



Team Member Handbook

Revision "P" - Effective March 1, 2010

Congratulations...

and welcome to M & M Manufacturing, Inc.

We are pleased that you have joined our team. Since this is probably your first look behind the scenes of our business, this handbook will tell you a little bit about us.

You will not be expected to know how we do everything around here from the start, so be patient. A portion of the skill and coordination required to do your job right can be learned, and we have excellent equipment and personnel to help you be a successful member of our team.

This handbook has been developed to help you become familiar with some of the various aspects of your employment here. It is a general summary of our personnel practices at the time it was written, and will answer many of your questions about how to make your work experience rewarding and pleasant.

I want to encourage you to see yourself as a valuable member of our team, because that is precisely what we are committed to helping you become.

My best wishes for your success,

Kenneth Statton

President

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1. WHAT THIS JOB CAN DO FOR YOU

We do not want to mislead you - this is an interesting, but demanding job. However, you can expect more than hard work and a paycheck. As an employee here, each day brings rewarding new experiences and opportunities and with dedication and training, you will:

Learn how to plan and use your time to better advantage

Get excellent practical experience in dealing with people

Learn useful skills, such as quality control, precision machining, equipment maintenance, cost reduction, motivation, and self-improvement, become organized

Have the opportunity to gain the necessary experience to become a leader or manager

Make new friends

2. PERSONNEL POLICY

The contents of this booklet are intended neither to constitute nor imply an employment contract, but simply to explain the normal policy and procedures under which our company operates. M & M Manufacturing does not guarantee anyone employment for any specific duration nor for any specific hours per week. Employment with this company is at will for an indefinite period unless terminated at any time by the employee or by the company. Any individual hired by this company may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time and for any reason. However, loyalty and cooperation between company and employee is an important factor in the success of this company.

3. OUR PRACTICE

- TO CAREFULLY SELECT AND HIRE on a nondiscriminatory basis, the best-suited men and women to staff our positions.
- TO PROMOTE FROM WITHIN those deserving employees identified through our training programs, and provide a program of self-improvement so that all employees may have an opportunity to prepare themselves for possible advancement.
- TO PROVIDE WAGES AND SALARIES that are consistent with job performance, and to provide pay scales that give recognition to the difference in skills and responsibilities required.
- TO PROVIDE SAFE WORKING CONDITIONS by maintaining an orderly operation, and by developing and encouraging practices that will promote both the health and safety of employees.
- TO PROVIDE STEADY WORK through careful planning by management to minimize the effects of business cycles; and to control, insofar as possible, the need for layoffs.
- TO PROVIDE FOR OPEN DISCUSSIONS if an employee has complaints or problems, and to assure prompt correction of conditions which are shown to be improper.
- TO IMPOSE DISCIPLINE FAIRLY if required, and to impose it on a corrective basis to encourage an employee to improve performance.

4. EMPLOYMENT PRACTICES

As a requirement for employment, you are to complete an application, provide accurate, complete, and satisfactory references, and submit a Social Security number and other legally required documents where required. The falsification of any of this information is grounds for immediate dismissal.

5. EMPLOYMENT OF FRIENDS AND RELATIVES (NEPATISM)

M & M Manufacturing is committed to the fair employment and career opportunities of all employees. Employment of friends and relatives of present employees is not permitted at this time. However, there are currently family members of Ownership employed at the time of the revision adoption and are grandfathered in.

6. EMPLOYEE STATUS & PROBATION PERIOD

M & M Manufacturing has two classifications for employees, full time and part time. There is a **90-Day Probationary Period** that applies for all new/rehired employees. A review approximately 90 days after the date of hire will determine if you are suitable for the job. During the first 90 days of employment, the employee may voluntarily terminate or M & M Manufacturing may terminate the new employee without prejudice. During this 90-day period the employee is **not** eligible for company benefits.

FULL TIME STATUS... You are considered a full time employee if you generally work at least (4) days per week and a minimum of (40) hours. Full time employees are entitled to receive all company benefits after their initial 90 days of employment

PART TIME STATUS... You are considered part time if you generally work less than 40 hours per week or if you are hired to fill a temporary position. In this case, you are NOT eligible for company benefits.

CHANGE IN STATUS... If your employment status changes from a part time to full time, your original hire date will be used for an anniversary date, benefits will accrue from your re-classification date. If your employment status changes from full time to part time, M & M reserves the right to deny or suspend company benefits in accordance with applicable law and this document.

7. MEAL PERIODS AND BREAKS

Employees are expected to be professional in taking their breaks. If you leave the facility during the meal time, M & M Manufacturing accepts no responsibility or liability for your actions you must clock out before leaving the facility. By signing the enclosed Employee Statement you have acknowledged your understanding and acceptance of this specific policy. During exceptionally busy times, it may be necessary to shorten, interrupt or re-schedule normal lunch breaks, and employees are expected to cooperate completely. Meal breaks are 30 minutes in length.

