payments Made?

If you report the injury promptly, you should receive the first compensation check within 14 days. After that you will receive a check every two weeks until the doctor says you are able to go back to work. For extremely serious injuries, the payments may continue for life.

What If There's a Problem?

Fortunately, most claims are managed routinely. After all, Workers' Compensation benefits are automatic, and the amounts are set by the Legislature. But mistakes and misunderstandings do happen. If you think you have not received all benefits due to you, please contact your supervisor.

If you are not satisfied with your Supervisor's explanation, set an appointment with the Controller, if you're still not satisfied set an appointment with the Owner, if this still does not satisfy you get advice from the nearest office of the State Division of Industrial Accidents. If the problem still cannot be resolved, it may be necessary to file an "Application for Adjudication" with the Workers' Compensation Appeals Board. That is the State agency, which reviews cases where an injured worker believes he or she has not received what is coming to him or her.

The Appeals Board is a court of law. You can represent yourself, of course, but you may want to hire an attorney. If you do, the fee will be deducted from any benefits awarded you by the Appeals Board. If it is necessary to go to the Appeals Board to resolve your case, be sure to do so within one year from the date of the injury, or one year from the date of your last medical treatment. Waiting longer could mean losing your right to benefits.

How can I lose this benefit?

If it is found, by the medical facility, that you were under the influence of **drugs or alcohol**, as defined by our Drug & Alcohol policy, when the accident occurred you will be ineligible for Workers Compensation Benefits and the cost of any medical treatment you received and the cost of the drug test will be your responsibility.

Other Benefits

If the injury is serious - one where you will not be able to work for a year or more - you may be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration or discuss your situation with the claims representative of Frederick's Manufacturing LLC Workers' Compensation Insurance carrier.

Employees returning to work after being absent, due to an injury, must report to the controller prior to beginning work, and must bring a doctor's clearance for returning to duty.

59. Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of

your weekly wages to the trust fund from which benefits are paid. As your employer, Frederick's Manufacturing LLC is required to deduct this amount from each paycheck you receive. In addition, Frederick's Manufacturing LLC matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

60. Cell Phones

Company Cell Phones.

Key personnel as identified by management will be issued company cell phones to be used for business purposes only. They are to be used for business only. Do not use them for personal calls.

Personal Cell Phones.

Personal cell phone usage in the shop areas is prohibited. If you have an emergency going on at home let your supervisor know and he will give you permission to carry your phone into the shop. We have three breaks each day, two 15 minutes and one 1-hour lunch break use your personal phones during these times.

Cell phone usage when driving company vehicles.

Operating a mobile device while driving is prohibited. If you get a call while you are driving, safely pull off the road and answer it. If you need to call the office, safely pull off the road and make the call.

- The definition of a company vehicle should include those employees that use their personal vehicle for company business, when leasing or renting a vehicle for company business, and when using a company vehicle for non-company activities; allow taking company vehicle back and forth to work.
- Accidents incurred while the employee driver is using a cellular phone may be preventable, and the employee driver will be subject to disciplinary action up to and including termination.

61. Communications

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

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Frederick's Manufacturing LLC methods of communication, including this Employee Handbook, discussions with your

supervisor, memoranda, staff meetings, computer e-mails, web site, training sessions, etc.

62. Department Meetings

Your supervisor will schedule mandatory department meetings. It is your responsibility to be at these meetings on time. They give you and your fellow workers a chance to receive information on Frederick's Manufacturing LLC events, to review problems and workable solutions, and to make suggestions about your department or your job.

63. Dress Code/Personal Appearance

It is the desire of Frederick's Manufacturing LLC not to impose overly strict dress and appearance standards. However, you will be expected to dress in a manner appropriate to your job and to maintain a neat and clean appearance. Management also reserves the right to request formal or business casual dress for all employees upon certain special occasions.

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing Frederick's Manufacturing LLC

Employees in the office are required to dress business casual. Employees should wear clothing that is comfortable and practical for work but not distracting or offensive to others. Examples of clothing which are not appropriate for the office include, but are not limited to: sandals, shorts, sleeveless shirts, beach attire, torn or dirty clothes, exercise wear, clothing that reveals too much skin or undergarments and any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

If an employee is travelling to see clients, to a job, exhibiting at or attending trade shows while representing the company in the business community, or at any company sponsored events your uniform or business casual attire should be worn. Attire must be clean, wrinkle free, tear free and shirts must have sleeves and a collar.

Employees in the shop are required to wear their company uniforms and protective personal equipment. Steel-toed shoes are required while in the shop. Hard hats and other safety gear must be worn when required.

Items with industry company logos, other than Fredericks Manufacturing LLC are not to be worn while in the shop, traveling or meeting with Clients. This includes computers, hard hats, or any other gear. Other than safety stickers or company stickers.

Before visiting a client or a potential client, ascertain the accepted dress code and dress accordingly.