1st Shift Shop **11:30 a.m.-12:00 p.m.** **not paid**

In addition to the regularly scheduled lunch period, there will be two (2) paid breaks during the day. These breaks will be ten (10) minutes in duration and require that the employee remain on the premises. The schedule for breaks will be as follows:

Morning Break	2 hours after start of shift
Afternoon Break	2 hours after conclusion of mealtime

It is sometimes necessary to forego your scheduled break time in an effort to finish something that you have started. In this case, you are allowed to take your break at your earliest possible convenience upon completing your task. In the event that breaks and times away from operations become excessive and fall too far outside the scope of this outline, additional breaks may be suspended or terminated and applicable disciplinary action may result.

8. WORKING HOURS

Effective Monday, June 1, 2009, the working hours for M & M Manufacturing, Inc. will be as follows:

1st Shift Shop Personnel **7:30 a.m. to 4:00 p.m. Monday thru Friday**

Management reserves the right to change the working schedule as required. You will be notified of your normal work schedule and any changes to the standard working hours will be posted on the company information board. It is recommended that you arrive for work at least fifteen minutes prior to the start of your shift. This will allow you ample time to take care of all personal business prior to the start of your shift as well as providing time for you to obtain your job assignments.

9. WORK WEEK AND OVERTIME

The normal work week is Monday through Sunday. Employees will begin work at the time designated by your shift. In certain instances, the supervisor will be required to schedule special starting times for specific operations. Any special starting times agreed upon between the employee and the supervisor will be treated like a normal workday in respect to tardiness and attendance requirements.

ALL overtime must be authorized by your supervisor. In the event that you work additional hours without permission from your supervisor, those hours will, at the discretion of management and in accordance with applicable law may be unpaid.

Overtime may be required from time to time, and you are expected to, on occasion, be available for such work. If you are scheduled to attend meetings or training sessions, you are expected to attend, just as with any other work activity. These meetings and/or training sessions are not optional.

10. TIME RECORDS

Each employee will be given instruction on how work time is recorded. It is *your* responsibility to notify us if you believe an error has been made. *Accurate* time entries will ensure you are paid correctly for all the time you work. Your immediate supervisor must approve any changes of the time records. Since timekeeping is a serious matter, only management employees can record another employee's time. To record time for another employee is a cause for disciplinary which may include termination.

11. PAY PRACTICES

All Salary and Hourly employees will be paid bi-weekly (every other Friday) for the previous two (2) weeks that ended on Sunday. If you have any questions regarding deductions, hours, or any other questions about your pay, you should ask Human Resources for clarification. Please do not ask for early release of your paycheck, or for loans from the company or other employees. If you expect someone else to pick up your check, M & M must have your written authorization on file.

Your pay rate is YOUR business. At no time are pay rates to be compared or discussed between individual employees. If this occurs each individual may be subject to termination. M & M Manufacturing respects the confidentiality of salary information and will not release your salary information without your prior written authorization.

12. PERFORMANCE REVIEWS

A system of performance reviews provides periodic evaluations of your performance in terms of your job requirements. This requires a member of the management team to evaluate your performance at scheduled intervals, upon completion of your 90 day Probationary period and no less than annually. In addition, it provides an opportunity for you to have a personal discussion of your performance strengths and weaknesses as perceived by management and supervisors, performance goals are also established at this time.

13. PERSONNEL RECORDS

It is a legal requirement that we keep up-to-date personnel records on every employee. Be sure to notify the company immediately in writing of any changes in the following:

- Name
- Home address
- Home telephone number
- Person to be called in case of accident or illness
- Marital Status
- Military Status

14. PERSONAL TELEPHONE CALLS

Company telephones are provided for the transaction of official business only. Please ask your family and friends not to call during business hours except in cases of emergency. Any phone calls you make must be made during scheduled break times and are limited to the line(s) designated by management. Please be respectful of your fellow employees wishing to use the phone as well. Cell phones are only allowed during breaks! We respect your rights to own and possess cell phones and will only enforce a NO CELL PHONE policy in the event that the privilege is abused.

15. JOB ASSIGNMENTS AND HOUSEKEEPING

M & M has adopted and operates under the housekeeping policies of 5S. There may be occasions when you may be asked to sweep or mop floors, clean equipment or tools, empty trash, clean restrooms, pick up debris on the property, etc. Job responsibilities may be changed or modified to meet company requirements. You may also be asked to help in areas outside of your normal working environment. When this occurs, you are required to participate.

16. RE-HIRE

If a former M & M Manufacturing employee, who has completed one (1) year of employment and separated on good terms, is rehired within six (6) months of his or her termination date, the employee:

- Will regain benefits, but not receive vacation until a six month period after the rehire date
- Will not accrue benefits for the time period between the termination date and the rehire date

A new anniversary date will be calculated to include the prior service taking into account the length of time absent. An example would be if an employee is hired on January 1, 2000 and terminates on February 1, 2001. Then the employee is rehired on June 1, 2001. The employee's anniversary date would be May 1, 2000, accounting for the (4) months not employed by M & M.

17. TERMINATION / RESIGNATION

All employees who terminate/resign from M & M Manufacturing, Inc. must complete and sign the Termination/Resignation Form and Toolbox/Personal Belongings Checkout Form during an exit interview process. The final paychecks will be issued in compliance with applicable laws. It is the firm policy of M & M Manufacturing, Inc. that all final paychecks are processed on their normally scheduled date. You will not be fully compensated on the date you leave! Final Paychecks will be released ONLY when all personal property has been removed from the facility and any/all M & M property has been returned. This includes, but is not limited to, badges, stamps, handbooks, manuals, and other items)

18. SEVERANCE PACKAGES

In the event of termination, M & M does not have a standard severance package nor guidelines outlining the existence of one. Additionally, M & M, its ownership and management make no representation of severance opportunities and will not honor verbal statements or claims made by the employee or any member of the management staff.

19. ATTENDANCE

Regular attendance and reporting for work on time are expected of all employees. We are more critical of frequent day-to-day absences for good reason. Regardless of reason, unsatisfactory attendance and reporting late or quitting early are considered cause for disciplinary action. A "Points System" for disciplinary action has been derived as follows:

½ Point issued for Late Arrival or Early Departure

1 Point issued for missing a full day of work without doctor's note or approved request form

(3) points received in any 60 day period will result in three days off without pay and a write-up in your personnel file

A fourth point received within 30days of the disciplinary action will result in 1 week off without pay

Receiving a fifth point within 30 days of the disciplinary action will result in termination.

20. ABSENCES

Employees are expected to work their full shift. Only with approval from your supervisor may you leave after 6 working hours without affecting your attendance. Each employee is required to notify M & M Manufacturing when an absence is necessary. You are to notify your manager **NO LATER than one hour after the scheduled start of the shift on each day of absence**. This also applies to special starting times agreed upon between the employee and their supervisor. It is your responsibility to make sure your absence is properly reported. Employees who fail to maintain an acceptable attendance record will be subject to disciplinary action.

- Full Day of absence – less than (2) hours worked
- Partial Day of absence – (2) through (6) hours worked
- ***Full Day of Work – more than (6) hours worked with approval to leave

21. CALCULATION OF ABSENCES

Occurrences of absence will be recorded for each employee based on the employee's ANNIVERSARY DATE. Time missed during scheduled work time which totals over two hours, will be considered AN unexcused absence and will total one occurrence. Each occurrence will be added against the total of the employee's absences. No absences are permitted within the 90 day Probationary Period. Absences are calculated on a 90-day interval. Established patterns or frequency during these periods will also be considered and additional or subsequent disciplinary action may be taken.

- 2nd Occurrence Verbal notification
- 3rd Occurrence First written warning
- 4th Occurrence Second written warning. Probation 60 days.
- 5th Occurrence Termination

22. NOTIFICATION

If a employee is absent from work two consecutive days without notification of his/her supervisor, it will be assumed that the employee is no longer interested in continuing employment with M & M Manufacturing and, at the discretion of the supervisor, employment may be terminated. If the employee is absent on two separate occasions without notification to the supervisor, the employee's employment may be terminated at the discretion of the supervisor. Absences and Tardies will be documented on the company "Time off Report".

23. EXCUSED ABSENCES

Time off other than approved vacation or company designated shut down days must be taken as a personal day. Certain types of personal days may be considered unexcused and may count against your attendance and others may be approved. Approved excused absences will be taken without pay and must be requested in writing using the Time off Request form.

24. PERSONAL DAYS POLICY

M & M Manufacturing does not offer paid personal days to its hourly or salaried staff.

25. PLANT CLOSURE

Official plant closures for any reason will not be counted as an absence (also see section entitled Inclement Weather).

26. INCLEMENT WEATHER

During severe or inclement weather, management will decide if M & M Manufacturing should close, postpone, or continue the regular work schedule. Regardless of the weather conditions, unless otherwise advised, all employees are still required to call in to learn the work status or to report absence or tardiness to their supervisor just as they would on a normal working day.

27. (FMLA) LEAVE OF ABSENCE

Qualifying leave of absence governed by the Family Medical Leave Act will not be counted as an absence.

28. MILITARY LEAVE OF ABSENCE

The company will grant military leave of absence per State and federal requirements.

29. BEREVEMENT

In the event of a death in the immediate family of a full time employee or employee's spouse (immediate family is defined as spouse, child, parent, sibling, grandparent, grandchild), the employee will be allowed up to three excused, unpaid days off. If additional days are required, the employee's supervisor will make every effort to accommodate the request. However, prior notification must be made and the additional days will also be unpaid time off. Written verification must be provided to the Human Resource department in order to receive compensation.