Some employees are allergic to the chemicals in perfumes, colognes, and make-up, so Employees should wear these substances with restraint. employees may be asked by Human Resources to refrain from wearing these items if necessary.

If an employee is uncertain about acceptable attire for work, the employee's supervisor or Human Resources can provide guidance.

If clothing fails to meet dress code standards, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be subject to disciplinary action up to and including termination of employment.

General Appearance Don'ts

- If you wear a ball cap it needs to be facing forward unless you are a welder or helper while Phosphating and need to turn it backwards because of a face shield.
- No do-rags, bandanas, or scarves of any description.
- No pants or shirts with holes in them will be allowed at work if you come in with them you will be sent home.
- No hanging or slouching pants.
- No muscle shirts, all t-shirts must have a sleeve.
- No offensive or bad language t-shirts if you do not have a Frederick's Manufacturing LLC uniform shirt yet.
- No high heel or spiked heel shoes.
- No strong perfumes or colognes.

Frederick's Policy on Jewelry.

- No employees are to wear jewelry while operating machinery.
- No employees are to wear earrings in the shop.
- **All other visible** body piercing jewelry must be removed before entering Frederick's Manufacturing LLC shop. Examples of unauthorized jewelry are tongue studs/rings, eyebrow rings, lip rings, cheek studs, nose rings/studs etc.

64. Election Day

We encourage you to register to vote and exercise your voting privileges in local, state, and national elections. Voting must be done before or after regular working hours whenever possible. If the poles will close during your scheduled hours, you will be excused to go vote.

65. Exit Interviews

In instances where an employee voluntarily leaves our employment, Frederick's Manufacturing LLC management would like to discuss your reasons for leaving and any

other impressions that you may have about Frederick's Manufacturing LLC. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help us as well as provide insights into improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that Frederick's Manufacturing LLC management will provide another employee about you.

66. Expense Reimbursement

To be reimbursed for all authorized expenses, they must be pre-approved by management. Please submit original signed receipts only.

67. Medical Emergencies

It is particularly important that you make sure that your employment records reflect your current emergency contact in the event of a medical emergency. Changes should be made in writing with the Supervisor.

If you witness a medical emergency:

1. Summon necessary medical assistance.
2. Locate someone qualified to administer first aid, if needed.
3. Wait for help to arrive.
4. Report injuries to management, even though medical attention may not be required.
5. Report and near hits and any injuries to the Safety Coordinator as soon as possible.

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

68. Grievances

Our goal is to maintain a comfortable working environment for everybody. We do this in several ways:

- By treating each of you as an individual and encouraging your maximum development;
- By recognizing that each of you is essential to the success and growth of Frederick's Manufacturing LLC

- By maintaining direct communications with all our employees and ensuring that each one of you can speak directly and openly with our management team.

We believe that this type of communication, without interference from any outside party, is best for all concerned. Therefore, when you wish to express your problems, opinions, or suggestions, you will always find an open door and an attentive ear.

Resolving Problems

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You must take the following steps:

1. First, talk to your immediate supervisor. Your supervisor is most familiar with you and your job and is, therefore, in the best position to assist you. Your supervisor collaborates closely with you and is interested in seeing that you are treated fairly and properly. If the complaint is about your immediate Supervisor talk to your management
2. If your supervisor cannot help you resolve the issue or if your supervisor is the problem, you can speak to your General Manager who will give your issue or complaint prompt consideration.
3. If the General Manager, or you feel that the situation warrants further review, a request should be made to hr@ccisolutions.ca will ask Frederick's Manufacturing LLC's for a formal review.

69. Housekeeping

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

Please see job descriptions and tasks and duties lists for cleaning duties.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Please do not put cigarettes out on the floor or throw ashes into any container not meant for that purpose. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to management immediately.

70. Item Purchase Policy

Fredericks allows its employees to charge some items from some of its vendors and have the amount deducted from their paychecks. Such purchases must be from an authorized vendor (). The purchase must be for items that will enhance your skills and

will improve your work performance or safety. An example of these items would be tools, instruments, special work clothing, safety materials etc. As a company we are committed to helping our employees become better and safer machines. Purchases will be paid back at the following rate:

Amount Purchased	\$1 - \$99	\$100 - \$200	\$201 - \$300
Payback Schedule	1 Check	2 Checks	3 Checks
Amount Purchased	\$301 - \$400	\$401 - \$500	\$501 - \$600
Payback Schedule	4 Checks	5 Checks	6 Checks

The following criteria will be followed:

An employee must be here over 90 days and in good standing for any purchase over \$99.00 and more than one year with owner approval for any purchase over \$600. You may consider large purchases in stages when your balance reaches zero you may purchase more. All purchases must be recorded in the office with the Controller and Human Resources and Accounts Payable on the same day of the purchase. Any deviation from this policy must be authorized by one of the owners in writing before the purchase is made. If your employment is terminated for any reason the balance will be deducted from your paycheck. If your pay cannot cover the total balance the object/s that were charged they will remain here with the owners until the balance is paid in full or 30 days has elapsed. After the 30-day window, Frederick's Machine may, at its sole discretion, keep or sell the items to recover the debt. You will lose any payments you have made to Frederick's Manufacturing LLC

71. Keys

Building and office keys are given to employees whose job description and level of responsibility requires them to have or makes it advantageous for them to have keys. No employee who is in possession of keys is permitted to give keys to any other person, including other employees, or make copies of the keys. All issued keys remain the property of Frederick's Manufacturing LLC In the event of lost keys the cost of replacement will be the responsibility of the person who lost them.