30. JURY DUTY

M & M Manufacturing will pay for all time missed less amount paid by the court when an employee is called to serve on jury duty. The employee is not required to have completed 90 days of employment in order to receive this benefit. Written verification from the court of service and proof of payment from the court must be provided to Human Resources in order to receive compensation. If this documentation is not provided then no compensation will be made

31. LEAVE OF ABSENCE

A leave of absence may be granted to an employee under certain circumstances. The circumstances and the length of absence will be determined by company policy in effect at the time the leave is requested. We cannot guarantee that when you return to work you will be reassigned to the same job, rate of pay, location, schedule or shift. Benefits and length of service time DO NOT accrue while on leave of absence and your anniversary date will be modified to reflect accurate time of service upon return.

32. BENEFITS

Eligible full time employees are defined as those who have successfully completed the mandatory 90-day probationary period and who work full time as outlined in Section 6 of this handbook. A summary of your benefits as a full time employee of M & M Manufacturing are as follows:

- Paid Vacations
- Paid Holidays
- Health Care (partially covered by the company)
- 401K participation
- Dental (available through payroll deduction)
- Tool Purchase Program

33. VACATION

Vacation is a benefit based on length of employment and accrued annually. The vacation calendar will be posted and time-off will be granted based on a first come – first served basis. No more than 10% of the workforce can be gone at one time and special approval will be required for more than 1 person from a department is to be off at the same time. Individual Vacation days must be requested in writing using the M & M Manufacturing Time Off Request. Vacation may be taken to coincide with weekends, holidays, paid approved absences, or other calendar events provided it is scheduled and approved.

The *vacation benefit* for years of service is as follows:

1-4 years	10 days (80 hours)
5-9 years	15 days (120 hours)
10 years and over	20 days (160 hours)

Management reserves the right to cancel or to reschedule vacation days once approved based on unanticipated changes in workload.

As of January 1, 2007, all vacation is accrued and issued on January 1 of each year for service rendered in the previous year of employment. Vacation time is accrued based on your length of service. Vacation hours are calculated based on employment from January 1-December 31. You must have met your 90-day probationary period prior to December 31 to have accrued vacation time for the next calendar year.

Vacation carry-over. ONLY 1 WEEK (40 hours) may be carried forward to the next calendar year. M & M DOES NOT offer a vacation buyback. Any time over 40 hours, unused, at the end of the calendar year, will not be paid.

Additionally, vacation cannot be taken in advance of the effective date. Any Vacation not accrued and awarded at the date of termination will not be paid upon termination/resignation.

Additionally, if you have been awarded vacation time and working hours are missed during any pay period, your vacation or PTO (Paid Time Off) account will be automatically charged. If you do not have enough time in the account to cover the time off, your check will be short the missing hours accordingly and you may be subject to certain attendance disciplinary action as outlined in Section 19.

34. PAID HOLIDAYS

Each full time eligible employee is entitled to scheduled holidays with pay to be determined at the end of each year for the following calendar year and will be communicated via posting on the company information board.

You must be present on the last regularly scheduled workday before and the first regularly scheduled workday after a holiday for the full scheduled day or you will not be paid for the holiday. An exception may be made where the holiday coincides with the employee's pre-approved time off request or falls under the guidelines of attendance outlined in Section 19 and Absences outlined in Section 20.

If you desire other religious holidays, you may request them as a vacation day, or as an unpaid excused absence.

35. WORKER'S COMPENSATION

If you are injured or become ill as a result of your work, you may be eligible for benefits under the Worker's Compensation Act. M & M carries applicable Worker's Compensation Insurance as required by State and Federal Laws.

If you are injured on the job, **you must report this to your supervisor or to management immediately**, no matter how minor you might think the injury is. Failure to use an authorized physician or treatment facility may result in non-payment of benefits or delays in receiving benefits.

36. GROUP HEALTH INSURANCE

Eligible full time employees can sign up for Health Care Coverage. Effective October 1, 2008, M & M Manufacturing will pay for 50% of the *employee only* coverage. The coverage will begin on the first of the month following the 90-day probationary period of continuous employment and any premiums for all coverage's will be deducted from your bi-weekly paycheck. You may include spouse or family coverage at your expense and the rates will be provided for you by Human Resources. Additionally, M & M offers a tenure of service benefit by which the amount you spend for individual, spouse or family coverage may be reduced by a specific amount for each year of continuous service.

Each employee will always be required to make a contribution to their health care. The declining balance tenure plan will reduce your contribution, after five years of continuous employment, to a maximum based on the schedule below:

Employee Only Coverage \$20 per month
Employee & Spouse \$100 per month
Employee & family \$150 per month

Calculations are based on a 20% annual benefit assignment after each year.

Example:

If you have Family Coverage, your monthly premium is **\$770.31**

M & M pays ½ of the Employee Only Coverage (\$209.06) which totals **\$104.53**.

This leaves a total monthly premium due of \$665.78 which is deducted from your bi-weekly check at the rate of **\$332.89**

At the end of the first year of continuous employment, this deduct rate will reduce by 20% to \$266.31 per pay period and so on. Once you have completed your fifth year of continuous service, this contribution rate will lock in at \$150 per month or **\$75.00** per pay period.

This is a tenure benefit for health care and you must elect to use it from the time it is available. If you elect to pass on or forego the health insurance benefit, you will not be eligible for the benefit in any other form by state and federal regulations.

This procedure will be reviewed annually and may be subject to change based on company profitability and/or significant changes in health care coverage and/or health care rates. M & M Manufacturing reserves the right to modify, change or terminate medical insurance providers, coverage, and/or contribution rates without notice. Issues concerning COBRA or additional insurance services needs to be discussed on an individual basis with Human Resources. Company participation ends on the date of termination/resignation.

37. DENTAL

Eligible full time employees may sign up for company sponsored Dental insurance.

The procedure will be reviewed annually and you will be notified of any changes. This will be based on company profitability and/or significant changes in health/dental care coverage and/or health/dental care rates. M & M Manufacturing reserves the right to modify, change or terminate medical insurance providers, coverage, and/or contribution rates without notice.

38. VISION

None at present.

39. 401K RETIREMENT PLAN

Due to lack of Participation and the tremendous expenses this is not currently being offered.

40. TOOL PURCHASE PROGRAM

If you need tools for your job at M & M and wish to purchase them on a payroll deduction plan, you should ask your supervisor to help you with the arrangements. The following rules for tool purchases are applicable at all times without exception:

- All purchases must be paid through a payroll deduction for no more than four pay periods
- The maximum purchase at any time per employee cannot exceed 1 net –pay period check.
- The employee must sign an acceptance or delivery receipt form once the tools have been received.
- This delivery receipt will be maintained in the employee’s permanent file.
- In the event of termination, voluntary or otherwise, ALL unpaid balances will be withheld from the employees final paycheck or vacation accrual check.
- Not eligible for this program until completion of 90-day probationary period.

41. BENEFITS CONCLUSION

When you consider the value of your job, you should not limit your thoughts simply to the dollar amount of your paycheck. The benefits listed in these pages amount to sizeable dollars, both in costs to the company and in value to you. You can help the company to continue offering these benefits by helping to reduce waste in materials, labor and other related expenses. Perhaps more importantly, *you should be as productive as you can during all your hours of the work day.*

42. NON-DISCLOSURE AGREEMENT

M & M Manufacturing, Inc. has made a substantial investment in the development of manufacturing methods, techniques, processes, and training of personnel in order to achieve and maintain its position in this industry. In order to avoid the potential for conflict of interest, M & M Manufacturing, Inc. strongly discourages any employee currently employed by M & M Manufacturing, Inc. from accepting a position of concurrent full or part time employment from a direct competitor or any other institution or entity which might benefit from the use or knowledge of M & M Manufacturing methods, techniques, processes, costing, pricing, customer information, or other proprietary information. You are required to sign a Non-Disclosure in your Orientation meeting and evidence of concurrent employment at a competitor as outlined above may result in termination.

43. RULES OF CONDUCT

When people work together, rules are necessary. We must have common sense rules to make the workplace safe, healthy, and orderly. The best discipline results when we work together and obey regulations. However, for the few who break rules and do not maintain good personal conduct at work, it is necessary to have disciplinary procedures, including verbal and written warnings, suspension without pay, and discharge. Company management reserves the right to discharge any employee at any time, with or without cause.

44. SERIOUS TYPES OF POOR PERSONAL CONDUCT

SOME ACTIONS THAT MAY RESULT IN IMMEDIATE DISCHARGE

- Theft, or unexplained loss of property under your control
- Unauthorized use of company funds, vehicles or equipment
- Immoral or indecent conduct (including suggestive or sexual remarks, propositions, or harassment)
- Falsification of company records or other dishonesty
- Excessive absenteeism
- Insubordinate conduct including refusal or failure to accept job assignments or interference with the performance of work instructions given by supervisors
- Possession of, partaking of, or reporting to work under the influence of alcohol, or other intoxicants, illegal substances, or controlled substances on company property, including having those items stored in your personal property
- Abuse or deliberate destruction of company property or the property of others (or personal neglect causing damage)
- Disclosing or removing confidential information from the premises or refusal to permit inspections on the premises (personal containers, autos, etc.)
- Falsifying time records or other payroll or expense reports
- Sleeping on the job
- Deliberately restricting work output or the work of others
- Possession of firearms, weapons, explosives, or incendiary devices on company property
- Criminal conviction, or activity that harms company reputation
- Cursing, obscene remarks, abusive language, or racial slurs

45. OTHER TYPES OF POOR PERSONAL CONDUCT

Repeated failure to observe rules, including safety regulations and rules of good order or attention to work will subject the offender to warnings, suspensions, or discharge – subject to the nature, frequency, and severity of the offense, and the employee’s overall work record. The following actions fall into this category, and others (not listed) may also apply:

- Excessive absence or tardiness (with or without excuse)
- Violation of policies
- Stopping work before quitting time
- Loafing or loitering, Distracting others from work, horseplay
- Failure to follow directions
- Making false or malicious statements about any member of the management team, the company, its products or services
- Questionable shortages of company tools, supplies, equipment, funds, or materials under the employee’s control
- Tampering with bulletin boards
- Discourtesy to customers or visitors
- Failure to follow environmental, sanitation and safety rules
- Leaving your work area without permission
- Gambling
- Failure to meet work standards or production output
- Careless work performance, or concealing defective work
- Loud talking or arguing in presence of customers or visitors
- Smoking, or other use of tobacco, eating or drinking in non-approved areas
- Failure to meet company standards regarding dress, appearance, or grooming
- Removing safety placards, notices, or devices
- Failure to notify the company of changes in personal data
- Being in work areas without permission while off-duty
- Wearing or displaying company logo in a manner or place that might damage the company’s public image or good will in the community or customer base
- Performing work that is not authorized, or “off the clock”, or failure to properly report work time
- Conducting personal business during work hours
- Careless discarding of smoking materials or other littering
- Refusal to allow inspection of personal items on company premises, or interfering with official searches, including concealing contraband or unauthorized materials

There may be other instances where corrective or disciplinary action will be initiated. In addition, the company reserves the right to change, add to, or amend the foregoing lists.

46. SEXUAL HARASSMENT/DISCRIMINATION POLICY

It is our policy to assure that M & M Manufacturing, Inc. maintains a workplace free of sexual harassment and intimidation. Sexual harassment has been defined as “unwelcome” sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

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

Vulgar, abusive, humiliating or threatening language, practical jokes or other inappropriate behavior will not be tolerated in the workplace. M & M Manufacturing, Inc. does not tolerate the harassment of any employee or non-employee by any other employee or non-employee, supervisor or manager for any reason. Harassment of a sexual nature is a violation of various state and federal laws, which may subject the individual harasser to liability for such unlawful conduct.

Violators of this policy will be subject to immediate disciplinary action up to and including termination. Should any employee of M & M Manufacturing, Inc. have a complaint it should be reported to Human Resources, your supervisor or the company president IMMEDIATELY!

47. EMPLOYEE FRATERNIZATION POLICY

Our company has a policy prohibiting sexual harassment in the workplace. This policy applies to all employees of M & M Manufacturing (hereby referred to as the Company), including supervisors, managers, and executives.

While the Company does not encourage co-employee dating or entering into consensual social relationships with other employees, the Company cautions employees not to let such fraternization affect their job performance. The Company allows fraternization provided: both parties mutually and voluntarily consent to the social relationship; the relationship does not breach corporate values; and the relationship does not affect judgment or performance of duties of involved employees or negatively impact the common good of the Company.

To ensure that social relationships do not adversely affect the workplace, employees who enter into such relationships must comply with the following:

- Notify the Human Resource Director of the relationship;
- Review the Company’s policy prohibiting Sexual Harassment;
- Sign the Company’s Consensual Relationship Agreement;
- Agree to possible reassignment if the social relationship involves a subordinate employee;
- Behave professionally at all times – avoiding indiscreet behavior while at the workplace or while on Company time or business including refraining from public displays of affection, sexual innuendo, suggestive comments and sexually oriented joking or emails.
- Notify the Human Resource Director should the social relationship terminate.

Employees found in violation of this policy will be subject to disciplinary action up to and including termination.

The Company reserves the right to make decisions in the best interest of the organization including reassignment, transfer or separating employees where appropriate.

48. ALCOHOL, DRUGS AND OTHER CONTRABAND

The company provides a work environment free from drugs and alcohol for all its employees. The possession, sale, or consumption of alcohol or any controlled substance on company premises and/or working under the influence of alcohol/drugs/substance is absolutely prohibited. Off-duty use, sale or involvement in or of illegal substances that could adversely impact the community or company may also result in disciplinary action. Any type of firearm on the company premises at anytime is strictly prohibited.

MEDICAL TESTING

Applicants and employees may be requested at any time, to submit to pre-employment, random, planned, post-accident, and/or reasonable suspicion alcohol/drug/substance testing. Method of collection could include (but not limited to) urine, blood or by any method of collection deemed appropriate. Further, the company reserves the right at any time, without notice, to search lockers, toolbox, desks, handbags, lunchboxes, or other containers or personal effects, and employee vehicles located on company property for contraband and prohibited substances. Refusal to cooperate with or submit to a search may be treated as insubordination warranting immediate discipline, up to and including termination. Some prescription medications may cause a “positive” result on the lab test, it is your responsibility to inform the company and proof of prescription.

Other types of medical/laboratory testing may be required for specific job duties as deemed appropriate. These tests can be used to determine suitability or continued employment.

TOBACCO POLICY

Our company has a strict policy on Tobacco use. ***There will be no smoking or other use of tobacco inside the facility. This includes ALL office and shop areas. THIS IS A NO TOLERANCE POLICY!!