72. Labor Unions

Our employees are not represented by a labor union; however, Frederick's Manufacturing LLC policy is to provide wages and benefits that compare favorably with those at other companies in our region and industry. We also strive to provide the safest and best possible working conditions for you. One of Frederick's Manufacturing LLC primary goals are to successfully meet its responsibilities to you, our employee, both as an individual, and as a contributing member of Frederick's Manufacturing LLC This is accomplished by managing Frederick's Manufacturing LLC in such a way that you will always be treated with respect and dignity. We believe every person deserves to be treated in this manner, in any situation. We also believe this principle helps make Frederick's Manufacturing LLC

is successful and, in this environment, we can work together to solve any problems that may arise.

73. Parking

Frederick's Manufacturing LLC Shop does not assume any liability for any loss or damages you may sustain while using the company parking lot.

74. Personal Phone Calls & Mail

Please keep personal phone calls to a minimum - they must not interfere with your work. You are permitted to make limited local area calls on company telephones for essential personal business with management approval. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Cell phones are permitted during breaks.

Please do not use Frederick's Manufacturing LLC as a personal mailing address or answering machine, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

75. Property & Equipment Care

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

76. Radios in the Shop

If you are a machine operator there are four critical points you need to operate your machine properly, hearing, seeing, touching, and smelling are important to use in keeping your machine operating properly and making a good part.

Small Radio's will be allowed in the shop areas only if they are kept low enough to hear your machine and not spill over to other areas. Your radio is for your enjoyment only and others may not be interested in your type of music or station.

Boom Boxes with heavy bass speakers are not allowed.

Earphones & wireless earphones/buds are not allowed as they are a safety hazard, and they insulate you from hearing your machine.

77. Providing employment references

As an employee, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the Supervisor for a response.

78. Resignation

While we hope both you and Frederick's Manufacturing LLC will mutually benefit from your continued employment; we realize that it may become necessary for you to leave your job with Frederick's Manufacturing LLC. If you anticipate having to resign your position with Frederick's Manufacturing LLC Inc., you are expected to notify your supervisor at least two (2) weeks in advance.

79. Return of Company Property

Any Frederick's Manufacturing LLC property issued to you must be returned to Frederick's Manufacturing LLC at the time of your dismissal or resignation, or whenever a member of management requests it. You are responsible for paying for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization for this purpose. All uniforms remain the property of the company.

80. Safety Regulations

Your safety, on and off work, is vitally important to your family and to Frederick's Manufacturing LLC the following rules are written and enforced to help protect everyone in the building, on Company property, and at customer sites. These may not cover every situation, but they outline most of the precautions you should follow. This does not replace the Health Safety and Environment program and policies.

- Practical jokes, horseplay, running, and fighting are forbidden.
- All personnel should wear protective equipment when required to work in designated areas that require such equipment. Safety glasses and steel-toed shoes are required by all machinists, welders, helpers, maintenance personnel, supervisors, and visitors that are in the shop areas.
- Report any known dangerous practice, faulty equipment, machines, etc. to your immediate supervisor.
- Observe speed and traffic regulations.

- Never distract, interrupt or annoy another worker unnecessarily as it may cause an accident.
- No person shall get on, or off, any truck, or other mobile equipment, while it is in motion.
- Only authorized personnel shall operate mobile equipment.
- No one shall ride trucks of the type of not normally operated.
- Personnel handling chemical or caustic materials shall wear proper protective equipment.
- All product and material shall be stacked safely, using proper procedures and never to exceed safe height.

81. Security

Maintaining the security of Frederick's Manufacturing LLC is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep all cash, be it company or personal, properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Frederick's Manufacturing LLC premises make sure that all entrances are properly locked and secured.
- All computers must be shut down completely on Friday when you leave. Do not restart the computers and leave them on over the weekend. Never download anything from the internet without written permission from the owners.

82. Smoking

You may smoke outside the shop only. Smoking is not permitted in shared areas such as the offices, break rooms, kitchen areas, and restrooms. Cigars and pipes are not allowed if they disturb any other employee.

83. Solicitations & Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time

during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and mealtimes. Employees may obtain management approval for certain exceptions to this rule.

84. Substance Abuse

The manufacture, possession, use, distribution, sale, purchase, or transfer of, or being under the influence of, alcohol or illegal drugs is prohibited while on Frederick's Manufacturing LLC premises or while performing company business.

Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public or company facilities, or where such usage could jeopardize the security of company finances or business records, or where such usage adversely affects Customers' or the public's trust in the ability of the company to carry out its responsibilities, will not be tolerated. **Employees who participate in or are suspected of involvement in off-the-job drug activity will be considered in violation of this policy.** Frederick's Manufacturing LLC reserves the right to conduct random and/or company-wide drug screening at any time, without warning.

Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who are unfit for duty may be subject to a medical evaluation, which may include drug or alcohol screening. Refusal to comply with a fitness-for-duty evaluation may result in disciplinary action up to and including termination of employment.

See Separate, Drug / Alcohol and Substance Abuse Policy and Program for further Clarification.

85. Suggestions

We encourage all employees to bring forward their suggestions and innovative ideas about how our company can be made a better place to work, our products improved, and our service to Customers enhanced. When you see an opportunity for improvement, please talk it over with administration. All suggestions are valued and listened to.

86. Theft

Frederick's Manufacturing LLC will not tolerate property theft. We consider property theft to be the unauthorized use of company products, services or facilities or the taking of any company property for personal use.

No item purchased or supplied by Frederick's Manufacturing LLC should ever be removed from company premises without express authorization. This rule applies to all company

property including, but not limited to, supplies, equipment, soft goods, compact disks, software, and computers. Before you take anything home with you get permission in writing from the appropriate person.

We are also intolerant of theft of our employees' private property. We will call the police to investigate any loss and will **fully prosecute any theft of the law.**

87. Unauthorized Possession of Company Property

The penalty for any incidence of unauthorized possession or removal of company property is immediate dismissal. All examples of unauthorized possession or removal of company property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. If you are dismissed because of unauthorized possession or removal of company property, the reason for your dismissal may be provided to any future employer that contacts Frederick's Manufacturing LLC In addition, you may be subject to prosecution.

88. Use of Company Property

Use of company property for other than company business is prohibited. The potential loss of company property and an employee make loaning it a bad investment.

89. Video Monitoring Devices, Company

For security and safety purposes we have Video Monitoring Cameras placed in locations throughout our facility. These cameras are connected to a recording device that saves data for a period. We may use this data internally for the purpose of providing a safe environment for our employees and for the purpose of determining who may be responsible for any theft of company property. We may also use any video recording to aid police in an investigation or in a court of law to prove our case.

90. Video Devices, Personal

For security purposes we forbid the unauthorized taking of pictures, with personal cell phones or personal cameras of any of our customers' or Frederick's Manufacturing LLC's. parts, prints, drawings, or programs. We have nondisclosure agreements with most of our customers. If you need to take a picture of something on Frederick's Machine's property it must be for our business only and be authorized by a supervisor.

The following are the CCI Group of Companies Information Technology policies.

When referring to CCI Group of Companies, the reference includes Frederick's Manufacturing LLC

91. Information Technology Access Control Policy

1. Purpose

The purpose of this policy is to establish direction and requirements for access to CCI Group of Companies data, information and systems, and, to ensure that users have the appropriate access levels to access information on systems and applications.

2. Scope

This policy covers access to all business processes and data, information systems and other IT resources owned or operated by CCI Group of Companies. Any information not specifically identified as the property of other parties, that is transmitted or stored on CCI Group of Companies IT resources (including e-mail, messages and files) is the property of CCI Group of Companies.

This policy applies to all employees, whether employed on a full-time or part-time basis by CCI Group of Companies as well as contractors, subcontractors and vendors (collectively referred to as "individual" and "users").

3. Policy

The following subsections outline the access control standards that constitute the CCI Group of Companies policy.

3.1 Control of Access to Information Systems

User Access to information systems and IT assets shall be authorized based on their job roles and responsibilities and according to business requirements.

Access control to information systems and services shall cover all stages in the life-cycle of user access: from granting user access, changes in access privileges based upon relevant changes, to access revocation when access is no longer required. Where possible, user policies shall be enforced by the operating system or by application system or other software.

Grant access to the system based on (1) valid access authorization from the appropriate supervisor or system owner, (2) intended system usage and (3) other attributes as required by the organization or associated missions/business functions.

Administration and generic accounts shall be strictly controlled and shall be given based on special authorizations. CCI Group of Companies shall authorize and monitor the use of guest/anonymous and temporary accounts.

Deactivate temporary accounts that are no longer required and accounts of terminated or transferred users promptly. Review access privileges for the users as well as non-user accounts periodically including roles associated with each user account.

Accounts that are inactive from a defined period must be disabled, after verification.

Development, testing and operational environments shall be separated to reduce the risks of unauthorized access or changes to the operational environment.

Event logs recording user activities, exceptions and information security events shall be produced, kept and regularly reviewed. Access to such logs shall be restricted to authorized personnel only based on job roles.