M & M Manufacturing, Inc., is a voluntary participant of the Clean Air Policy in Tulsa and Smoking is not permitted in any building at any time. Looking to future opportunities and mandates, APPEARANCE AND GENERAL CONDUCT

49. DRESS CODE

It is required that each person always report for work clean and well groomed. The company retains the right to determine what “appropriate” dress and grooming involves. Acceptance of employment with this company implies your agreement with this policy.

Shop Personnel:

Each Team Member working in a shop (other than office/management) should wear jeans and shirts that fit properly and do not sag causing a tripping hazard to loose fitting shirts that would get caught in power tools or machines. Shirts or jackets with vulgar or suggestive language or pictures are not allowed. Advertisements for beer, alcohol, drugs or any other form of possibly offensive clothing is also prohibited. Any clothing, including jeans, shirts, shorts, jackets, etc. must be free from excessive rips and tears. This is unprofessional looking and also a potential safety hazard.

Office Personnel:

Professional Dress is required. Monday thru Thursday requires business casual dress. Men should wear collared shirts and dress or casual pants at a minimum. Women should wear dress pants and blouse or a professional looking dress that reaches at least to the knees. Friday can be a casual day in which all office personnel are given the ability to “dress down” as long as the basic dress code requirements of M & M are not violated.

50. TRAINING

The company has developed its training program to train employees quickly and effectively. Training is accomplished under the supervision of management and supervisors using demonstrations, observation, and other aids from our training program. You are expected to be diligent in applying the information and methods you are shown, and to do your best to learn as quickly as possible. Do not be afraid to ask questions about any procedure you do not fully understand. All required training is paid for by the company and should be viewed as an additional benefit. Nevertheless, most of our training requirements are not optional. You will be expected to attend all scheduled training sessions.

51. SAFETY

Management is interested in your safety and well being. You will receive orientation and follow-up training on safety procedures to increase your awareness of the importance of safety on the job. You can do much to prevent accidents and injuries by obeying the safety rules of your job, by remaining alert, and by thinking safety at all times. If you see something that you believe to be an unsafe act or an unsafe condition, please report it to your supervisor or to management at once. All injuries are to be reported to your supervisor when they occur. The following safety tips are provided to help prevent accidents. The list is not meant to be all-inclusive:

SLIPS, TRIPS, AND FALLS – Walk, do not run. Wipe up spills and pick up fallen objects and debris. Keep floor surfaces clear of obstacles, electric cords, etc. For your comfort and safety, you are encouraged to wear shoes in good condition with enclosed toes.

BACK INJURIES – Learn correct lifting methods. Get help with heavy (or difficult to handle) items, and store heavier items on shelves at a height that is located between the knees and shoulders.

CUTS – Be aware of sharp tools. Use safety guards where provided, and do not alter or remove them in any way. In addition, be alert to sharp edges on equipment and burrs. Report any hazards to management immediately.

FIRE – To prevent fire, be alert for causes and report smoke, heat, or unusual odors immediately. Other persons in the area should also be alerted to the danger in order to evacuate, if necessary. To fight a fire, try to verify its location and call the Fire Department. Use proper portable extinguishers for small fires. If conditions become too hot or smoky, or if the fire is large and spreading, evacuate the area.

52. COMPANY VEHICLES

If you drive a company vehicle on your job, you will be expected to comply with company policy concerning its use. It is your responsibility to read and follow these rules. The following are general fleet safety guidelines that apply to our operations:

- Always observe all posted laws and speed limits.
- Always wear seatbelts when the vehicle is in operation.
- No passengers other than company employees on company business may ride with you.
- No personal use of company owned vehicles is permitted
- All maintenance and use records are to be completed as directed by your supervisor.
- Report any broken or worn parts, tires, etc., or any needed maintenance to your supervisor immediately.
- Report any accident regardless of severity to your supervisor immediately.
- All drivers must be eligible under the insurance we carry on our vehicles.
- NO smoking in any company vehicle, EVER!
- Limit use of cell phone to company use only and preferably while parked.

The above is not a complete and exclusive list of vehicle use policies. M & M Manufacturing, Inc. reserves the right to add, delete, or change any of the fleet safety policies as necessary.

Please note that violation of our policies on vehicle operation is a serious matter and could result in immediate termination.

53. SECURITY AND LOSS PREVENTION

Since we do not have a security department, it is everyone's responsibility to help in loss prevention. If you become aware of losses or damage due to negligence, theft, willful destruction or abuse, or for any other reason, it is your responsibility to report it to management immediately.

Any employee who becomes aware of or witnesses an incident of the above nature – and who fails to report it in a timely manner – may be considered to be a party to any losses that occur. In such cases, disciplinary action may be taken toward the primary offender and the employee who concealed knowledge of the incident.

Managers and supervisors are responsible for locking and securing all doors, gates, chains, locks, etc., and for key removal from vehicles and equipment. Other security measures may also be required from time to time. Failure to comply with security precautions is a serious violation of company policy.