3.2 Access Control Rules

- Access shall be given by first denying access to everything, and then explicitly granting access to only the specific resources as per job needs.
- Secure logon procedures shall control access to host-based information systems. Until successful authentication, logon procedures shall reveal minimal information about the system to minimize unauthorized access.
- **Separation of Duties:** CCI Group of Companies shall
 - Separate duties of individuals as necessary, to prevent malicious activity without collusion.
 - Implement separation of duties through assigned information asset access authorizations.
- **Least Privilege:** CCI Group of Companies must employ the concept of least privilege, allowing only authorized access for users (and processes acting on behalf of users) which are necessary to accomplish assigned tasks in accordance with organizational missions and business functions.
- Any change in access privileges must again go through the formal documented access approval process. When staff change job roles within the organization, an access request must be approved by the new supervisor or line manager to permit to access the correct files and systems for the new role.
- CCI Group of Companies shall (whenever possible):
 - Display an approved system use a notification message or banner before granting access to the system.
 - Retain the notification message or banner on the screen until users take explicit actions to log on to or further access the information assets.
 - In the case of contractors, subcontractors or vendors, access should be revoked as soon as the contract ends.
 - Documented access approval and revocation requests should be retained for audit purposes.

When CCI Group of Companies allows the customer to access their systems, it will be granted based on the agreed contractual obligations. Such access shall be restricted and based on formal access requests from Customer representatives. Termination of access shall be done, if:

- The customer has violated the terms of service
- Customer contract has expired

All customer data must be anonymized upon request.

3.3 User Authentication and Secure log-on procedures

- Access to the CCI Group of Companies information systems shall be controlled using password authentication or a public/private key system with a strong passphrase.
- The initial password provided by the administrator shall be changed at first login.
- Users shall not share their password with others or shall not reveal the same to others under any circumstances. If they do so then they shall be accountable for the actions taken by the other party with the password.
- Users should not store passwords on a computer or at a place, which has public access.
- Passwords for user and administrator accounts shall be changed periodically.
- Where possible, Account Lockout shall be explicitly applied after a defined number of unsuccessful password attempts.
- Users shall be automatically logged-off from the information systems, after defined minutes of inactivity, by the system.
- At a minimum password shall be at least 8 characters long. For improved security, choose longer passwords.
- Passwords shall contain Alphanumeric and special characters (i.e. Consider using passwords containing both upper and lower case characters (e.g., a-z, A-Z) and have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&*()_+|~-=\`{}[]:~<>?,./)
- Passwords shall not be repeated whenever required to be reset.
- Users may not reuse any of their last 24 passwords.
- Whenever possible, use multi-factor authentication for remote access to production systems.
- All production system-level passwords must be part of the CCI Group of Companies IT administered global password management database.
- All applications, servers and other IT information systems shall automatically enforce the password requirements.

3.4 Privileged and System Accounts

All requests for changes/deletions/additions to a user's privileged access shall be completed through a formal access authorization process. Privileged access (this includes (but not limited to) access to root and admin accounts, service accounts, system accounts) shall be granted based on least privilege, job roles and will be restricted to users who need the elevated permissions to maintain a system or service.

Users with privileged access must have two accounts: one for normal day-to-day operations and the other for administrative duties (wherever possible). All privileged

access to administrative systems must be done via multi-factor authentication (MFA) and shall be logged and monitored.

Reviews of privileged access must be conducted by the department owner responsible for the system/service. Privileged access no longer required must be removed immediately.

All privileged access account passwords must be changed immediately in the event of employee termination or change of job roles where such access is no longer required.

3.5 Physical Access to Office premises

Physical access to CCI Group of Companies facilities shall be restricted through the use of appropriate access control and identification mechanisms such as access control readers. CCI Group of Companies shall establish a formal process for granting users with physical access to the organization's facility.

Review of physical access rights to CCI Group of Companies' information processing facilities shall be performed periodically to review the appropriateness of current access and to remove access that is no longer required.

In addition, a review of physical access logs shall be performed at a defined frequency and upon the occurrence of security incidents, where possible.

Visitors shall be escorted by authorized personnel from the CCI Group of Companies while accessing CCI Group of Companies' facilities and their entry shall be recorded either through an automated access control reader or in the visitor access log at the entrance/reception area.

92. Acceptable Use Policy

1. Purpose

The purpose of this policy is to outline the acceptable use of CCI Group of Companies' computing and network resources (IT resources) as well as other organizational assets. These rules are in place to protect the employee and CCI Group of Companies, as inappropriate use exposes CCI Group of Companies to risks including virus attacks, compromise of systems and services, and legal issues.

2. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at CCI Group of Companies, including all personnel affiliated with third parties. This policy also applies to all IT resources that are owned or leased by CCI Group of Companies.

3. Policy for Acceptable Use

3.1 General Use and Ownership

Users of CCI Group of Companies' IT Resources are expected to abide by the following guidelines that are built around the underlying principles of acceptable use of organizational assets:

- Comply with all local and applicable international laws.
- Comply with customer's contractual security obligations and requirements.
- Comply with all information security policies, regulations, procedures, and rules.
- Respect and protect the intellectual property rights of CCI Group of Companies, its customers and other users within CCI Group of Companies.
- Refrain from sharing passwords or accounts with anyone, including trusted friends or family members. Users will be held responsible for any actions performed using their accounts.
- Practice the same level of etiquette in all communication using CCI Group of Companies' IT resources as expected in non-electronic communication.
- Respect others when using CCI Group of Companies' IT resources.
- Only access files or data if they belong to you or are publicly available, or the owner of the data has permitted you to access them.
- Use corporate e-mail accounts, Internet IDs and web pages for corporate-sanctioned communications.
- Use the Internet/intranet and e-mail judiciously. The use of the Internet/intranet and email may be subject to monitoring for security and/or network management reasons.
- The distribution of any information through the Internet, computer-based services, e-mail, and messaging systems is subject to the scrutiny of the IT team and Security Team. CCI Group of Companies reserves the right to determine the suitability of this information.
- While CCI Group of Companies' IT department desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of CCI Group of Companies.
- Employees must use extreme caution and leverage their training when opening email attachments received from unknown senders, which may contain viruses or other malware.

3.2 Prohibited Usage of CCI Group of Companies' IT Resources

Following usages of CCI Group of Companies' IT Resources are prohibited. Under no circumstances, an employee of CCI Group of Companies is authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing CCI Group of Companies-owned resources.

The lists below are by no means exhaustive but attempt to provide guidelines for activities which fall into the category of unacceptable use:

- Circumvention of any security measure of CCI Group of Companies, its customers or another entity.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by CCI Group of Companies.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of copyrighted sources and the installation of any copyrighted software for which CCI Group of Companies or the end user does not have an active license is strictly prohibited.
- Reveal or publicize CCI Group of Companies' confidential or proprietary information which includes, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, databases and the information contained therein, customer lists, technical product information, computer software source codes, computer/network access codes, and business relationships.
- Visit Internet sites that contain obscene, hateful or any objectionable material.
- Make or post indecent remarks, proposals, or materials on the Internet.
- Download any software or electronic files without implementing anti-virus protection measures approved by CCI Group of Companies.
- Intentional use, distribution or creation of viruses, worms, or other malicious software.
- Operating a business, usurping business opportunities, organized political activity, or conducting activity for personal gain.
- Implying that the user is representing, giving opinions, or otherwise making statements on behalf of CCI Group of Companies without prior authorization or using CCI Group of Companies trade names, logos, or trademarks without prior written authorization.
- For business needs and based on approval, if BYOD (Bring Your Own Devices) arrangements are in place i.e. Personally owned workstations or mobile devices are used for business purposes, users shall not create or store confidential or sensitive information on personally owned workstations.

3.3 Email and Communications Activities

- Sending unsolicited email or other types of electronic messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (spam).
- Use of unsolicited emails originating from within CCI Group of Companies' networks or from other Internet/Intranet/Extranet service providers on behalf of,

or to advertise, any service hosted by CCI Group of Companies or connected via CCI Group of Companies' network.

- Solicit emails that are unrelated to business activities or for personal gains.
- Employees are expected to report suspicious email, understanding the difference between phishing, newsletters, and solicitation based on their training.

3.4 Blogging and Social Media

Blogging and using social media by employees, whether using CCI Group of Companies' property and systems or personal computer systems are also subject to the terms and restrictions outlined in this policy. Limited and occasional use of CCI Group of Companies' systems to engage in blogging or other social media is acceptable, provided that it is done professionally and responsibly, does not otherwise violate CCI Group of Companies' security policies. Blogging or using social media from CCI Group of Companies' systems is also subject to monitoring.

- As such, Employees are prohibited from revealing any CCI Group of Companies confidential or proprietary information, trade secrets or any other confidential information when engaged in blogging.
- Employees shall not engage in any blogging or social media use that may harm or tarnish the image, reputation or goodwill of CCI Group of Companies and any of its employees.
- Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or using social media.
- Employees may also not attribute personal statements, opinions or beliefs to CCI Group of Companies when engaged in blogging or using social media.
- If an employee is expressing his or her beliefs or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of CCI Group of Companies. Employees assume any risks associated with blogging or using social media.

93. Information Security Policy

1. Purpose

The purpose of this policy is to direct the design, implementation and management of an effective Information Security Program, which ensures that CCI Group of Companies' information assets are properly identified, recorded, and afforded suitable protection at all times. This document sets forth certain principles regarding the responsible use of information by CCI Group of Companies and outlines the roles and responsibilities of personnel to protect the confidentiality, integrity, and availability of CCI Group of Companies resources and data.