54. CONCLUSION

This manual represents M & M Manufacturing, Inc. and its policies on each of the listed subject matters. However, this manual does not constitute an employment contract. The content of these policies are subject to revision from time to time at the sole discretion of M & M Manufacturing, its management and ownership. As it becomes necessary to revise, delete, or add policies or procedures to this document, all such revisions will be made available to each employee as they are implemented.

The final page of this document is your acknowledgement that you have read and understand the content of this manual and that you are in agreement with the terms and conditions as they have been explained to you. Please read and sign the final page and submit with your completed orientation packet to Human Resources.

Thank you and Welcome to M & M Manufacturing, Inc.

55. REVISION HISTORY

<i>Date of Revision</i>	<i>Page / Section Revised</i>	<i>Description of Change</i>	<i>Authorized by</i>
12-6-2008	Page 6 – Section 7	Corrected meal time from 30 minutes to 45. Also added lunch break times for office personnel.	K Statton
12-6-2008	Page 6 – Section 8	Added working hours for office personnel	K Statton
12-6-2008	Page 11 – Section 36	Annual tenure contribution to Family Insurance coverage from \$50 TO \$30	K Statton
12-6-2008	Page 12 – Section 40	Added requirement for completion of 90-day probationary period.	K Statton
12-6-2008	Page 15 – Section 48	Modified Smoking Policy to be more Tobacco specific.	K Statton
12-6-2008	Page 15 – Section 49	Added Dress Code section. Included new info on uniforms and appropriate dress/attire.	K Statton
12-6-2008	Page 14 – Section 47	Added Employee Fraternization Policy guidelines to Handbook	K Statton
12-6-2008	Page 8 – Section 19	Added guidelines for Points System to Attendance Policies.	K Statton
12-6-2008	Page 18 – Section 55	Started “Revision History” section	K Statton
7-24-2009	Section 7 – Meal Time/Breaks	Modified times	K Statton
7-24-2009	Section 8 – Working Hours	Modified times to standards for all departments.	K Statton
7-24-2009	Section 33 – Vacation	Changed policy removing Jan pre-sign. Changed roll-over criteria and how PTO is issued.	K Statton
7-24-2009	Section 36 – Health Insurance	Section completely revised. Including how much employee contribution and scheduled of benefit.	K Statton
7-24-2009	Section 37 – Dental	New rate schedule for employee contribution	K Statton
7-24-2009	Section 49 – Dress Code	Criteria for office personnel modified.	K Statton
2-26-10	Section 1 Section 5 Nepatism Section 7 -8 Meal & hours Section 30 Jury duty Section 36 Health Section 37 Dental Section 39 401K Section 49 Dress code	Added verbage Not permitted Removed 2 nd shift info Added documentation req. Removed date indication Removed premiums Terminated clarified	S Pulley

EMPLOYEE STATEMENT

I have read and understand the company employee handbook. I have also had the duties of the position which I have accepted explained to me, and I understand the requirements of the position. I further certify that I am qualified and capable of performing these duties. I also understand and agree that my job assignment or duties may be changed as management deems necessary. I further understand that violation of any of the policies in the handbook is reason for disciplinary action up to and including termination, and I acknowledge that I have been duly informed regarding infractions, and subsequent action that may result from such infractions.

Furthermore, I understand the company reserves the right to change, interpret, withdraw, or add to the policies, benefits, or terms and conditions of employment, at its sole discretion, and without prior notice, consideration, or approval by any employee or employee group. It is my responsibility to review bulletin boards or attend meetings where such changes would be posted or announced.

I am aware that the policies and procedures contained in the Employee Handbook do not constitute a contract of employment. The company does not guarantee anyone employment for any specific duration or for any specific hours per week. I understand that employment with this company is at-will for an indefinite period unless terminated at any time by myself or by the company. I also understand that employees hired by this company may voluntarily leave employment, and may be terminated by the employer at any time and for any reason.

It is understood that any oral or written statements (whether expressed or implied) to the contrary are expressly disavowed by this company (unless in writing, and signed by an officer of the company), and should not be relied upon by myself, or any other prospective or existing employee.

Employee Signature

Date

Employer Representative

Date

*****This page to remain bound in handbook. (Employee Reference Copy)**

EMPLOYEE STATEMENT (original signature)

I have read and understand the company employee handbook. I have also had the duties of the position which I have accepted explained to me, and I understand the requirements of the position. I further certify that I am qualified and capable of performing these duties. I also understand and agree that my job assignment or duties may be changed as management deems necessary. I further understand that violation of any of the policies in the handbook is reason for disciplinary action up to and including termination, and I acknowledge that I have been duly informed regarding infractions, and subsequent action that may result from such infractions.

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Employee Signature

Date

Employer Representative

Date

*****This is the final page and should be signed and returned with the orientation package.**

*****This Document with “original signature” is to be maintained in employee personnel file.**