2. Scope

This policy covers CCI Group of Companies information and information systems including information and information systems used, managed, or operated by a

contractor or other vendors and applicable to all CCI Group of Companies employees, contractors, and other users of CCI Group of Companies information and information systems.

3. Policy Statements

- Implement and maintain the Information Security Program at CCI Group of Companies.
- Continuously improve and align Information Security Practices to global best practices and standards.
- Information Security policies shall be reviewed regularly. It shall be ensured that the employees understand the policies and abide by them.
- Security Awareness training shall be imparted regularly.
- Internal Assessments or Audits of CCI Group of Companies' Information Security Program shall be performed on a periodic basis and any gaps or findings shall be remediated in a timely manner.
- A Risk Assessment process for CCI Group of Companies' information assets shall be defined and followed. Risk reduction shall be carried out through the process of continuous improvement.
- CCI Group of Companies' information asset Inventories shall be reviewed and updated when a new asset is added.
- Business continuity plans shall be reviewed and tested. Roles and responsibilities shall be clearly defined, and all involved need to be aware.
- Information should be handled according to its criticality and sensitivity as well as with relevant legislative, regulatory and contractual requirements.
- Appropriate contacts with relevant authorities and special interest groups or other specialist security forums shall be maintained.
- Requirements for confidentiality or non-disclosure agreements reflecting the organization's needs for the protection of information shall be identified, regularly reviewed and documented.
- Detection, prevention and recovery controls to protect against malware shall be implemented by CCI Group of Companies, combined with appropriate user awareness.

4. Roles and Responsibilities

4.1 CCI Group of Companies Executive Management

Executive Management shall provide directions and management support to employees with information security responsibilities in CCI Group of Companies. Executive Management's responsibilities include:

- Defining and aligning the scope of the Information Security Program with CCI Group of Companies' business requirements and International Security Best Practices and Standards

- Ensuring that information security responsibilities have been assigned and are sufficient to comply with the Information Security Program including:
 - Overseeing the Information Security Program implementation and security improvement initiatives
 - Preparing security awareness training material and conducting periodic information security training
 - Planning and performing periodic Information Security Program assessments and communicating the results to Executive Management.
 - Performing analysis of security incidents and recommending, initiating or tracking corrective actions as applicable
- Review any reports of the Information Security Program implementation status or assessments.
- Provide guidance and oversight for Business Continuity Planning and Disaster Recovery Management for CCI Group of Companies and approve the Disaster Recovery Action Plans documented for implementation.
- Play an active role during CCI Group of Companies' Risk Assessment exercises and defining risk mitigation strategies.
- Approving CCI Group of Companies' Information Security Policies and any changes to the policies and ensuring that the overall information security posture is aligned to business requirements and risks.

5. Information Security Policies

This document along with the rest of CCI Group of Companies' information security policies define the principles and terms of CCI Group of Companies' Information Security Program as well as the responsibilities of the users and employees in carrying out and adhering to the respective program requirements.

Violations of CCI Group of Companies' information security policies may result in corrective actions and the start of a disciplinary process.

6. Communication

CCI Group of Companies shall have dedicated communication channels to ensure incidents related to personnel security or breach of policies are reported, evaluated and addressed.

Examples of incidents include, but aren't limited to:

- Breach of security policies
- Discrimination or harassment of employees
- Occupational Health and Safety hazard
- Issues with the quality of work or performance
- Inappropriate conduct in the workplace

Please see Appendix 1 for a list of contact information to report incidents.

Appendix 1

Category	Contact Person	Email Address	Phone Number
Health and Safety	Doug Schaefer	Doug.schaefer@ccisolutions.ca	403-510-6653
Human Resource/Disciplinary Actions	Amanda Schnerch	Amanda.schnerch@ccisolutions.ca	832-210-1036
Employee Feedback	Amanda Schnerch	Amanda.schnerch@ccisolutions.ca	832-210-1036
General Emergency	Call 911		

94. Incident Management Policy**1. Purpose**

The purpose of this policy is to provide guidelines to manage security incidents that threaten the confidentiality, integrity or availability of information assets.

2. Scope

The policy applies to all employees, consultants and contractors of the CCI Group of Companies. This policy is also applicable to all types of incidents (including but not limited to ones defined in this policy) related to information assets such as IT systems/services and related support systems of CCI Group of Companies.

3. Definitions

Information security event: Any occurrence related to information assets or the environment indicating a possible compromise of policies or failure of controls, or an unmappped situation that can impact security.

Information security incident: Any event that threatens the confidentiality, integrity, or availability of organization systems, applications, data, or networks. Examples of organization systems include, but are not limited to:

- Servers
- Desktop computers
- Laptop computers
- Workstations
- Mobile devices
- Network equipment

Examples of security incidents include, but aren't limited to:

- Unauthorized access
- Potential violation of CCI Group of Companies approved policies
- Potential data and privacy breach
- Intentionally targeted but unsuccessful unauthorized access
- Accidental disclosure of confidential data
- Infection by malware
- Denial-of-Service (DoS) attack
- Theft or loss of an organization system or asset
- The theft or physical loss of computer equipment
- Loss or theft of tablets, smartphones or other mobile devices
- A server known to have sensitive data is accessed or otherwise compromised by an unauthorized party
- A firewall accessed by an unauthorized entity
- A DDoS (Distributed Denial of Service) attack
- The act of violating an explicit or implied security policy
- A virus or worm uses open file shares to infect from one to hundreds of desktop computers
- An attacker runs an exploit tool to gain access to a server's password file
- Any event that affects the availability of our product or service
- Any event that compromises the contractual commitments to our clients
- Failure of information security controls with a likelihood of disrupting business operations

4. Policy

There shall be a designated individual responsible for the establishment of information security incident management within the organization i.e. overseeing incident management activities including documentation, response, escalation, resolution and analysis of incidents.

CCI Group of Companies should communicate where applicable with its employees, customers and other stakeholders when an incident that impacts them occurs, provide updates during the incident and after the resolution.

As needed, the security incidents would be reported outside of CCI Group of Companies, by a designated person nominated by senior management. Users shall not report to or discuss incidents with other users or external persons as this may affect the company's reputation or hinder the investigation.

Intrusion attempts, security breaches, theft or loss of hardware, suspicion of an incident or other security related incidents perpetrated against the organization must be reported to the incident management team (See Appendix 1 for details). All known vulnerabilities

- in addition to all suspected or known violations must be communicated in a timely manner.

The post-incident analysis must take place, as necessary, to identify the source of the incident.

All critical servers should be monitored to ensure that users only perform authorized actions and processes. Aspects to be monitored as relevant are audit trails, which record exceptions and other relevant events. Audit trails shall be kept for a defined period to assist in investigations and ongoing access-control monitoring.

Accurate computer system clocks are essential to ensure the accuracy of audit logs, which may be needed for investigations or as evidence in legal or disciplinary cases.

Learnings from incidents shall be incorporated into the CCI Group of Companies' the risk assessment process for continual improvements.

4.1 Reporting an Incident

Any breach of information security policies must be reported as soon as possible.

Users should immediately report all incidents pertaining to information security with the below information at a minimum:

- Incident Date/Time
- Type of Incident
- Description/ Incident details
- Incident Location
- Contact Details

4.2 Handling an Incident

The designated individual for handling security incidents will decide as to whether an incident needs to be "handed" over and dealt with by departmental representatives, where appropriate, or whether the incident needs to be escalated to senior management.

Representatives looking into security breaches will be responsible for updating, amending and modifying the status of incidents. The root cause of the incident must be analyzed for taking necessary steps to prevent a recurrence.

Appendix 1

Contact details for incident reporting

Incident Category	Contact Person	Email Address	Phone Number
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Physical and Environmental	Doug Schaefer	Doug.schaefer@ccisolutions.ca	403-620-2154
IT and Security	Rob Sheasgreen	Rob.sheasgreen@ccisolutions.ca	403-869-9151
Data Breach and Privacy	Rob Sheasgreen	Rob.sheasgreen@ccisolutions.ca	403-869-9151
General Emergency	Call 911		

Acknowledgement Page to follow.

Receipt & Acknowledgment of Frederick's Manufacturing LLC Employee Handbook

This Employee Handbook is an important document intended to help you become acquainted with Frederick's Manufacturing LLC. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because of the general business atmosphere of Frederick's Manufacturing LLC and economic conditions are always changing; the contents of this Handbook may be changed at any time at the discretion of Frederick's Manufacturing LLC. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on Frederick's Manufacturing LLC

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Frederick's Manufacturing LLC Employee Handbook.

- I have received, read, understand, and returned, to the office, a copy of the Frederick's Manufacturing LLC. Employee Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Frederick's Manufacturing LLC at any time. This handbook will be available, from the office, for my use at any time at my request.
- I understand further that my employment is terminable at will, by Frederick's Manufacturing LLC or myself regardless of the length of my employment or the granting of benefits of any kind, including but not limited to profit sharing benefits, which provide for vesting based upon length of employment.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Owners of Frederick's Manufacturing LLC
- I am aware that during my employment confidential information will be made available to me, i.e., product designs, marketing strategies, customer lists, pricing policies, and other related information. I understand that this information is critical to the success of Frederick's Manufacturing LLC and must not be given out or used outside of Frederick's Manufacturing LLC. Frederick's Manufacturing LLC employees. In the event of termination of employment, whether voluntary or involuntarily, I hereby agree not to utilize or exploit this information with any other individual or company.

- I understand that, should the content be changed in any way, Frederick's Manufacturing LLC may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements and current Frederick's Manufacturing LLC Employee Handbook is available to view at my request.

Name (First & Last)

Signature

Date